



HOUNSFIELD HEIGHTS BRIAR HILL PARENT COOPERATIVE PLAYSCHOOL

PARENT HANDBOOK
2015 – 2016



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1. CONTACT INFORMATION

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2. INTRODUCTION

Our Playschool has been operating since 1970 and we are one of the oldest cooperative Playschools in Calgary. Teachers, parents and children all work together to improve our ability to respect and cooperate with each other regardless of age, or individual differences. We emphasize positive development of our ability to work inter-dependently as well as to lead and follow appropriately. We have benefited from and strive to uphold the early childhood education standards adopted by the province.

This Parent Handbook is intended to support the Policy and Procedure Manual as a reference guide for parents.

2.1 Goals and Philosophy

The philosophy of the Playschool is that children learn through play and learn best in a safe environment of trust. The term “play” refers to any activity that a child chooses freely and can change or stop at any time. Our goals are the following:

- To provide a play-based, enriching environment, which encourages each child to develop socially, physically, emotionally, intellectually, morally and creatively.
- To nurture self-respect, self-control, self-expression and responsibility for self;
- To promote respect for others and the environment;
- To expand the knowledge base, interest and problem solving in mathematics, science, social science and language arts through play;
- To expand experiences and interest through special activities such as music, movement, drama, physical education, stories and visitors.

The lifelong development of self-discipline is an integral part of learning and cooperating. Since every child is unique with distinctive strengths, weaknesses and interests, every situation must have an individualized approach where the Teacher takes a flexible approach to discipline. In our Parent-Child Cooperative Playschool, the Teacher’s role is to the child develop a secure and constructive foundation for the important learning which has and will occur in the home and community as well as in the school.

The overall atmosphere of the classroom should be happy, stimulating and playful, enabling each child and adult to maintain their healthy, natural desire to cooperate and learn from each other. Achieving these goals requires the enthusiastic participation of every individual in the Cooperative.

3. PARENT INVOLVEMENT

A cooperative Playschool requires special parents who choose to be more involved with their child’s development. When parents are working in the Playschool, they are helping the Teacher as well as all of the children. Parents will find that the Playschool is a positive learning experience for them as well as

their children. The cooperative environment encourages mutual support for parental concerns and provides the additional advantage of counsel from an Early Childhood Specialist.

3.1 Volunteering in the Classroom

- Each family must participate in the regularly scheduled helper days in the classroom for each child attending the Playschool. The frequency of helper days for each family will be determined by the class enrolment and the number of Playschool days in the month. The number and dates of volunteering days may vary each month but attempt to be equal for all through the year;
- The parent helper performs the role of Teacher assistant and should assist the Teacher in any manner the Teacher requires;
- Each family is to provide a nutritious snack from two different food groups on their helper day. Helper days are scheduled by the class representative on the executive committee. The snack provided must be noted on the schedule posted in the classroom. This is a licensing requirement. Families will receive Playschool Snack Guidelines in an orientation package posted online and distributed via email prior to the commencement of school. All children with severe food allergies are required to provide their own snacks daily, as well as a non-perishable back up snack to be kept in the classroom. Snacks need to be prepared at home before coming to Playschool (e.g. cutting fruit). Any knives or serving utensils needed must be brought from home and must be nut-free;
- The scheduled Parent Helper is responsible for ensuring that s/he or a replacement adult is in the classroom to assist the Teacher on her/his day. The Parent Helper must have a current security clearance and vulnerable sector search. It is the parent’s responsibility to ensure that s/ he knows when his or her parent helper day is. If a parent is not able to attend due to illness or last minute (same day) emergency, s/he may call the class VP to try to find a substitute/trade.
- Parents are responsible for arranging trades;
- Parents, grandparents, nannies, or another important person in your child’s life are welcome to be the special helper as long as that person has completed their police clearance and is of 18 years of age;
- All trades and substitutions must be marked on the classroom schedule ahead of time so that the Teacher will be informed regarding the helper available on that day;
- Siblings are not allowed in class unless an additional adult accompanies him/her (i.e. on your child’s helper day, the younger sibling may also come as long as 2 adults come, 1 as helper and 1 for the sibling. Siblings are welcome on party days with their parent/ caregiver as the Playschool schedule allows.

Class times	Time Commitment
Morning class arrival is 9:00 AM	Special helper should plan to arrive for 8:45 to allow time to prepare the day’s activities and have your child hide their show and tell!
Morning class dismissal is 11:30	Special helper should plan to depart at 12:00 to finish helping the teacher tidy up in preparation for the next class.
Afternoon class arrival is 1:00 pm	Special helper should plan to arrive at 12:45 to allow time for the above.
Afternoon class dismissal is 3:30 pm	Special helper should plan to depart at 4 pm to allow time for the above.

3.2 Volunteer Commitment to Support Operations

HHBH Playschool is run by parent involvement; each family is required to complete 1 out of class job per child enrolled. This could include a role on the executive committee or a job as outlined below.

Job preference will be collected from families and job assignment will occur prior to the commencement of school. Information will be provided to the individual family on the specifics of their assigned role.

Role	Brief Description	Number of Positions to fill
Advertising	Arranges for advertising (posters, sandwich boards, newsletters, newspapers, etc.) as required and directed by Executive. Communicates with and helps the Registrar. Most advertising happens in January and February, in advance of March registration.	1
Classroom Enrichment	Arranges for visitors, volunteers and paid enrichment providers to visit the classes and offer a variety of learning experiences. This includes the Spring Science Project.	1
Craft preparation	Assists Teacher by preparing craft materials for the class at home. This may take 1-2 hours each week.	1/class
Library Helper	Provides age-appropriate books from the library on a monthly basis. Book choices will align with current classroom themes. Responsible for returning these books to the library before the due date.	1
Fundraising	Responsible for organizing money-raising projects, which may occur in conjunction with the school and community. Liaises with Executive, particularly Treasurer. Organization, communication and planning skills are critical. Busy times are Sept.-Dec., and 6 weeks before Easter.	1-2
Scholastic Book Orders	Distributes monthly Scholastic Books order forms to all families. Places orders to Scholastic, receives order shipments and distributes books to the appropriate families.	2
Laundry	Checks with the Teachers for weekly laundry (towels, rags, paint shirts, etc.). Folds and puts clean laundry away.	2
Playdoh	In rotation, makes 1 double batch of play dough weekly or as directed by the Teacher. Playdough recipe provided.	2
Social Events	Plan, communicate and host social events for Playschool community. Liaise with Executive for dates. This position is supported by party and photo person.	2-4 (2 to organize and 2 to assist)

