



Parent Handbook/Policies and Procedures

2018 - 2019

1.0 CONTACT INFORMATION/ADDRESS

Preschool Address

17123 - 95 Street
Edmonton, Alberta T5Z 1Z9

Teachers

Patricia York and Rose Chong
Patricia's email: lagolindopreschool@gmail.com
Rose's email: lagopreschoolcoteacher@gmail.com
Phone: 587.989.5246 (cell # for emergency only)

President

Laura Bots

2.0 PROGRAM DETAILS

The following three classes are all comprised of a mixed age group (ages 3-5):

- Monday/Wednesday/Friday morning (3 day program)
- Monday/Wednesday/Friday afternoon (3 day program)
- Tuesday/Thursday morning (2 day program)

All classes have staggered entry dates at the beginning of the school year. Students will attend only 1 class during the first week, with regular classes resuming the following week. Parents will be notified of their child's staggered entry date at the beginning of September.

Preschool Start Dates	M/W/F: September 12 th and 14 th , 2018
Preschool Start Dates	T/TH: September 11 th and 13 th , 2018
Hours	9:00 am to 11:25 am <u>OR</u> 12:05 pm to 2:30 pm for M/W/F pm program Please do not arrive earlier than 5 minutes prior the start of your class as the teachers are preparing for the day. Be advised preschool doors will be locked until teachers are ready for class .

3.0 PRESCHOOL BOARD

Our preschool is run by the parents of children in the program; as such, your involvement is crucial to the day-to-day management of this program and we strongly encourage you to volunteer for one of the following positions:

President lagopreschoolpresident@gmail.com	2018/2019 Laura Bots	2017/2018 Nadine Noseworthy
Vice-President lagopreschoolvp@gmail.com	Helena Haile	Kelly Paltzat
Treasurer lagopreschooltreasurer@gmail.com	Megan Warren	Hamdela Lalamda

Secretary lagopreschoolsecretary@gmail.com	Kat Lavery	Kim Ouellette
Volunteer Coordinator lagopreschoolvolunteer@gmail.com	Randi Doucet	Jenn Alfonso
Cleaning Coordinator lagopreschoolcleaning@gmail.com	Vacant	Laura Bots
Fundraising Coordinator lagopreschoolfundraising@gmail.com	Lisa Rinas	Leanne Rempel
Field Trip Coordinator lagopreschoolfieldtrip@gmail.com	Amanda Sacks	Courtney White
Classroom Rep MWF AM lagopreschoolMWFam@gmail.com	Gena Heydanus	Gena Heydanus
Classroom Rep MWF PM lagopreschoolMWFpm@gmail.com	James Song	Sanguen Jeon
Classroom Rep TT AM lagopreschooltth@gmail.com	Lorena Jacobson	Bonnie Wolfe

The Board work is done on a voluntary basis and counts as your volunteer commitment. The Preschool Board will consist of the above positions and will hold monthly Parent/Board Meetings. All parents are welcome to join the meetings.

Benefits of Being on the Board

As a member of the Preschool Board, you will have an impact on the future of this preschool association and its policies and programming. You have more opportunities to connect with fellow parents as well as the teachers by attending the monthly meetings.

Responsibilities of the Preschool Board

- Secure the Operating License for the Preschool
- Secure qualified and appropriate teaching staff
- Establishment and maintenance of program fees, policies, regulations, and yearly budgets
- Administration of financial transactions
- Registrations
- Act as a liaison with Lago Lindo Community League Board
- Establish and maintain Parental Guidelines and Responsibilities

Roles and Responsibilities of Each Board Position

President

- Attend and conduct monthly meetings of the Lago Lindo Preschool. Assist in decision making together with all members of the board to ensure smooth operation of the Preschool.
- Attend and conduct an Annual General Meeting (May).
- Attend emergency meetings when called for.
- Prepare agenda for all meetings together with the Secretary, in consultation with the board.
- Serve as a liaison with Lago Lindo Community League and attend their board meetings.
- Act as signing authority on the Preschool bank account, together with the Treasurer and the Vice President of the Preschool.

