



HOUNSFIELD HEIGHTS BRIAR HILL PARENT COOPERATIVE PLAYSCHOOL

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PARENT HANDBOOK **2016 – 2017**



HOUNSFIELD HEIGHTS **BRIAR** HILL
COMMUNITY ASSOCIATION

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1. PLAYSCHOOL OPERATIONS

1.1 History & Philosophy

Our playschool is one of the oldest cooperative play schools in Calgary, operating since 1970. The purpose of a cooperative playschool is for teachers, parents and children to work together to create a rich learning environment that exceeds Alberta Early Childhood Education standards.

1.2 Program Goals

Through the use of play, the children at Playschool will:

- Be supported in their social, physical, emotional, intellectual and moral development;
- Nurture self-respect, self-control, self-expression and responsibility for self;
- Learn respect for others and the environment;
- Expand their knowledge and interest in math, science, social science and language arts;
- Foster their abilities and desire to cooperate with and learn from others;
- Grow their interests and expand their experiences through music, movement, drama, physical education, story telling and special visitors.

1.3 Class Structure

The Playschool will ensure each class will be staffed at a minimum 1:12 staff member to children ratio. Where seven or more children are present in a class, a minimum of two staff members will be on duty. With regards to ratios, and in accordance with Alberta Child Care Licensing regulations, a parent volunteer may be considered a staff member.

A class will be considered full at twelve children with one teacher; additional children, up to a maximum of fourteen, will be allowed at the discretion of both the Teacher and the Executive. Two teachers will be considered when there are fifteen or more children registered for a class;

1.4 Class Schedule

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

Staggered entry may be arranged at the beginning of the year if class size requires. If staggered entry is required, a portion of children would attend on alternate days during the first week of playschool to allow the children to become familiar with the teachers and the Playschool routine in a less stimulating environment. Parents are encouraged to stay until their child is comfortable and confident.

1.5 Classroom Routine

The school year is organized around themes, (e.g. animals, helpers in our neighborhood, fairy tales). 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.

Below is an example of an average day in the playschool. Please note that gym, music and special guests are incorporated into the class on a regular basis.

8:45am	Parent helper & special student helper arrive to help with set up.
9:00am	Teacher and helper open door to admit all students. Free play
9:15am	Morning circle time: calendar, weather, songs, discussion of day’s activities
9:30am	Free play at centers (e.g. puzzles, sand, play-dough, books, crafts...)
10:30am	Clean up
10:35am	Wash hands & Snack
10:50am	Movement & dance
11:00am	Show & tell of special student helper

11:10am	Stretching & story time
11:25am	Prepare for going home
11:30am	Outside door is open for pick up. Parent helper stays until last child is picked up.

1.6 Items to Bring to Class

The children should be dressed appropriate for the weather and prepared for play. Clean, supportive footwear is required. Please label backpacks, shoes, coats, etc. to minimize mix-ups. Children need to come to school with a change of clothes, a pair of indoor shoes for the classroom and a full water bottle. Non-marking running shoes are required for the school gym.

1.7 Holidays, School Closures & Professional Development Days

Playschool will be closed on all statutory holidays and all Calgary Board of Education (CBE) closure dates (e.g. CBE Teacher's Convention). Playschool is not generally cancelled due to weather conditions unless the public schools are closed. Professional Development (PD) days will be determined by the executive board (e.g. First Aid training for teachers). Families will receive a master calendar in the Orientation Package at the beginning of the year.

1.8 Playschool Communication

A teacher newsletter will be emailed monthly informing parents of upcoming themes and special days.

There is a mail slot inside the classroom for the Executive President that can be used for confidential comments about any aspect of the Playschool. Concerns/comments raised by parents will be discussed at executive meetings.

A class phone list will be distributed to all Playschool families and teachers. Under the *Personal Information and Protection Act (PIPA)*, the class lists are for the sole purpose of Playschool related communication.

Playschool phone, 403-210-5126, is not answered during class time; however, messages are checked regularly. For EMERGENCY situations that require contact with the Playschool staff during class time, contact the Briar Hill School office, 403-777-6140, and they will contact us immediately.

The Playschool maintains contact with parents through:

- a. Mandatory parent meetings (September: Orientation, May: Annual General Meeting)
- b. Email communication;
- c. Social media updates (e.g. Facebook page);
- d. Playschool website;
- e. In classroom parent bulletin board ("The Hot Spot");
- f. Notices left in your child's designated mail slot in the classroom
- g. Direct parent/Teacher/Executive communication.