Role	Brief Description	Number of Positions to fill
Purchasing	Checks with the Teachers for a list of items needed on a monthly basis (must liaise with the Treasurer and keep receipts for reimbursement). To ensure Teachers are ready for the beginning of the school year, positions begin in August. Costco membership required.	2 (1 for Costco purchasing and 1 for Dollar Store purchasing)
Toy Cleaning	In class or at home, cleans toys as directed by the Teacher.	2-4
In Class Party & Photos	Supports Teachers in party coordination through year (Halloween, Christmas, etc.), as directed. Takes party photos and develops/stores them for end of year scrapbooks.	1/class
Inventory & Evaluation	Takes inventory of Playschool toys and equipment in the classroom and in storage, and updates Excel spreadsheet with this information annually. Updates, issues and collates responses from our annual parent survey.	1
Repair/Handy person	As directed by the Teachers, performs minor repairs on books and toys. Completes painting and classroom maintenance as needed.	1
Website Coordinator	Gathers information from the Executive that needs to be added or changed on the website, and ensures it is updated regularly. Forwards email to appropriate Executive members.	1
Classroom and Hallway Cleaner	Cleans the classroom (dusting, thorough vacuuming and sweeping) on a monthly basis and hallway outside classroom (sweeps and mops hallway, including behind the coat racks,) on an as-needed basis but at least twice monthly.	1-2
Baker	Bake/prepare special snacks for special classroom events as directed by the Teachers.	2
Special Projects	Additional jobs may be identified by Teachers and Executive to best support a specific school year. This is often dependent on enrolment.	1
Bulletin Board Coordinator	Researches and posts articles of parent interest on the bulletin board, which may also include meeting minutes and Helper Day calendars.	1
Family Photo Coordinator	Coordinates the fall family photo day. Liases with Executive to book photographer, advertise photo days, post sign up sheets and collect sitting fees.	1

3.3 Parent Meetings

Members are required to attend both the Orientation Meeting in September and the Annual General Meeting in May. Families are also required to attend a short orientation session prior to being a special helper in the classroom to familiarize themselves with the classroom routine.

3.4 Evaluation of Teacher and Program

Each family is requested to do an evaluation of the Teacher, Executive and Playschool program midway through the school year. This input is important in aiding the Executive with decisions regarding the Playschool operations. These evaluations should indicate parental expectations of the program and Teacher, both positive and negative aspects.

4. PLAYSCHOOL EXECUTIVE COMMITTEE (referred to hereinafter as the “Executive”)

4.1 Affiliations

HHBH Parent-Child Cooperative Playschool is an ancillary group of the HHBH Community Association, 1928-14th Avenue N.W., Calgary, a non-profit organization; as such, all Playschool families are required to hold a current HHBH community membership. The Playschool is a lease group within Briar Hill School; it is not affiliated with the School or CBE (Calgary Board of Education).

The Playschool is required to:

- a. Present a yearly report to the Community Association for its Annual General Meeting;
- b. Submit b-annual financial statements to the Community Association as well as annual audited financials at year-end; and
- c. Revert to the Community Association any funds remaining after expenses and refund of fees, if required in the event of termination of business.

4.2 Executive Composition

The Playschool Executive consisting of the following voting members will manage the affairs of the Playschool*:

- a) President; (can be shared by 2 people and the title may be referred to as Co-Chair);
- b) Vice-President for each of the classes;
- c) Secretary;
- d) Treasurer;
- e) Registrar;
- f) HHBH Community Association-Playschool Liaison/ Cleaning Coordinator;
- g) Out of Class Jobs Coordinator;
- h) Assistant Chair (optional)
- i) Police Clearance and Privacy Officer; and
- j) Past Playschool Executive Member (optional; non-voting).

These voluntary positions are 1-year terms filled by election or acclamation at the Playschool's Annual General Meeting held in May. Teachers hold non-voting positions on the Executive. *The President role (or 2 Co-Chair roles) are considered non-voting positions until such time that there is a tie in the voting procedure and the President (or Co-Chairs) will be required to vote.

4.3 Executive Responsibilities

The Executive is responsible to the parent body and acts as the liaison between the parents and the Teachers, as well as the management team. Any concerns or issues a parent might have should be referred to the Executive.

The Executive runs the business aspects of the Playschool. It receives input on parental expectations and coordinates an evaluation of Playschool practices.

The Playschool Teachers are responsible for the teaching and learning processes of the Playschool including curriculum review, and content development.

4.4 Playschool Communication

The Playschool maintains contact with parents by:

- a. Annual General Meeting held in May and the Parent Orientation Meeting in September. At least one parent from each family is required to attend these two meetings;
- b. Playschool orientation package (August Welcome Package), sent via email to parents of each child;
- c. Monthly in-class helper schedule, via email or, if requested, a hardcopy in children's mail slots;
- d. Parent Note, a monthly Teacher's newsletter, via email or, if requested, hardcopy in children's mail slots;
- e. Other communication notices in children's mail slots;
- f. Parent bulletin boards in hall and classroom kitchen area; and
- g. Direct parent/Teacher/Executive communication.

4.5 Executive Meetings

The Executive will hold meetings on a monthly basis and all parents are invited to attend. Notice (date/time/agenda) of upcoming meetings will be posted on the parent information bulletin board at least one week prior to the scheduled meeting. Parents wishing to attend and/or speak should notify a member of the Executive of their plan to ensure that they will be adequately accommodated. An agenda item should be requested at least one week in advance when a particular item of concern needs to be discussed at a meeting. This allows the Executive adequate preparation time to procure a productive discussion/resolution around the area of concern.

The Annual General Meeting of the Playschool will be held in May each year. Business of the AGM will include:

- a. The President's Report;
- b. Introduction of the Teachers; an overview of the Playschool program provided by the Teachers;
- c. The Treasurer's report, year to date financial statement and presentation of next year's budget
- d. The election of the Playschool Executive for the following year;
- e. Information regarding expectations of parent helpers and out of classroom jobs;
- f. Questions regarding any aspects of the Playschool;
- g. General business raised by the Executive or parents in attendance; and

- h. An opportunity to meet with other parents

An Orientation Meeting will be held in September. The business of the orientation meeting will include:

- a. Review of policies and clarification upon request; Teachers highlight discipline policy and bathroom routines as well as program overview
- b. Presentation of the year's budget;
- c. Opportunity to become acquainted with other parents;
- d. Information regarding expectations; and
- e. Introduction of all Executive members to the parents.

In the event of special circumstances or at the written request of five parents, the Executive will call a special meeting to resolve any problems.

5. REGISTRATION POLICIES AND PROCEDURES

5.1 Criteria

Children can be registered according to the following criteria:

- a. Continuing students, alumni families, families with children attending (or have attended) the HHBH Community Kindergarten and HHBH community residents may pre-register prior to the open registration;
- b. All other children may register 1-2 weeks later. The registration date will be determined annually by the Registrar;
- c. Spots will be filled as received, once documents and payments are completed online;
- d. If all available spots are filled, a waiting list will be formed. This waiting list will be kept on an "as received" basis, with no regard to the above priorities.