- Arrange an internal audit on the financial records of the Preschool, together with the Treasurer and one other member in good standing of the Lago Lindo Community League. (Audit is done on the previous year's records).
- Meet with a Licensing Officer of Child Care Services for yearly inspection of the Preschool. Ensure all recommendations are acted upon promptly.
- Encourage registration and participation in the program.
- Handle inquiries regarding the Preschool (programs, openings, etc.) and registration procedures and tours of the Preschool
- Process withdrawals from Preschool notifying the board and teachers of any withdrawals.
- Pass on all information to incoming President to ensure a smooth transition to next year's board.

Specific Duties as President:

- Ensure Employment Contract is in place for the Teachers.
- Direct liaison between the Preschool board and the Teachers.
- Ensure licensing regulations are met and provide regular contact with licensing officer.
- Pick up mail from Post Office box once weekly and distribute to correct board member.
- Obtain and review the yearly plan as submitted from the Teacher(s) before school year begins.
- Conduct a Performance Review of the Teachers in May or June.
- Prepare and collate all literature for pre-registration date in February and Open House date in February:
 - Agenda
 - General Information sheet and welcome letter.
 - Executive Committee job descriptions.
 - Volunteer parent positions.
 - Class schedule (from teacher).
 - Registration forms.
 - Parent Handbook
- Prepare and collate all literature for Parent Orientation in August/September.
 - Agenda.
 - Minutes of May General Meeting (from Secretary).
 - Financial statement from previous year (from Treasurer).
 - School Calendar for the upcoming school year (from Teacher).
- Notify all parents failing to fulfill volunteer and fundraising commitments that their cheques will be cashed.

Vice President

- Assume and discharge all duties and responsibilities of the President, in their absence or during any period that the office of the President remains vacant, until a new President is appointed/elected.
- Attend all monthly Board Meetings, and Preschool General Meetings.
- Attend emergency meetings when called for.
- Encourage and coordinate registrations for all classes.
- Keep an updated waiting list for all classes.
- Maintain registration forms. All medical forms must be updated for the emergency records, which are then kept in the classroom by the teacher.

- Act as signing authority on the Preschool bank account, together with the Treasurer and the President.
- Pass on all information to incoming Vice President.

Specific Duties as Vice President:

- Ensure all registration forms are completed fully and contact parents if more information is needed.
- Ensure all parents have signed up for their volunteer commitment and contact them if not.
- Prepare an allergy list for the teachers.
- Prepare a birthday list for the teachers.
- Prepare and email all literature in summer break to parents.
 - Letter stating staggered date of entry.
 - School supply list for the first day of school

Secretary

- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.
- Prepare correspondence of Lago Lindo Preschool as requested by the Committee.
- Assist the Committee where needed.
- Pass on all information to the incoming Secretary.

Specific Duties as Secretary:

- Prepare an agenda (in conjunction with the President) and distribute it to the board, at least 5 days prior to all monthly board meetings and preschool general meetings.
- Take accurate minutes of all monthly board meetings and preschool general meetings.
- Prepare minutes of all meetings and submit such minutes at least 10 days prior to the next scheduled meeting.
- Keep a file of all minutes, agendas, reports, correspondence and preschool information to be forwarded to the incoming Secretary.
- Update Parent Handbook and Executive Handbook when needed.
- Maintain preschool Facebook page and forward website update information to the Lago Lindo Community League's Publicity Director.

Treasurer

- Attend all monthly Board Meetings and Preschool General Meetings. Attend emergency meetings when called for.
- Hold signing authority along with the President and Vice President.
- Pass on all information to the incoming Treasurer.

Specific Duties as Treasurer:

- Prepare a monthly financial statement for Board Meetings.
- Collect all monies pertaining to the preschool and deposit them into the preschools bank account.
- Pay all Accounts when required.
- Write cheques for Preschool activities and expenses.

- Issuing payroll and all associated costs (IE Government, WCB etc.)
- Collect all fees that are levied by parents.
- Perform yearly audits (with the President and one member of the Lago Lindo Community League of good standing).
- Give Financial Report at AGM.
- File all receipts in an orderly manner so you are able to present them to the President when asked.