2. REGISTRATION POLICIES AND PROCEDURES

2.1 Eligibility

- a) Age: Children must be 3 years of age before attending Playschool on their own
 - i) If space is available and at the discretion of the Executive, a child on the first day of the month of their third birthday may attend with their parent until the day of their third birthday;
 - ii) Families registering a not-yet-3-year-old are responsible for all non-refundable fees (HHBH Community Association membership, registration and cleaning) at the time of registration.

iii) If there is a waitlist of families who are eligible to attend and would like to start September 1st, the parent of the not-yet-3-year old has the choice to hold the spot by paying monthly tuition or go on the waitlist and hope a spot opens up prior to the month of the child's 3rd birthday.

- b) Children must be fully toilet trained by the start of school (unless the child has a physical/medical condition that requires the use of pullups).

2.2 Registration Prioritization

- a. Continuing students, alumni families, and HHBH community residents are able to register 1-2 weeks prior to open registration;
- b. All other children can register during open registration; date determined annually by the Registrar;

2.3 Process

- a. Playschool registration occurs online and requires completion of consent forms for: playschool activities/field_trips, emergency medical care, developmental screening and release of personal information.
- b. When the appropriate documentation is completed and payment is received, the registrar will review class eligibility and contact families to confirm placement.
- c. 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 noted registration priorities.
- d. Police clearance of at least one parent or adult who will be completing parent helper shifts at the Playschool must be received prior to the child commencing Playschool.

2.4 Fees

- a. Playschool fees and tuition are set annually. Change in tuition fees is at discretion of the executive board. Minimum of one month's notice will be provided with any fee changes;
- 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;
- c. All families are required to have an up-to-date Hounsfield Heights Briar Hill (HHBH) Community Association Membership (\$20/year). This membership is non-refundable.
- d. There is an annual registration fee (\$50), and an annual cleaning fee (\$50) required at the time of registration. These fees are non-refundable.
- e. There is no compensation for days that the Playschool is closed, e.g. professional development days, closure of Briar Hill School, or up to 7 days of Playschool closure due to teacher illness.
- f. If space allows and a child is registering half way through a month, after commencement of the school year, the fees for the first month will be prorated.

3. PARENT INVOLVEMENT

A cooperative Playschool requires parents to be involved with their child's playschool experience while supporting and being supported by the teachers.

3.1 Volunteering in the Classroom (In-Class Helper)

- **Each family must participate in regularly scheduled helper days 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 (approximately one helper day every 4-8 weeks).
- Parents, grand parents, nannies, or another important person in your child’s life can be the special helper, as long as that person has completed their police clearance and is of 18 years of age;
- **It is your responsibility to sign up for helper days online via Sign Up Genius.** When the sign up schedule is available, an email will be sent to parents explaining the process.
- It is your responsibility to keep track of and fulfill your helper day. If you are unable to make your scheduled day, it is your responsibility to find a replacement/trade with another family;
- In the case of illness or emergency, a list of families who could potentially fill last minute helper shifts will be provided at the beginning of the year. The Class Liaison may be enlisted to assist with finding a substitute or trade if necessary;
- Failure to fulfill your helper day or make alternative arrangements may result in class cancellation;
- All trades and substitutions must be marked on the classroom schedule in advance so the teachers are aware of the parent-helper each day;
- On your parent helper day, your child is the special student. Your child can bring show and tell for the class, and it is your responsibility to bring a **nut-free snack** for all the students that day. Please see Parent Handbook, Section 4.3 Nutrition/Snack Expectations for more information.
- Siblings are not allowed in class unless an additional adult (with police clearance) accompanies the sibling.

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 one out-of-class job per child enrolled and required to take turns preparing playdough for the class.**

Sign up for an ‘out-of-class job’ and the playdough preparation schedule will be available on Sign Up Genius, on a first come, first serve basis. Out-of-class jobs include a role on either the Playschool Executive Board or one of the Non-Executive Committees as outlined below.

The aim of the Non-Executive Committees is to provide parents with a support network in order to fulfill all the necessary volunteer roles. By having the roles grouped into committees, the volunteer hours can be fairly distributed amongst parents in each committee. If you are unexpectedly unable

to fulfill tasks for your given role, then you can call on other parents in your committee for assistance. Please be courteous and make every effort to assist other parents in your committee when help is requested.