Upon registration families are required to pay a \$20.00 HHBH Community Association membership, a \$50.00 registration fee, and a \$50 cleaning fee. These fees are non-refundable. After August 1st, the fee for the month of September is non-refundable. If registration is on or after the 15th of any month after September, the fees for the first month will be reduced by one half.

5.2 Registration information collected online includes:

- a. Demographic information;
- b. Medical Information;
- c. Waivers (consent for Playschool activities and emergency medical care, consent for personal information and consent for developmental screenings);

Parents will be asked to sign up for out of class job preferences outside of registration.

5.3 Class Eligibility

- a. Children starting Playschool must be 3 years old and will be evaluated by the Teacher concerning their readiness for the program. If they are asked to withdraw, the balance of the monthly fee will be returned. If space is available, a child within the month of their 3rd birthday may be accepted at the discretion of the Teacher and the Executive and the child and must be accompanied by their parent. (For example, if your child turns 3 years of age on October 25th, they may attend the playschool during the month of October as long as they are accompanied by a parent/guardian. After October 25th, a parent/guardian may still need to

accompany the child until the child has transitioned into the class comfortably on their own;

- b. Families registering a not-yet-3 year old during the February/March registration period will be responsible for the the payment of the Community Association fee, the Playschool registration fee and the cleaning fee. September tuition is due August 1st. At that time, if there is a waitlist of families who are eligible to attend and would like to start September 1st, the parent will have to decide to hold the spot by paying tuition or go onto the waitlist and hope a spot opens up prior to the month the child is eligible to attend. Families will be placed on the waitlist in the order they registered online;
- c. Acceptance of special needs children into the program will be based on the needs of that student and peers , as well as the abilities of the Teacher and parent helpers to meet the student's special needs;
- d. In order to limit the number of adults in the classroom each day, only 1 child with an instructional aide per class will be admitted, unless otherwise determined by the Playschool Teacher and the Executive;
- e. If a child's special needs emerge during the school year, the Teacher may make programming recommendations to the parent(s) to help best meet that child's needs. These recommendations could include: pursuing funding through Alberta Education or hiring an aide (at parent's expense), changing classes within the Playschool, staggering attendance or shortening the classroom time, pursuing a different Playschool setting;
- f. All registration forms and appropriate payments must be complete before the child may attend Playschool. Upon completion of online registration, the Registrar will review class eligibility and contact families to confirm placement. Police clearance must be received prior to a child commencing and prior to an adults attendance as parent helper.

5.4 Fees

- a. Playschool fees are set on an annual basis;
- b. Payment of fees is online via credit or debit. Payments can be made by automated, scheduled monthly payments or one lump sum for the year. by post-dated Cheques, dated the first day of each month.
- c. One-month's written notice must be given to the Registrar if you wish to withdraw your child; otherwise the monthly fee will be forfeited;
- d. Registration fees (\$50),Community Association memberships (\$20), and Cleaning fee (\$50) are non-refundable. The first month's fee is non-refundable after August 1st of that year.
- e. There is no refund of fees for days that the Playschool is closed, e.g. professional development days for the Teachers, closure of Briar Hill School, or up to 7 days of Playschool closure due to illness of the Teacher;
- f. Tuition fees may be increased from time to time as approved by the Playschool Executive. A one-month written notice will be provided with any fee increase.

5.5 Cancellation Policy

Community Association, registration fee and cleaning fees are non-refundable. Monthly tuition fees are refundable after 30 days from the receipt of written cancellation notice by the Registrar. If withdrawal happens after the 1st of the month, the following month's fees will not be refunded.

6.0 GENERAL INFORMATION

6.1 Class schedule

Morning class time: 9:00 am - 11:30 am
Afternoon class time: 1:00 pm - 3:30 pm

The children should dress for play and always have footwear. Non-marking running shoes are required for the school gym. Please label bags, shoes, coats etc. to minimize mix-ups. Children need to come to school with a change of clothes, a pair of shoes for the classroom, and a full water bottle.

The school year is organized around themes, (e.g. animals, helpers in our neighborhood, fairy tales, and nursery rhymes). Parents and children are encouraged to contribute special interests or talents that relate to the theme. A summary of the themes for the school year is included in the Playschool Orientation Package sent out prior to the commencement of school. The Teachers will also note the upcoming themes in the monthly parent note and suggestions for child participation will be included.

Playschool will start approximately 1 week after the public school starting date and finish the week before public school ends.

Staggered entry may be arranged at the beginning of the year if class size requires. A portion of children will attend on alternate days during the first week of Playschool to allow the children to feel more comfortable the first day. Parents are encouraged to stay until they and their children feel confident.

6.2 Holidays, Professional Days and Organizational Days

Playschool will not be in session during days designated as vacation and Teacher's Convention according to the Calgary Board of Education calendar. Professional Development days will be set out by the Executive. Families will receive a master calendar at the beginning of the year.

Playschool is not generally cancelled due to weather conditions unless the public schools are closed. Listen to the radio for closures.

6.3 Monthly In-class Helper Schedule

A monthly schedule compiled by each of the class vice presidents will be posted on the bulletin board outside the classroom as well as emailed. Parent-helper days will be designated on this schedule. Failure to arrive on your designated date without making alternative arrangements may result in a cancellation of the class.

6.4 Communication with Parents

A Teacher's newsletter will keep parents informed of upcoming themes and special days. The newsletter is prepared by the Teacher and a copy will be distributed via email each month.

A slot inside the classroom is called the "President's pouch" and may be used for confidential comments about any aspect of the Playschool. The Executive will discuss

these comments and, if appropriate, any action taken will be reported over email and posted on the bulletin board.

Class phone lists are distributed to all Playschool families and the Teachers. Under the *Personal Information and Protection Act (PIPA)*, the class lists are for the sole purpose of communication within the school.

6.5 Discipline

Discipline is an integral component of learning that continues throughout our lives. The Teacher must handle each situation with a flexible and creative approach.

Each child and adult is expected to take the time to listen respectfully to what other children or adults are trying to say to them about their behaviour. If children are unable to listen at the moment, they will be asked to choose an alternative activity or to sit down somewhere until they are able to respect other view points and able to negotiate a mutually acceptable solution. Should any problem continue to exist, the Teacher will work together with the child(ren) and parent(s) towards a mutually satisfactory resolution.