Cleaning Coordinator

- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.
- Organize the monthly cleanings, excluding the months of September and December.
- Pass on all information to the incoming Cleaning Coordinator.

Specific Duties as Cleaning Coordinator:

- Coordinate the volunteers for all cleaning days/nights, sending reminder emails prior to cleaning night.
- Stay each cleaning day/night to assist the parents with organizing the toys and guide them through the cleaning process.
- Buy the cleaning supplies for cleaning night, the cost of which is reimbursed by the Preschool.
- Buy any other cleaning supplies, as requested by the teachers, the cost of which is reimbursed by the Preschool.
- Take any items that require a washing machine and dryer home for cleaning and return to school in a timely manner. i.e.: Costumes, Soft toys, etc.
- Keep up to date on all Alberta Health Services policies regarding daycare/preschool cleaning procedures.
- Coordinate with the treasurer to get the volunteer cheques to return to the cleaning volunteers.
- Inform President and Treasurer of any missing volunteers to ensure notification to parents and cashing of volunteer cheque.

Fundraising Coordinator

- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.
- Pass on all information to the incoming Fundraising Coordinator.

Specific Duties as Fundraising Coordinator:

- Contact Fundraising Committee volunteers early in September to begin planning of the mandatory fundraiser (held in November) and present ideas/plans to the Board at the September meeting.
- Coordinate ways and means (fundraisers, etc.)
- Collect all money from fundraisers, balance and pass on to Treasurer.
- Obtain licenses, when necessary (raffles, dances, etc.)
- Solicit businesses and groups for donations for the Silent Auction.
- Pick up donations (may request help from other board members).
- Maintain and keep records of fundraisers, including amount raised. Report these amounts to the board. Ensure enough money has been fundraised to cover fieldtrips etc.

- Inform President and Treasurer of any parents failing to fulfill their fundraising or volunteer commitment to ensure notification to parent and cashing of fundraising or volunteer cheque.

Volunteer Coordinator

- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.
- Pass on all information to the incoming Volunteer Coordinator.

Specific Duties as Volunteer Coordinator:

- Pass on all volunteer information to Lago Lindo Community League Bingo Coordinator
- Coordinate with the treasurer to get the volunteer cheques to return to the bingo volunteers.
- Coordinate and Supervise the Volunteer Screening process for all preschool volunteers.
- Keep updated list of approved volunteers that have completed security and child intervention checks, provide to teachers as needed.
- Inform President and Treasurer of any parents failing to fulfill their volunteer commitment to ensure notification to parent and cashing of volunteer cheque.

Field Trip Coordinator

- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.
- Pass on all information to the incoming Field Trip Coordinator.

Specific Duties as Field Trip Coordinator:

- In conjunction with the Teacher(s), coordinate all Preschool field trips (including in and out of school field trips)
- If required, arrange for bussing
- Coordinate with the treasure to ensure all invoices pertaining to the fieldtrip are paid.

Classroom Reps (One for each class MWF AM/MWF PM and TT AM)

- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.

Specific Duties as Classroom Rep:

- Act as liaison between board/teachers and students/parents
- Pass information/handouts to students/parents as required.
- Collect community membership information for each student and follow up with parents who may have missing information.
- Collect Lago Lindo Community associate membership information for those students who require it and follow up with parents who may have missing information.
- Coordinate with scrapbook reps from each class to ensure project completion
- One Classroom rep will be responsible for Scholastic Book orders
- Each classroom rep will be responsible for the purchase and wrapping of Christmas presents for students in their class that will be given out at the annual Christmas party. The cost of wrapping and gifts will be reimbursed to the Classroom reps by the preschool.

- Each classroom rep will be responsible for the purchase and wrapping of the year end gift for students in their class that will be given out at the year end party. The cost of wrapping and gifts will be reimbursed to the Classroom reps by the preschool.

4.0 GENERAL MEETING and PARENT ORIENTATION

General Meetings will be held once per year (in May). Each child should be represented by a parent or guardian. One vote per child registered.

