



Parent Handbook/Policies and Procedures

2024 - 2025

CONTACT INFORMATION/ADDRESS

Preschool Address

17123 - 95 Street Edmonton,
Alberta T5Z 1Z9

Teachers

Courtney White and Christine Samsoniuk
Courtney's email: lagopreschoolteacher@gmail.com

President

President's Name:

Email: preschool@lagolindo.ca
lagopreschoolpresident@gmail.com

President lagopreschoolpresident@gmail.com	
Vice President/Social Media lagopreschoolvp@gmail.com	
Treasurer lagopreschooltreasurer@gmail.com	
Secretary lagopreschoolsecretary@gmail.com	
Fundraising Coordinator lagopreschoolfundraising@gmail.com	
Volunteer & Field Trip Coordinator lagopreschoolvolunteer@gmail.com lagopreschoolfieldtrip@gmail.com	
Cleaning Coordinator lagopreschoolcleaning@gmail.com	
Class Rep MWF AM lagopreschoolmwfam@gmail.com	
Class Rep MWF PM lagopreschoolmwfpm@gmail.com	
Class Rep TTH lagopreschooltth@gmail.com	

1. PROGRAM DETAILS

The following 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)

Preschool Start Dates	M/W/F: September 9, 2023*
Preschool Start Dates	T/TH: September 10, 2023*
Hours	9:15-1145 and 1215-245 Preschool doors will be locked until teachers are ready for class. Students will be let in 5 minutes before class start time.

***Staggered entry dates will be emailed out in August**

2. REGISTRATION REQUIREMENTS

- Children must be 3 years old by December 31, 2024.
- Children **must** be potty trained (no diapers, no pull ups, **NO** exceptions). Children who arrive at school with pull ups or diapers will not be allowed to attend class that day.
- Registration fee of \$125.00 is **NON-REFUNDABLE**.
- As a non-profit organization, volunteering and fundraising is required to keep operational costs low

3. FEES

One Time Fees

Fees	Purpose	Cost	Cheque Dated
Registration	Operational costs, field trips, in-class special guests and activities	\$125	Today's date
Community League Membership (cheque)	Requirement of the Lago Lindo Community League	\$25	November 1, 2024
Volunteer (cheque)	Held until volunteer commitment is met - see below for details on commitment	\$200	Undated
Fundraising (cheque)	Held until fundraising commitment is met - see below for details on commitment	\$200	Undated
Pub Night Tickets	The cost of 4 pub night tickets (this is our main fundraiser for the year)	\$40	Today's date

Tuition

Tuesday/Thursday			Monday/Wednesday/Friday		
Annually	\$360 (\$40/month)	Dated Sept1	Annually	\$855 (\$95/month)	Dated Sept 1
Semi-Annually	\$160 (Sept-Dec)	Dated Sept 1	Semi-Annually	\$380 (Sept-Dec)	Dated Sept 1
	\$200 (Jan-May)	Dated Jan 1		\$475 (Jan-May)	Dated Jan 1

If you require monthly fee payments, please contact the Vice President as this will be considered on an as needed basis

PLEASE NOTE THESE FEES ARE AFTER THE \$75 AFFORDABILITY GRANT. ALL SUBSIDY APPLICATIONS MUST INCLUDE THE FULL COST (MWF AM/PM FEES ARE \$170.00/MONTH, TTH ARE \$115.00/MONTH)

4. FUNDRAISING

As a not-for-profit organization, we rely on fundraising to enhance programming choices and to supplement operational costs (e.g. craft supplies, field trips, 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, for which you give us an undated cheque for \$200 at the beginning of the year. If your fundraising commitment has been fulfilled, your undated cheque will be returned at the end of the year. 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, typically held in November, at a local pub:

- As Pub Night is the main fundraiser for the school and helps us determine what opportunities will be available to our students, participation is **mandatory**.
- 4 Pub Night tickets are included in your fees (see table above). These tickets **DO NOT** count towards your \$200 fundraising commitment, as they are a part of your **required fees**.
- Additional tickets (\$10/ticket) are available, and **DO COUNT** towards your fundraising commitment.
- Tickets will be available for pickup once a Pub Night date has been set, and they are printed.
- Donation letters will be provided at parent orientation for you to hand out to businesses for donations with a second form. This second form **MUST** be submitted with your prize indicating your student's name, its estimated/exact value, and the company/person who provided the donation. We suggest trying to get donations as soon as school starts as some businesses take several weeks to respond to inquiries. This second form ensures the board is able to track which prizes are associated with which student.
- Each parent is required to donate a **silent auction prize** and a **bottle of liquor** to assemble a liquor basket(s).
- The silent auction item(s) must have a minimum value of \$50. You can donate multiple prizes (this is encouraged). The bottle(s) of liquor must have a minimum value of \$20. If for religious or personal reasons, you are unable to purchase alcohol, arrangements can be made to fulfil this portion of your fundraising commitment.
- The proceeds from your silent auction prize donations **WILL COUNT** towards your fundraising commitment (for example, if you donate an item worth \$100 and it sells for \$70, the \$70 will be counted towards your \$200 fundraising goal). As some prizes may be combined with prizes from

other students, the board will determine the proportion of a combination prize that goes to each student.

- Liquor raffle tickets count 100% towards your fundraising commitment (for example, if you sell \$100 of liquor raffle tickets, \$100 will count towards your fundraising commitment).
- A 50/50 will be held at the Pub Night; only the portion that the preschool keeps (50%) will count towards your fundraising commitment (for example, if you sell \$100 of 50/50 tickets, \$50 will count towards your fundraising commitment).
- Other fundraising opportunities will be provided throughout the school year. The **portion** that the preschool earns **WILL COUNT** towards your fundraising commitment.

You do not need to attend the Pub Night but do need to meet all of the above requirements. Failure to meet any of the above requirements, will result in your \$200 fundraising cheque being cashed.

5. VOLUNTEER COMMITMENT

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. Your volunteer cheque will be returned at the end of the year, as long as your commitment is fulfilled.

There are **4 different opportunities** available to meet your volunteer commitment for the year:

Bingo	Fundraising Committee	Monthly Cleanings	Board Member
<p>Bingo dates will be determined in the fall.</p> <p>No-shows and late arrivals could result in the community league forfeiting their right to this fundraising opportunity, so please be considerate of this. If you are not able to honour your Bingo volunteer commitment, you are required to send a replacement worker.</p>	<p>Parents who volunteer to be part of the fundraising committee assist in the planning and execution of fundraising events. This commitment includes:</p> <ul style="list-style-type: none"> -Preparing and organizing auction items -Taking pictures of items for posting online -Distributing prizes to winners after auction night -Setting up auction on night of event -Other duties as required in preparation and execution of pub night or other fundraisers 	<p>Parents who volunteer for monthly cleanings, must attend two 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 required to send a replacement worker.</p>	<p>See below for details regarding board positions.</p> <p>If you volunteer for the board, your fundraising and volunteer commitment for the year are waived</p>

6. 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 positions listed below. As a Preschool Board Member, 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.
- Final approval of agenda for meetings, created by Secretary
- 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.
- Pass on all information to the incoming President to ensure a smooth transition to next year's board.
- Ensure Employment Contract is in place for the Teachers.
- Direct liaison between the Preschool board and the Teachers.
- Pick up mail from the Post Office box once weekly and distribute it to the correct board member.
- Conduct a Performance Review of the Teachers in June or July.
- Prepare and collate all literature for pre-registration date in February or March and Open House date in February or March:
 - Agenda
 - General Information sheet and welcome letter.
 - Executive Committee job descriptions.
 - Volunteer parent positions.
 - Registration forms.
 - Parent Handbook.
 - Prepare and collate all literature for AGM in May and Parent Orientation in August/September
 - Minutes of May General Meeting (from Secretary)
 - Financial statement from previous year (from Treasurer).
 - Budget for following year
 - Prepare and email all literature during summer break to parents.
 - Letter stating staggered date of entry.