The Playschool addresses discipline in the following manner:

- Rules and expectations for behaviour will be communicated to the children;
- Praise and acceptance will be offered whenever possible to help build self-confidence
- Children will be assisted in conflict resolution by helping the children replace negative behaviour using appropriate language, e.g. encourage sharing or taking turns with a toy, rather than taking it away from the other child;
- Children will be encouraged to learn strategies for solving disagreements through sharing and taking turns;
- Children will be encouraged to listen to the needs of others. This includes offering to exchange toys.
- Forms of punishment NOT permitted in the Playschool
 - i. Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
 - i. Deny or threaten to deny any basic necessity
 - i. Use or permit the use of any form of physical restraint, confinement or isolation
- Reasonable disciplinary action:
 - i. Disciplinary action must be reasonable under the circumstances AND age appropriate
 - i. Teacher must be flexible and fair in meeting the individual needs of the children
 - i. When children misbehave, the teacher should calmly explain the rule that has been broken in works that they can understand encouraging them to problem solve and practice new skills when difficult situations arise

Extremely aggressive behavior, such as biting, or continuous hitting or fighting, will be handled by the Teacher, on an individual basis, using brief time-ins to remove the child from the confrontation without ostracizing them. The rationale for this discipline policy is grounded in the belief that a positive and supportive environment will reduce negative behavior. Children require assistance in socializing and learning acceptable ways of dealing with aggressive behavior, whether that behavior is their own or that of someone else.

If a child does not stop a particular negative behavior, that child will be asked to stop what they are doing and discuss the behavior and appropriate solutions with the Teacher and

any other children involved. If this is not successful, then the child will be removed from all activities and a brief time-in (age appropriate) will be used. Time-in will involve a child sitting in a quiet area of the room to calm him/herself with a Teacher in close proximity so that the Teachers is available to talk with the child when the child is ready to discuss the situation. The parent helper will assume leadership of the classroom for this time period if the Teacher was with the timed-in child.

In the circumstances of serious behavioral issues a child may be asked to leave the program after consultation with the Teacher and/or another Early Childhood Professional.

NB: What are Time-Ins?

“Time-ins” are used when a child needs extra guidance and attention from the Teacher. The Teacher and child go to a quiet area to have a chat or some special time as needed. Time-ins are an effective and respectful way to deal with children who are not managing their behaviour appropriately. Please note: time-ins are not always used in response to poor behavior but can be used for additional comfort or support if needed.

6.6 Snack

Each family is to provide a nutritious snack **from two food groups** on their helper day. Alberta Children’s Services and the Calgary Health Region (Public Health) monitor and regulate the snacks that may be provided in the Playschool. As well, the Playschool has adopted a Nut Free Policy. The serving size of the snack should be “snack size” as it is not intended to replace a meal. It is a licensing requirement that the snack provided must be noted on the schedule posted in the classroom.

The snacks must not present a potential choking or allergy hazard. Alberta Children’s Services licensing regulations state that to reduce the risk of choking some foods shall not be served. These include: nuts/seeds, hard candies, popcorn, and snacks made with skewers or toothpicks. Other foods must be modified before being served to children 4 years and under: grapes must be sliced lengthwise, vegetables should be chopped or shredded and fruit should have all pits or stones removed.

The Playschool provides a **nut free environment**. Food items brought into the classroom cannot contain nuts or nut products. Any known allergies should be brought to the Teachers’ attention and listed on the registration forms. All allergies and any medications needed to treat an allergic reaction are posted in the classroom. Children with food allergies must bring their own snack.

Perishable Foods

Please limit the perishable food items for snack to pre-packaged, individual servings of yogurt or cheese (there is a small fridge in the classroom for storing these foods). Perishable foods are defined as “foods capable of supporting the growth of pathogenic micro-organisms or the production of toxins” and they should be avoided for Playschool snack. The following foods are considered perishable: milk, cheese, yogurt, meat, eggs, cooked vegetables and foods which state “keep refrigerated” on the package.

There are some non-perishable foods (muffins, banana bread, cookies) that may be provided and prepared by parents in their homes. These foods may contain perishable ingredients but the end product is not considered to be perishable.

Nutrition

The snacks must include **two food groups**. There are four food groups: Dairy and Dairy products, Meat and Meat alternates, Fruits and Vegetables, and Grains.

Prep Time

Snack preparation must be done at home. The Playschool classroom is not licensed for food preparation. Please bring the snack ready to be served.

Drinking cups

Calgary Health Region's regulations require that all children be supplied with clean cups daily. Please send a clean, filled water bottle each day with your child to Playschool. If the water bottle is forgotten, your child will be given tap water in a paper cup.

Appropriate Snack Ideas – oranges and mini bagels, apple slices and crackers, mango and crackers, cheese strings and homemade muffins, banana bread and raisins, individual yogurts and sliced grapes, individual crackers and cheese.

Inappropriate Snack Ideas – peanuts, peanut butter, sliced processed cheese, whole grapes, popcorn, candy, rice crispy squares, chocolate chip cookies.

6.7 Hand Washing

Children will be given the opportunity to wash their hands as necessary, including the following circumstances:

- a. When they arrive at the program;
- b. Before and after eating;
- c. After going to the washroom;
- d. After wiping or blowing their nose;
- e. After coughing or sneezing;
- f. After coming in from outdoor play;
- g. Before or after play (involving, glue, paints, sandbox, water table, or animals);

6.8 Health Policy

Our aim is to ensure a safe and healthy environment for all children attending the playschool. This goal encompasses many different aspects of policy within the playschool e.g. classroom cleanliness, hand washing, reporting of illnesses, non-attendance of children who are recovering from certain communicable diseases. Please note the following sections carefully so that we reduce the risk of illness and all children can benefit from conscientious monitoring of these issues.

In case of SUDDEN ILLNESS the Teacher(s) will:

- a. Notify the parent, legal guardian, or emergency contact as soon as possible;
- b. Keep the child comfortable;
- c. Ensure the sick child is kept as far away from other children as is practical;
- d. Obtain medical assistance when necessary;
- e. If two or more children in a child care program have influenza-like symptoms, such as a sudden high fever, dry cough, headache, muscle ache, and exhaustion that started within 48 hours of each other this would be considered a potential "outbreak". All outbreaks, including an outbreak of any of the communicable diseases, must be reported to the local office of Alberta Health Services.

ALL CHILDREN MUST BE RECOVERED PAST THE INFECTIOUS STAGE AND WITH SUFFICIENT ENERGY TO COPE WITH THE DEMANDS OF A GROUP SITUATION before returning to Playschool. A Doctor's note may be requested from a family if the child has suffered from a recent communicable disease. (Chicken Pox, Measles, Whooping Cough, etc.)

Do not send your child to school if s/he is sick, specifically with the following symptoms:

- a. Nasal discharge that is green or yellow (any colour but clear);
- b. Diarrhea within 24 hours of Playschool;
- c. Vomiting within 24 hours of Playschool;
- d. Fever within 24 hours of Playschool;
- e. Persistent cough, unless permitted by a physician; or
- f. Has been medicated with Tylenol, Motrin, etc. within 24 hours of Playschool;
- g. Head lice symptoms (please see <http://www.albertahealthservices.ca> and search for head lice for additional information).