A mandatory parent orientation night will be announced shortly after the beginning of the school year. Each child needs to have one parent or guardian attend. At this time a more formal introduction of the teachers and preschool board will be done. At this orientation any parent questions can be addressed regarding the upcoming school year.

5.0 REGISTRATION REQUIREMENTS

- Children must be 3 years old by December 31, 2018.
Please note: children must be 3 years old before they can attend the preschool; the December cut-off date is for those parents who would like their children to attend the school starting on their birth date, when that birth date comes after the start date of the class. Parents who would like to enroll their child in this instance must still pay for the full year to hold their spot.
- Children *must* be potty trained (no diapers, no pull ups, NO exceptions)
- Families must be willing to fundraise and attend one or more volunteer commitment shifts: i.e.: Preschool Board position, working a Bingo, monthly cleaning, etc.; this will be determined by the parent committee each year. If unable to meet fundraising/volunteer commitment, **fundraising/volunteer cheque will be cashed.**
- Parents failing to fulfill volunteer or fundraising will be unable to makeup their commitment unless under extreme circumstances that will be evaluated by the Preschool Board.
- Parents **must** purchase a current (2018/2019) community league membership which can be purchased in the fall through the preschool or community league. If you're a member of a different community you need to purchase a membership for your community and provide your membership # to your classroom rep.
- Parents residing outside of the Lago Lindo Community will be required to purchase as associate Lago Lindo membership at the cost of \$10.00 which will be made available in August/September for purchase at the Preschool or community league. Note: Lago Lindo Community includes Schonsee, Klarvatten and Crystalina Nera.
- No **new** registrations will be taken after December 31, 2018.

6.0 FEES

There are three payment options:

- 1) Postdated cheques in the amounts of \$150.00 for the MWF classes or \$100.00 for the TTh classes - to be dated the 1st of each month, September through May. All cheques will be collected at the time of registration and will be deposited in the third week of the month to allow for consistent record keeping.

- 2) To lessen banking transactions, at the time of registration you may submit two cheques in the amounts of: MWF classes: 1 cheque for Sept – Dec for \$600.00, 1 cheque for Jan – May for \$750.00 or for the TTh class: 1 cheque for Sept – Dec for \$400.00, 1 cheque for Jan – May for \$500.00.
- 3) Cash will also be accepted but must be paid in full upfront at the beginning of the year. \$1350.00 for MWF classes or \$900.00 for the TTh class.

Any **NSF cheques will be subject to a \$25 administration** fee which is payable immediately, along with a new cheque for the monthly fee. Repeat NSF cheques may result in the removal of your child from the program.

7.0 VOLUNTEER SCREENING POLICY

The following policy is designed for Lago Lindo Preschool volunteers. This includes but is not exclusive to substitute teachers, field trip volunteers and special event supervisors and is ultimately at the discretion of the Board to decide whether the following screening policy is implemented. Classroom visitors may not require screening as they are not to be left alone with a child but may still be subject to the policy should the Board and/or the Teachers think it is necessary.

Each volunteer must be approved by the Board before being involved in the Preschool classroom. Volunteers may be exempt from this policy if the role is external to the direct supervision or contact with the children. A copy of all approved volunteers with their contact information will be released to the teachers as well as the Board as required.

- Volunteers must have some personal connection to an attending child in the Preschool program
 - If not immediate family, permission slip signed by parent/guardian must be completed
- Volunteers must complete an application form
- Volunteers must complete a Child Intervention Record check (Must provide two pieces of ID as part of the above requirements)
- Volunteers must complete a Police and Security Check
- Volunteers must understand they will take direct instruction from the teachers or Board as required. This will depend on the position of need.

Application Process:

- Interested members will complete the above application requirements before being allowed direct contact with children. Paperwork must be received, reviewed and approved by the Board.
- Any applications that are seen unsuitable will be notified in writing within 30 days of being reviewed. All rejected applications will be given reason for their decline.
- Additional information may be requested at any time during the application process or the volunteered year, if the Board feels it is relevant (such as references etc.)
- If a volunteer is not immediate family, a parent signature acknowledging volunteer request and support must be given before approval will be granted.