- Any items needed for the first day of school.
- Notify all parents failing to fulfill volunteer and fundraising commitments that their cheques will be cashed.
- Provide tours of the Preschool when requested.
- Update Parent Handbook in conjunction with the VP.

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 including the collection of initial fees to be passed on to the Treasurer.
- 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.
- Process withdrawals from Preschool notifying the board and teachers of any withdrawals
- Act as signing authority on the Preschool bank account, together with the Treasurer and the President.
- Pass on all information to the incoming 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.
- Fill out class list spreadsheets that give other board members parent information.
- Update Parent Handbook in conjunction with the president.
- Maintain preschool Facebook and Instagram pages and forward website update information to the Lago Lindo Community League's Publicity Director.

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 Board.
- Assist the Board where needed.
- Pass on all information to the incoming 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 within 10 days following each meeting.
- Keep a file of all minutes, agendas, reports, correspondence and preschool information to be forwarded to the incoming Secretary.

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.

- Prepare a monthly financial statement for Board Meetings.
- Deposit all fees collected into the preschool's bank account.
- Pay all accounts when required.
- Write cheques for Preschool activities and expenses.
- Issuing payroll and all associated costs (IE Government, WCB etc.)
- Arrange yearly audits (with the President and one member of the Lago Lindo Community League of good standing (i.e Bookkeeper).
- Give a Financial Report at AGM.
- File all receipts in an orderly manner so you can present them to the President when asked.
- Submit claims for the affordability grant and subsidy students monthly.
- Refund withdrawn students and return payments for fulfilled commitments.
- File the "Society Annual Return"
- Pay for expenses incurred by other Board Members and Teachers
- Keep the books up to date and track income and expenditures
- Provide community league with monthly profit loss statement
- Resign the Affordability Grant and Wage Top Up agreement each year, and ensure that it is executed correctly.

Cleaning Coordinator

- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.
- Organize the monthly cleanings.
- Pass on all information to the incoming 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.
- 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 and emergency meetings when called for.
- Pass on all information to the incoming 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.
- In conjunction with the Board, determine fundraising opportunities that will be provided for the year.
- Collect all money from fundraisers, balance and pass on to the 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 field trips 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.
- Take point on managing Pub Night operations in conjunction and with support from other Board Members and Fundraising Committee.

Volunteer & Field Trip Coordinator

- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.
- Pass on all information to the incoming Volunteer & Field Trip Coordinator.
- Pass on all volunteer information to Lago Lindo Community League Bingo Coordinator.
- Confirm bingo volunteer list, and provide reminders to bingo volunteers.
- May be required to work as bingo volunteer in the event we are short on volunteers or as bingo commissioner if the league is unable to provide one.
- 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 an updated list of approved volunteers that have completed security checks, provided to teachers as needed.
- Inform President and Treasurer of any parents failing to fulfill their volunteer commitment to ensure notification to parents and cashing of volunteer cheque.
- In conjunction with the Teachers and Board, find and book field trip opportunities.
- 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 Treasurer to ensure all invoices pertaining to the field trip are paid.

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

- This role is best fulfilled by a parent that drops off and/or picks up their student, as it requires direct liaising with other parents at this time.
- Attend all monthly Board Meetings, Preschool General Meetings. Attend emergency meetings when called for.
- 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.

7. 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 before 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.

8. CLASSROOM VOLUNTEER SCREENING POLICY

The following policy is designed for Lago Lindo Preschool volunteers who are helping with direct supervision of children in the classroom environment. This includes but is not exclusive to substitute teachers, field trip volunteers and special event supervisors. Special event presenters may not require screening as they are not to be left alone with a child.