Parents will be informed of any communicable disease that would affect the student body by email and a written notice will be posted outside the classroom door. Please refer to the HHBH Policy and Procedure Manual for a list of communicable diseases common in Alberta and Alberta Health Services recommended prevention practices.

6.9 Medications

Any medications required by a child (such as Epipens, asthma puffers, Benadryl, etc.) must be kept in a Ziploc bag with a photo and an Individual Medication Report filled out. Parents need to confirm the medication expiry dates and review the form again in January. If the medications are not in the Playschool classroom or have expired, your child will not be allowed to attend class.

6.10 Cleaning Policy

To comply with Alberta Health Services Standards the playschool insists on a clean environment to protect the health of the students and teachers within the program.

- o Bleach is to be diluted at a 1 teaspoon to 1 gallon ratio and changed every 2 days to ensure effectiveness;
- o Squirt bleach solution on all eating surfaces (3-4 tables);
- o Wipe over table;
- o Let stand for five minutes to ensure killing of germs;
- o Wipe clean with water and dry table off;
- o Repeat process after children have had snack.

Food surfaces for snack: Clean as per instructions above;

Water table: Clean as per table instructions above at the end of each morning class (once every 24 hours);

Weekly toy cleaning: Where parents bring home toys on a regular basis for cleaning; clean with a disinfectant as per the product's directions;

General classroom clean ups: Currently bi-monthly. Wipe down classroom and wash toys with disinfectant as per the product's directions, shampoo carpets, wash floors in classroom and adjacent hallway;

Laundered items: Wash in the washing machine and dry in a dryer.

Daily General Cleaning: Clean frequently used surfaces with bleach solution such as door knobs, light switches, soap dispensers and sink taps at the end of each afternoon class.

6.11 Field Trip Policy

The licensed Playschool premises include the classroom only. A signed permission slip is needed for activities within the Briar Hill School building and grounds (e.g. gymnasium, music room, school library and grassy areas within the school fences); this form is part of the Registration Package.

6.12 Child Pick Up

- Parents are expected to pick up their children after class at the specified times: 11:30 am for morning classes and 3:30 pm for afternoon classes;
- The Teacher must be informed in writing, in the communication book, if someone other than the parent or authorized persons will be picking up the child. This is a legal requirement. If the Teacher does not know this person, photo identification is required.

In the event of late pick-up of a child, the parent helper will stay with the child at Playschool until such time as the child is picked up. If necessary, the parent helper shall phone the home, work or emergency numbers for that child to inform the parent of the child's whereabouts. The parent helper is required to remain in the Playschool with the child. After 2 warnings, fines are levied for late pick-up: \$2/minute for the first 15 minutes and \$5/minute thereafter. Fines must be paid to the VP or Treasurer prior to the next Playschool class. After the child is picked up, the Playschool classroom must be locked as instructed by the Teacher.

6.13 Expulsion Policy

- a. A child may be requested to withdraw from the program if the child's parents fail to fulfill their parental obligations to the Playschool or if the Executive, in consultation with the Teacher and/or another Early Childhood professional, feel that the program is not suitable for the child. *See Discipline, Parent Handbook Section 6.3;
- b. The Playschool will not automatically expel a child whose behavior, while age appropriate in the opinion of the Teacher and/or other Early Childhood Professional, is objected to by parents of other children in the class;
- c. If a child is asked to withdraw from the program, all unused fees will be returned on written notice from the Executive.

7. SPECIFIC PROCEDURES

7.1 Fire Evacuation and Monthly Fire Drills

Please memorize the emergency procedure. The Teacher will see that the fire drills are held in accordance with the Calgary Board of Education and our own Fire Drills will be conducted in accordance with our licensing body.

A summary of the procedure follows:

- a. The Teacher picks up the Attendance Log and immediately goes to the classroom door. The teacher touches the door before opening to see if it is hot. If it is cool, she can safely open the door and exit the classroom. (If the door is hot, it is not safe to open the door. An alternative escape plan must be followed. The Teacher will determine if it is safe to exit the other classroom door or if evacuation out of a window is necessary. She calls for the children to come and goes out to hold open the heavy outside door. She stands holding the door open and verbally guides the children to WALK to and sit down on the Playschool designated pile of rocks.
- b. Once everyone is gathered on the rocks a roll call is done to ensure everyone is safely out of the school.
- c. The Adult Helper is the last to leave the classroom. S/he checks the classroom to ensure all children have exited. S/he closes all windows, turns off the lights and ensures both classroom doors are closed before exiting the school. S/he joins the class at the rocks. A roll call will be done again once the children have returned to the classroom.

Please see Appendix 3.0 for more details on the fire procedures.

7.2 Evacuation Procedure

Should it be necessary to evacuate the building, children will be removed to a designated home within walking distance of the school. A key, address and directions for reaching the designated home will be available in the Attendance Log and another copy in the Emergency Bag. The portable records are in the Attendance Log as well. The parent helpers will phone each parent to request early pick-up. Also, a sign will be posted on the SW door of Briar Hill School with the Teachers' emergency cell phone number on it so parents can contact the Teachers directly. Any evacuation will be reported in accordance with licensing requirements within 24 hours of the evacuation.

7.3 Injury

The Teacher is required to hold a current Standard First Aid Certificate. The Teacher shall be allowed time off, if necessary, to update the Certificate as part of her allotted professional development.

In the event of injury to a child while at Playschool, the following procedure shall apply:

- a. The Teacher will administer first aid while the parent helper notifies the parents of the injured child and/or 911. If necessary, the Daycare staff will be asked to provide temporary assistance;
- b. The primary pick-up parent, then the other, will be called. If neither can be reached, then the given emergency number will be used;
- c. The Briar Hill School office will be notified (via phone) as soon as practically possible if Emergency Medical Services are dispatched. This allows office staff to assist with directing EMS, communicating with the rest of the school, and any other temporary assistance required;
- d. The Teacher and/or parent helper, (whoever witnessed the accident), shall complete an Incident Report within 24 hours of the incident. The Teacher and the parent of the injured child must sign the report within 24 hours of the incident, and a copy shall be kept on file;
- e. In the event that an ambulance is called, any costs associated will be the responsibility of the parents;
- f. Since it is impossible to know for certain if a child is infected with a blood-borne pathogen (Hepatitis B, Hepatitis C and HIV) all instances of blood and bodily fluids containing visible blood in the Playschool should be treated as if infected and precautions taken to ensure the Teacher and fellow students safety;
- g. The President shall be notified immediately.