Storage of Information:

- All Volunteer information will be stored in a confidential location held by an active member of the Board. All information will be destroyed after the completion of the school year, unless a student or sibling is returning then information will kept up to the max of two years before being destroyed and reapplication necessary.

8.0 COMMUNITY LEAGUE MEMBERSHIP

We are an extension of the Programs offered by the Lago Lindo and Klarvatten Community League and as such are governed by the existing Bylaws and Policies of our Organization. Parents wishing to register their children in our preschool must purchase a Lago Lindo Community League Membership for 2018/2019 available in the fall. Those residing outside of Lago Lindo Community must show a valid 2018/2019 community membership to the community you reside in and must also purchase a 2018/2019 Lago Lindo Community Associate Membership available in the fall. If your family is a member of the Canadian Military, the provision of a valid CRA Membership will be equivalent. Note: The Lago Lindo Community includes Schonsee, Klarvatten and Crystalina Nera.

9.0 SNACKS

The provision of snacks for children is a parental responsibility. We are pleased to support a NUT FREE Policy. Given the potentially serious nature of all child allergies, especially peanut allergies, we require that all snacks provided do not contain PEANUTS or other NUT products.

We recommend following Canada's Food Guide for Healthy Snack Choices. Snacks should be limited to 2 items.

We ask that children do not bring juice pouches or boxes as they create litter and are often not finished, leading to more work for the teachers. Please pack drinks in reusable bottles.

10.0 ABSENCES/ILLNESSES/INJURY/MEDICAL CONDITIONS

Illnesses

The Lago Lindo preschool follows the guidelines recommended by Alberta Health Services for preschools, daycares and day-homes. *If your child has had a **fever, vomiting or diarrhea within the last 24 hours**, please **do not bring your child to preschool**.* Should your child become sick at Preschool, we will make every effort to contact you or your emergency contact to pick up your child.

Injury

In the event that a child is injured, appropriate First Aid will be administered onsite. If necessary, the child will be taken to the nearest Health Care Facility or, if serious, an ambulance will be called and the Parents notified. Any fees incurred for Ambulatory expenses will be paid by the parents. Our teachers have current First Aid/CPR certification.

Medical Conditions

If a child has a medical condition (i.e. allergies, asthma) it is your responsibility to inform the teaching staff and indicate this on the registration package. Our preschool does not administer any prescription or non-prescription medications with the exception of medications for life threatening conditions such as Epinephrine or medications used for asthma attacks. Any medications will be kept in an unlocked cabinet accessible to staff members and will be taken on any outside excursions or field trips throughout the year.

11.0 LATE POLICY

Please note class start and end times. Ensuring that you are on time allows for your child to establish their own routines of readiness for Preschool and subsequently, Kindergarten. As well, it enables our staff to begin classes on time and without disruption. If you expect to be late picking up, please call the

Preschool as soon as possible to allow us time to prepare your child. If late pick ups become a problem, it can result in suspension or termination from the program. A late fee of \$2.00/minute after 11:35 am or 2:50 pm is to be paid directly to the preschool teachers upon pick up or prior to the next class. Preschool teachers are required by Social Services to call the Child Welfare Department if your child has not been picked up by 11:45 am or 2:55 pm, unless parents have notified the teachers of late pick up. If you have concerns regarding this policy, please direct your concerns to the Preschool Board and not the Teachers.

12.0 PARKING

Parking in the Lago Lindo School parking lot IS NOT PERMITTED. Please be aware our parking lot is shared by the Lago Lindo elementary school , please be courteous with the amount of time you are parked and limit it to the time needed for drop off and pick up.

13.0 FIELD TRIPS

Our intention is to provide opportunities for your children to explore our community and various other sites of interest throughout the Preschool year. Parental involvement is appreciated in these adventures not only to aid with supervision but also to share in the experience with your child. Please note that a caregiver may attend in your place, and that **siblings will not be allowed to attend**. When field trips are taken outside of our immediate vicinity, bus transportation will be provided for the preschool children, volunteers and parents attending on the field trip. Unless otherwise stated, the Child to Adult Ratio is 3:1; teachers will choose which parents are to attend as supervisors for each field trip. Neither the Lago Lindo Preschool nor The Lago Lindo Community League will be held liable for any injuries.