Those interested in classroom volunteering (substitute teacher, field trip volunteer, special event supervisors) can sign up at parent orientation night, or contact the Volunteer Coordinator (email above). Having a list of classroom volunteers helps keep the preschool running in case of teacher illness or absence. If there is no parent substitute or lack of supervision on field trips, the class or field trip will be cancelled. The following requirements must be met prior to volunteer in this role:

- Volunteers must have some personal connection to a child attending the preschool program.
- Volunteers must complete a Police Record Check with Vulnerable Sector
- Volunteers will take direct instruction from the teachers.
- 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.
- A voucher for your Police Record Check may be available, as the preschool is provided with a limited number of them.

9. 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 2024/2025 available in the fall. Those residing outside of Lago Lindo Community must show a valid 2024/2025 community membership to the community you reside in. 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 Crystallina Nera. A cheque for \$25 dated for NOVEMBER 1 is collected when you register. This will be returned to you when you show proof of a current community league membership. Otherwise the cheque will be cashed in November and given to the community league as a donation on your behalf.

10. SNACKS

We are a **NUT FREE** school, so please refrain from packing products containing nuts in your child's snack. 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. Please label bottles and containers with your student's name. The preschool has an account with Mabel's Labels; purchases through this website count towards your fundraising commitment.

Allergies for 2024/2025

NUT PRODUCTS

BANANA

11. ABSENCES/ILLNESSES/INJURY/MEDICAL CONDITIONS

Illnesses

Any COVID-19 guidelines will supersede these guidelines. 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. We ask if a child has recently gotten sick (cold symptoms, cough, runny nose) please do not bring your child to school within the first 48 hours. We do not want to spread any illness to other children or teachers.

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. Injuries incurred on preschool property are documented and records kept.

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 a cabinet accessible to staff members and will be taken on any outside excursions or field trips throughout the year. These medications must be brought every day or left at the school for quick access as per licensing policy.

12. 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 or message the teacher through the class dojo app 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 3:00 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.

13. 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. PLEASE REFRAIN FROM PARKING IN THE HANDICAP STALL IF YOU DO NOT HAVE A HANDICAP SIGN. If there is no parking, we ask you either to wait for a spot or become available or park on the street.

14. 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.

15. 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 examples.

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 behaviours encouraged and praised. If a child's behaviour is continually disruptive or causes injury to another child, the parent will be notified immediately and asked to pick up their child.

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 behaviour. 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 behaviour 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.

16. CUSTODY AGREEMENT

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 the 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.

17. 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 is cleaned according to Alberta Health and Safety Standards for childcare facilities. Cleaning schedules will be organized by the Cleaning Coordinator and provided to parents with at least one month's notice.

18. 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 manner to **Lago Lindo Elementary School** as per the posted evacuation plan. 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**. We follow the EPSB calendar for this reason. 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.

19. 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 seasonally appropriate change of clothes.
- A snack (consisting of two of the four food groups and a beverage in a reusable bottle (please no juice boxes))

A supply list will be emailed out to students in August. Each class will be responsible for different supplies which will be used communally throughout the school year. Any left over supplies will remain at the school for the following year

- 1 Hilroy Scrapbook will be required by each student and will stay at school during the school year

A portion of the registration fee will be used to cover additional supplies needed for the school year. To be determined by the teachers. Should additional supplies be needed, the Board will inform the parents.

20. 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 post dated cheques for tuition fees of months not attended. Without sufficient notice one month of tuition will be kept by the preschool. The Preschool Board will determine what arrangements will be made regarding returning of Volunteer and Fundraising commitment cheques. This decision will be made considering volunteer and fundraising opportunities available prior to withdrawal. Email withdrawal notifications/inquiries to lagopreschoolvp@gmail.com

21. CLASS CANCELLATION

At unexpected times throughout the year class may have to be cancelled due to teacher illness, supervision issues, isolation or quarantine requirements, or other unexpected events. The Board will do everything it can to find a suitable solution (within reason) for class to continue. Refunds will not be offered for these infrequent class cancellations.