7.4 Illness

In the event of illness of the Teacher, the Executive shall decide whether or not Playschool will be closed or substitute Teacher hired.

- a. ½ to 2 days illness - Playschool closed;
- b. Over 2 days illness - a substitute shall be hired for the remainder of the illness;
- c. In the event of illness of the parent helper or her/his children, it is the parent helper's responsibility to find a replacement. Suggestions are to trade with another parent, hire a parent from the VP-Schedules list, or substitute with a grandparent, nanny or spouse that has a current police information check.

7.5 Lockdown Procedure

When a lockdown is announced teachers will visually check the hallway for students and direct them into secure location (on the carpet where circle time is). Close and confirm the door is locked and pull blinds on windows (including door windows). Maintain silence, stay out of view of doors and windows, ignore all school/fire bells, do not answer the door/phone under any circumstances. Police or School Administration Staff will unlock all doors. Remain in your secure location until this occurs.

7.6 Health Care Policy

The provision of treatment of care, excluding first aid, that is intended for children with a chronic disability or illness and can include feeding through a tube, testing a child who has diabetes and special diet. If a child does have a special need that requires the teacher to provide a specialized treatment of care (e.g.

putting on a brace, testing a child who has diabetes) the following will be done:

- o At the beginning of the school year the parent will fill out a Health Care form for the child which states what the teachers should be doing for the child when needed.
- o Form will be kept with the child's records and updated in January when the rest of the child's records are.

The playschool will **not** do the following for a child:

- Apply sunscreen (the teachers will advise the parents via email that when the weather improves that they may go outside for part of the program and ask parents send their child to school with sunscreen on and bring a hat)

Appendix 1.0: Description of Executive Positions (Voting members*)

Total Executive: 9-16 parents

Voting members are required to attend all Executive meetings.

1.1 President (may be referred to as Chair/Co-Chair): 2 people - Responsible for administrative matters necessary in the day-to-day running of the Playschool. These duties may be performed by the President or delegated as s/he sees fit:

- a. Calling and chairing all Executive, general and special meetings;
- b. Teacher hiring and annual Teacher contract offers and agreements as approved by the Executive;
- c. Providing a liaison between the Teachers and the Executive;
- d. Providing a liaison with morning and afternoon Vice-Presidents to ensure successful operation of the class(es);
- e. Coordinating the nominations for Executive positions and Teacher hiring;
- f. Updating Parent Handbook and Policy Manual annually;
- g. Working with jobs coordinator to fill all necessary jobs and track job performance;
- h. Presenting an annual report at the HHBH Community Association Annual General Meeting; attending other required meetings;
- i. Applying for operating licenses;
- j. Other duties as they arise.

*The President (or if 2 volunteers in place, the Co-Chairs) are considered non-voting members of the Executive until such time that there is a tie during the voting process; they will then exercise the right to place a vote.

1.2 Vice Presidents: 1 per class - Responsible for parent-helper scheduling and assisting the President with any duties as requested, some of which include:

- a. Attending all Executive, general and special meetings;
- b. Taking over duties of other Executive members as required;
- c. Maintaining all required forms for their respective classes; updating information on these forms at least once during the school year, and ensuring that each new family starting during the school year completes them (these forms are: Registration/Emergency Form, Medical Form, Permission Slip and Discipline Policy);
- d. Coordinating the parent orientation program for use during drop-in and staggered entry week;
- e. Providing August mail-out and orientation to any families starting mid-year, reviewing parent expectations;
- f. Maintaining communication and supporting parents with their out-of-class job; providing status reports of out-of-class jobs at monthly Executive meetings; confirming with Teachers that jobs are being performed;
- g. Drawing up the parent helper schedule of their representative class and emailing it to the parents and posting it outside the classroom;
- h. Posting a parent helper schedule in the classroom with space available for parents to fill in the snack provided each day and providing same to President;
- i. Establish and maintain a list of parent substitutes in case of parent helper illness. The list will also be posted in the classroom.
- j. Email timely reminders for class events to all parents

1.3 Secretary: 1 person - Responsible for the following:

- a. Attending all Executive, general and special meetings;
- b. Recording, reproducing and distributing the Minutes for all Executive, general and special meetings; including separate list of motions and action items to be dated and cleared by preset dates;

-
- c. Maintaining minutes book for annual audit containing all correspondence, staff and executive privacy oath, monthly agenda, minutes, budget updates, and class lists. As well as licensing insurance and other information as required;
 - d. Posting signed copies of minutes after approval on bulletin board outside of classroom;
 - e. Maintaining and posting executive contact list;
 - f. Drafting meeting agenda; and
 - g. Maintaining Playschool electronic and paper files, tracking possible revisions for the Parent Handbook and Policy Manual throughout the year for revisions to be done in May to be reviewed and approved by all Executive Members.

1.4 Treasurer: 1 person - Responsible for all financial matters including the following:

- a. Attending all Executive, general and special meetings;
- b. Liaise with bookkeeper (administrative assistant).
- c. Handling all financial transactions on behalf of the Playschool in a timely manner (Payroll, T4s Government Source Documents);
- d. Advising and reporting financial operations to the Executive;
- e. Preparing quarterly monthly statements for presentation to the Executive and membership; a copy is to be submitted to the HHBH Community Association February 28th and August 31st);
- f. Preparing the annual budget for presentation to the Executive and membership at the May Annual General Meeting (preliminary budget) and at the September Orientation Meeting (final budget). A copy is to be submitted to the HHBH Community Association upon approval by the Executive;
- g. Preparing and supporting the annual audit of financial records; and
- h. Preparing tax receipts for all parents on or before February 15.

1.5 Registrar: 1 person, Responsible for registering all children who attend the Playschool.

- a) Attending all Executive, general and special meetings;
- b) Liaise with HHBH Community administrative assistant.
- c) Maintaining and distributing up-to-date class lists and new class lists for spring Annual General Meeting;
- d) Fill vacancies as they occur during the year;
- e) Work with HHBH Community Administrative Assistant to follow-up on telephone calls and e-mail inquiries about the Playschool;
- f) Organize initial registration in February (see Parent Handbook Section 7) for children starting Playschool the following September;
- g) Operate ongoing registration for September. Liaise with each class VP to ensure new families receive a copy of the handbook, Teacher orientation note, calendar, parent-helper note and current schedule;
- h) Accept written notices of cancellation or withdrawal from the Playschool;
- i) Provide complete registration packages to Teachers prior to school commencing in September and, as needed, throughout the school year;
- j) Throughout the school year, inform the Teacher, Secretary, VPs, Treasurer and Out of Class Job Coordinator immediately of new registrants.