14.0 DISCIPLINE POLICY

The first step in achieving good behaviour and discipline is through prevention. The children are provided with a good atmosphere in which to play and explore that includes a variety of play areas, varied program planning, diversion and good example.

If a problem does arise, the first approach used by the teachers will be an attempt at reasoning and an explanation will be given to encourage either a change or other appropriate behaviour. In extreme cases of disruptive behaviour, the child will be removed from the group or the situation. The reason for removal will be explained and the child will be invited back to the activity and appropriate choices and behaviors encouraged and praised. If a child's behavior is continually disruptive or causes injury to another child, the parent will be notified immediately and asked to pick up their child immediately.

At this time the parent will also be given a formal warning regarding the specific problem and steps will be initiated to try to correct the behavior. Parents may be asked to stay in the class to supervise and direct their child until improvement is seen. If, despite these measures, the child's behavior does not improve within two to four weeks of the first warning, he/she will be asked to withdraw from the program. Discretion is made in consultation between teachers and the preschool board president. No physical discipline is permitted in the classroom, even by the parent of the child. At no time are the preschool teachers or any parent to inflict or cause any form of physical punishment, verbal or physical degradation or emotional deprivation. They are not to deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation. Any disciplinary action taken is reasonable in the circumstances of the incident.

15.0 CUSTODY AGREEMENTS

For the protection of your child/children with special custody agreements, we must have legal documentation on file. The preschool will not be involved in any custody/domestic issues. The primary contact listed on the registration form (phone number listed as child's home phone) will be considered the contact for the child. It is not the preschool's responsibility to contact the other parent and it is assumed that the primary contact will forward all information. The preschool encourages mature communication between parents to ensure minimal emotional impact on the child/children involved.

16.0 FUNDRAISING

As a not-for-profit organization, we rely on fundraising to enhance programming choices and to supplement running costs (e.g. craft supplies, fieldtrips, special occasion parties, etc.).

As a parent-run preschool association, you are required to become involved in or support whatever fundraising opportunities are presented by your peers. The type of fundraising done will be decided upon by the parents with children in the program, and the Lago Lindo Preschool Board.

Our main fundraiser is a Pub night, held in November, at a local pub. Parents will be provided with an envelope of tickets for various draws held at the pub night. The selling of these tickets is mandatory in order to fulfill your commitment; **the minimum amount of tickets sold is \$150.00 per child**. In addition to the tickets each parent is required to donate an auction item for the silent auction and a bottle of alcohol for our cheer basket draws. If for religious or personal reasons you are unable to purchase alcohol, arrangements can be made to fulfill this portion of your fundraising commitment.

Failure to complete any portion of the fundraising will result in the cashing of your fundraising cheque.

For those parents unable to provide a cheque for the fundraising commitment are able to pay up front, at the beginning of the year \$150.00 in cash, that upon the fulfillment of fundraising commitment will be refunded to the parent.

17.0 VOLUNTEER COMMITMENTS

When you register your child at our preschool, you will be asked to sign up for one of the following volunteer duties, for which you give us an undated cheque for \$200.00 at the beginning of the year. Once the volunteer commitment has been fulfilled, your undated cheque will be returned.

For those parents unable to provide a cheque for the volunteer commitment are able to pay up front, at the beginning of the year \$200.00 in cash, that upon the fulfillment of the volunteer commitment will be refunded to the parent.