1.6 Community Association Liaison: 1 person - Responsible for liaising between the Community Association and the Playschool Executive;

- a. Attending all Executive, general and special meetings;
- b. Attending all Community Association, general and special meetings or liaises with the HHBH Education Director on a monthly basis; and
- c. Maintaining communication between both groups.

1.7 Out-of-Class Job Coordinator: 1 person - Responsible for ensuring all out-of class job positions are filled and actively carried out.

- a. Attend all Executive, general and special meetings;
- b. Maintains liaison among Teachers, Executive (especially Registrar) and parents;
- c. Maintains list of the out-of-class job positions and their descriptions; and
- d. Assigns jobs to each parent and helps the parent get rolling on the job description.
- e. Checks in with each parent periodically to see if any job support is required.

1.8 Police Clearance and Privacy Officer: 1 person – Responsible for the following:

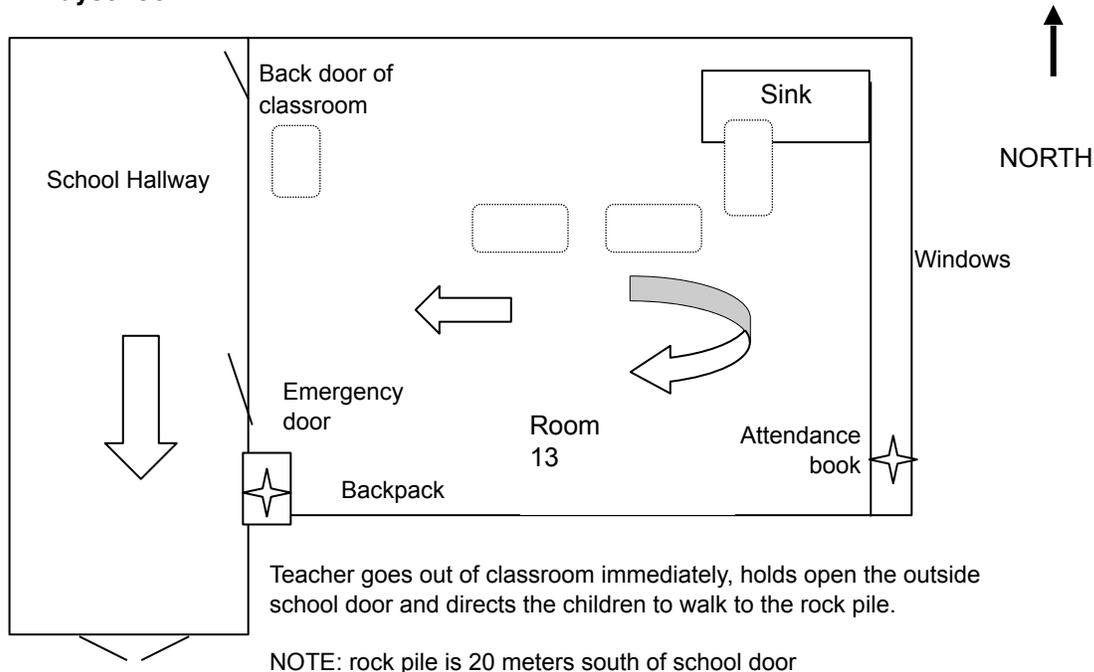
- a. Under the Personal Information Protection Act (PIPA), the Playschool is required to identify a contact person who is responsible for ensuring compliance with applicable privacy legislation. This policy is intended to define accountabilities for privacy compliance within the Playschool.
- b. Coordinates and administers police security clearances and vulnerable sector searches.
- c. Maintains lists of parents with and without security clearances and communicates this information to Chairs, Teachers, VPs and, as necessary, other members of the Executive.

1.9 Assistant Chair: 1 person – Assists Chair with all responsibilities with the expectation that this person will stand for the Chair position in the future.

1.10 Past Executive Member: Non Voting, 1 person from the past Executive; In addition to the foregoing, the Playschool may optionally elect a Past Executive Member. The Past Executive Member will attend all Executive meetings. The responsibilities of this position will include assistance in transition for the incoming Executive Board, to provide continuity and offer history and background of the Playschool for new members.

Appendix 2.0: Fire Drill Procedure

FIRE DRILL PROCEDURE HHBH Playschool



Adult Responsibilities in Case of Fire or Emergency Evacuation

One Teacher and One Adult Helper

The teacher picks up the attendance book and backpack and immediately goes to the EMERGENCY EXIT door. Calls for the children to come and goes out to hold open the heavy outside door. Stands holding the door open and verbally guide the children to WALK to and sit down on the playschool-designated pile of rocks. Once everyone is gathered on the rocks a roll call is done to ensure everyone is safely out of the school. Adult helper is the last to leave the classroom. He/she checks the classroom to ensure all children have exited. He/she closes all windows, turns off the lights and ensures both classroom doors are closed before exiting the school. He/she joins the class at the rocks.

Two Teachers and One Adult Helper

One teacher immediately goes to the EMERGENCY EXIT door. Calls for the children to line up at the door, does a head count and leads the kids outside to the playschool-designated pile of rocks. Adult helper will go and hold open the heavy outside door and follow to the rocks after the last child has gone through the door.

The second teacher closes the windows, doors and takes the binder and backpack outside after ensuring the classroom is empty. The second teacher joins the children, other teacher and adult helper outside by the rocks. Once everyone is gathered on the rocks a roll call is done to ensure everyone is safely out of the school.

Teacher or Adult Helper in Bathroom with Children

If teacher is in the bathroom with children at the time of an alarm the adult helper will take the attendance book and backpack, and any remaining children in the classroom and lead the children outside to the playschool-designated pile of rocks. If adult helper is with children in the washroom, exit from the building

at the closest door and meet the rest of the class and teachers at the playschool-designated pile of rocks. Once everyone is gathered on the rocks a roll call is done to ensure everyone is safely out of the school.

Visitors

Go out with the teacher and children, taking with them any infants or children in their care.

In the event that the school is to remain vacated for a long period of time the teacher and adult helper will take the children to our designated safe house.

During a school-wide drill, the Teacher, parent helper and children will wait for an all-clear signal from Briar Hill School staff before re-entering the building. During a Playschool initiated drill, the teacher determines when to re-enter the school building and Playschool classroom. Another roll call will be taken after returning to the classroom.

Appendix 3.0: Bathroom Routines

One of the roles of the parent helper in the classroom is to accompany a child or group of children to the bathroom. It is preferable that the Teacher remains in the classroom. **Inform the Teacher if you are uncomfortable taking children to the bathroom** or with the Playschool bathroom routines. Also inform the Teacher if a child is uncomfortable going to the bathroom with you. Please note: children do not need to be completely toilet trained in order to attend Playschool; however, we recommend children be fully toilet trained by the start of school in September but if your child is not fully trained an adult must be available (within 5 minutes) to come and change the child if they soil their pull ups (teachers will NOT change your child).

Procedure:

- a) The Teacher shall assess the number, age, and cooperative skills of the children going to the bathroom and the experience of the adult helper. The Teacher may choose to take the entire class to the bathroom;
- b) The Teacher should be sure the parent helper is comfortable with taking children to the bathroom. Parents are responsible for changing their own child's soiled clothes or pull-ups (teachers or parent helper will not change your child).
- c) The parent helper must inform the Teacher whenever s/he leaves the classroom. The parent helper wears an I.D. tag to identify them as a Playschool helper;
- d) The Teacher will not send a child with the parent helper if the child appears fearful;
- e) The parent helper quietly walks the children as a group to the girls' bathroom. Proceed to the end of the hall and turn right. Enter the Girls' Shelter (a.k.a. "The Bike Room"), the first door on the right. The girls' bathroom is the first door on the left. Male helpers may take the children to the girls' bathroom (wait at the door) or may use the changing room to the right of the girls' bathroom (the changing room may also be used to change soiled clothes or pull-ups);
- f) In the bathroom ask the child if they need help (with buckles, overalls, lifting onto the toilet, support, wiping, handing toilet paper, etc.). If a child seems to "need" help but seems nervous, especially wiping, it is best to just leave them and let their parents clean them after school. All children wash their hands with soap before returning to the classroom. As children finish, they should wait at the door;
- g) Inform the Teacher(s) of any children who seemed nervous or upset. All children who go to the bathroom, even if they went for the walk, should at least try to go;
- h) Please return to the classroom as a group, walking;
- i) If a child is in pull-ups it is the sole responsibility of their parent to ensure the sanitary changing and correct disposal of the soiled pull-up. (teachers or parent helper will NOT change your child)

Appendix 4.0: Privacy Policy

HHBH Playschool is committed to protecting your privacy and the confidentiality of your personal information. Our commitment to respecting and protecting the privacy and confidentiality of your personal information is addressed in our privacy policies. We adhere to these policies and the provisions of the Alberta Personal Information Protection Act.

We collect personal information about you and your child in order to provide you with our playschool program. Personal information is any information that identifies you as an individual. It does not include business contact information used for business purposes.

HHBH Playschool:

- a) Will not collect, use, or disclose your personal information for any purposes other than those identified to you, subject to exceptions permitted by law;
- b) Will make all reasonable efforts to protect the confidentiality of your personal information when doing business internally or externally with other organizations;
- c) Will make all reasonable efforts to protect your personal information with appropriate security safeguards;
- d) Will make all reasonable efforts to keep your personal information accurate and up-to-date; and
- e) Will attempt to honour requests you make for access to your personal information or the correction of your personal information, subject to exceptions permitted by law.

We take our responsibility to respect and protect your personal information seriously. If you have any questions about our privacy policies or practices, or if you would like to review your personal information, please contact our Police Clearance and Privacy Officer.

Police Clearance and Privacy Officer
HHBH Playschool
1233 - 21 STREET NW CALGARY, ALBERTA T2N 2L8
403-210-5126
www.hhbhplayschool.ca
hhbhplayschool@gmail.com

Appendix 5.0 - Incident Reporting in Child Care Programs

The information collected on an Incident Report is collected and managed in accordance to the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection or use of the information, contact your licensing officer.

License holders and contract holders are required to report serious illness of or injury to a child that occurs while the child is attending a program and any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child. Incidents that require reporting include, but are not limited to:

- a) Emergency evacuation;
- b) Unexpected program closure;
- c) Intruder on the program premises;
- d) Illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight;
- e) Error in the administration of medication by a program 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 hospital overnight;
- f) Death of a child;
- g) Unexpected absence of a child from the program (i.e. Lost child)
- h) Child removed from the program by a non-custodial parent or guardian;
- i) Allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer;
- j) Commission by a child of an offence under an Act of Canada or Alberta;
- k) Child left on the premises outside of the program's operating hours

All incidents are analyzed annually using the Annual Summary Analysis Report (CDEV 0001) and the report is submitted to the regional childcare office.

Incidents must be reported immediately to licensing staff by telephone, fax or email. The Incident Report must be completed and submitted to your local Child and Family Services Authority's licensing office within 2 days of the incident. The incident Report form is available on the Ministry's website www.child.alberta.ca/childcare under Publications and Forms.

Appendix 6.0 – Effective Supervision Policy

Provincial standards for child care programs require that children are at all times under supervision that is effective in ensuring their safety, well-being, and development.

Policy:

Effective supervision reduces the risk of harm to children by preventing injuries and accidents. It also promotes positive, responsive, and intentional learning environments for children and child care providers. It requires primary staff in licensed childcare settings to be involved and familiar with the children in their care. Effective supervision also requires childcare programs and staff to assess their supervision practices on a regular basis to ensure that they continue to promote safety and to meet the needs of children enrolled in the program.

Teachers are always aware of the physical environment of the childcare program. They:

- a) Conduct regular safety checks of the program premises and equipment to remove hazards;
- b) Position equipment and arrange the environment to allow caregivers to supervise the children's play, rest, and toilet areas;
- c) Know which individuals are authorized to pick-up a child from the program in place of a parent;
- d) Notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded;
- e) Remember where emergency medications, first aid kits, and emergency contact numbers are kept; and
- f) Monitor children are at all times.

Teachers observe children's play and behaviour by;

- a) 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;
- b) 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;
- c) Listening closely to children, even those who are not in the caregiver's direct line of sight
- d) Monitoring children's health to identify early signs of fever, illness, or unusual behaviour; and
- e) Watching and participating in children's play to ensure that children are playing in a safe manner.

HHBH Playschool will promote safety and reduce injuries by:

- a) creating and following policies and procedures that outline supervision practices for programs;
- b) reviewing policies on a regular basis with teachers;
- c) recording the arrival and departure times of the children;
- d) using a consistent system during head-counts or roll call upon leaving the classroom, entering the gym/outdoor space, prior to leaving the gym/outdoor space and upon returning to the classroom (counts to be communicated with staff and parent helpers at all transitions, including when children leave or return to their classroom and through the building at doorways);
- e) requiring children form a single line when moving through any door and that the last staff member or parent volunteer will follow the last child;
- f) parent helper will assist with gym activities by packing and unpacking equipment so the staff can maintain supervision of students at all times
- g) gym time conclude no later than 11:00am in morning classes and 3:00pm in afternoon classes so the children are back in the classroom before busier transition times for the school as a whole;
- h) establishing simple rules for children (for example, "when we are indoors, we walk"); and
- i) maintaining staff to child ratios at all times.

Parents are informed of the program's supervision policies annually through the distribution of the HHBH Playschool Policy Manual and Parent Handbook.