- **Bingos:** these are extremely important to the Preschool and the commitment to attend must be taken seriously by all families in the program. Late arrivals to a Bingo may result in No-Show-Status by the Bingo Hall, which could result in forfeiting our commitment. If you are unsure of your ability to honor this commitment, we kindly ask that you consider another volunteer duty. If you are not able to honor your bingo volunteer commitment you are **required** to send a replacement worker. Bingo dates for 2018–2019 school year will be determined in the fall.
- **Fundraising Committee/Assisting day of Fundraiser:** Parents who volunteer to be part of the fundraising committee or to assist on the date of the fundraiser are expected to assist the fundraising coordinator, attend the fundraising event and help inform parents

in their classes of fundraising activities. If unable to complete commitment volunteer cheque will be cashed.

- **Monthly Cleanings:** Parents who volunteer for a monthly cleaning, must attend one of the scheduled monthly cleanings and assist the cleaning coordinator in the proper cleaning and sanitizing of the preschool toys and equipment. If you are unable to attend a cleaning night you are **highly encouraged** to send a replacement volunteer. If unable to complete commitment volunteer cheque will be cashed.
- **Scrapbook:** Assisting the teachers with the preparation of the children's scrapbooks.

18.0 CLEANING POLICIES

To help reduce the spread of contagious diseases among our children and maintain a high standard of cleanliness in our preschool, the following protocols are in place: Toys and equipment are cleaned every month or taken out of rotation until they have been properly cleaned and sanitized. Toys and equipment are cleaned according to Alberta Health and Safety Standards for childcare facilities. Cleaning schedules will be organized by the Cleaning Coordinator and provided to parents at the beginning of the school year.

19.0 SECURITY/EMERGENCY EVACUATION

All doors entering and exiting the Preschool Room will be locked when class begins and unlocked when class ends. If you expect to be late dropping off or picking up your child please contact the Preschool as soon as possible.

Should any other circumstance arise that would require us to lock down our facility, NO ONE other than appropriate Emergency Services Staff will be allowed in or out of our facility until such time as the Police or other Officials determines the risk to our facility or to the children has been removed.

Emergency Evacuation Policy

In the event of a situation where the safety of the children is compromised, via fire or other such emergency, the children will be evacuated in a timely and rehearsed manner to **Lago Lindo Elementary School**. Should that site become compromised given the close proximity to the Preschool, we will follow the evacuation procedures established by **Lago Lindo Elementary School** and proceed with them to **Bishop Greschuk Catholic School**.

It is imperative that parents wait for us to contact them before attempting to enter the Preschool under unsafe conditions. We will follow emergency protocol and make every effort to contact you.

20.0 SUPPLY LIST

Each child must bring the following to **every class**:

- Backpack
- Indoor shoes (**NO black soles please, ensure they are non-marking soles**)
- A change of clothes (**Seasonally appropriate**)
- A snack (consisting of two of the four food groups. **No peanuts or tree nuts are allowed!**) and a beverage in a reusable bottle (please no juice boxes)

An additional supply list will be provided before the beginning of the school year.

21.0 EARLY WITHDRAWAL POLICY

In the event you need to withdraw from the program before the end of the Preschool year, we require 30 days written notice of your intent to leave. With sufficient notice we will return postdated cheques for monthly fees. The Preschool Board will determine what arrangements will be made regarding Volunteer Commitments. Without 30 days notice, the Treasurer will return all but one of the cheques for monthly fees and will be directed by the Preschool Board to deposit the one cheque held back and the cheques held in trust for Volunteer Commitments.

22.0 IN-CLASS PARENT VOLUNTEERS

Parents are not required to volunteer during class hours however teachers appreciate parental involvement during class time to enhance the preschool program. Parents are encouraged to assist the children during craft time and free play as well as the teachers to do routine daily cleaning in and around the preschool. Parents who are interested in volunteering in our preschool should sign up on the monthly calendar available in the preschool. Throughout the year there will also be holiday parties, i.e.: Christmas, Valentines day, etc. at this time a sign up sheet for food or supplies will be provided by the teachers and parents are able sign up to bring a food or supply item for the party.

Parents working in the classroom directly with children will require a child intervention and police and security check completed dated 6 months of the beginning of the school year. Copies of these checks will be kept by the volunteer coordinator and destroyed at the end of the school year, unless a student or sibling is returning then checks will be kept up to a max of two years before being destroyed and reapplication necessary.