Non-Executive Committee	Role	Brief Description	Number of Positions
Classroom Enrichment			6 – 10
	Guest & Special Project Coordinator	Arranges for visitors, volunteers and paid enrichment providers to visit the classes and offer a variety of learning experiences. Responsible for 1 guest every 1-2 months as coordinated with a Teacher and approved by Executive Board. You may also be required to complete a task in preparation for a Special Project.	1-2
	Library Helper	Provides age-appropriate books from a public library on a monthly basis. Book choices will align with current classroom themes. Responsible for returning these books to the public library before the due date.	1
	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.	1-2
	Fundraising	Coordinates 2-3 fundraising campaigns during the year.	2-3
	Bulletin Board Coordinator	Researches and posts articles of parent interest on the bulletin board, includes Executive Board meeting minutes and Helper Day and Play dough calendars. Assists Teachers with monthly bulletin board theme changes as requested. Changes out the hallway books mid year.	1-2
Cleaning Committee			7 - 8
	Laundry	Checks with the Teachers for weekly laundry (towels, rags, paint shirts, etc.). Folds and puts clean laundry away.	2
	Toy Cleaning	In class or at home, cleans toys as directed by the Teacher.	2

Non-Executive Committee	Role	Brief Description	Number of Positions
	Repair/Handy person	As directed by the Teachers, performs minor repairs on books and toys. Completes painting and classroom maintenance as needed. May be required to start prior to classes resuming in the Fall.	1
	Cleaning Staff Supervisor	In conjunction with the Teachers, coordinates and supervises paid cleaning staff. In conjunction with the Treasurer, coordinates payment of cleaning staff.	1
	Inventory and 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.	1-2
Social Events Committee			7 - 9
	Social Events	Plan, communicate and host social events for Playschool community. (e.g. "meet the family" night in September, year-end wrap up in June). Liaise with Teachers and Executive for dates. This position is supported by In Class Party & Photo role.	2-4 (2 to organize, 2 to assist)
	In Class Party & Photos	Supports teachers during in-class party coordination throughout the year (Halloween, Christmas, etc.) includes party set up and clean up. Takes party photos and develops/stores them for end of year scrapbooks.	2 (1/class)
	Family Photo Coordinator	Coordinates the family photo day and in class photo day. Liaises with Teachers and Executive to book photographer, advertise photo days, post sign up sheets and collect sitting fees.	1
	Baker	Bake/prepare special snacks for special classroom events as directed by the Teachers (2-4 x year)	2
Teacher Support Committee			4-5
	Craft preparation	Assists Teacher by preparing craft materials for the class at home. Teachers provide instructions, raw materials and due date.	2-3

Non-Executive Committee	Role	Brief Description	Number of Positions
	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). This position begins in August to ensure teachers have supplies needed to start the year. Costco membership required.	2 (1 for Costco purchasing and 1 for Dollar Store purchasing)

3.3 Parent Meetings

A representative from each family is required to attend both the Orientation Meeting in September and the Annual General Meeting in May.

3.4 Evaluation of Teacher and Program

Each family will be requested to do an evaluation of the Teacher, Executive and Playschool program mid-year. This input is important in aiding the Executive with decisions regarding the Playschool operations.

4. CLASSROOM EXPECTATIONS

4.1 Behavior Expectations

Playschool teachers focus on relationship-based child guidance and discipline. Whenever possible, leaders will redirect a child's behavior and encourage discussion. Logical and natural consequences are intended to help children take responsibility for their own behavior and develop internal control and self-discipline.

Everyone in the classroom will take the time to listen respectfully to what others are trying to say. Children are encouraged to express their emotions and are guided in appropriate ways to communicate their wants and needs to others. If a child is being disruptive, s/he may be asked to choose a different activity or sit quietly somewhere in the classroom where there is less stimulation. When the child is calm and able to participate in a respectful conversation, s/he will work together with the teacher to problem solve how the child can best participate in the given activities. If a child continues to demonstrate challenging behavior, the teacher will work together with the child and parents towards a mutually satisfactory resolution. Please see Extreme Behavior Policy, Parent Handbook Section 5.8 for more information.

The Playschool believes:

- Disciplinary action must be reasonable under the circumstances AND age appropriate
- Teacher must be flexible and fair in meeting the individual needs of the children

The Playschool will implement the following behavior management strategies:

- Rules and expectations for behavior will be communicated to the children clearly in language they understand;
- Praise and acceptance will be offered whenever possible to build self-confidence;
- The teacher will assist children in conflict resolution by helping the children to use appropriate language to replace negative behavior;
- 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.

See HHBH Parent Cooperative Playschool Policy and Procedure Manual, Section 12: Discipline, for more detailed information.

4.2 Challenges Meeting Classroom Expectations

If a child experiences learning, developmental, mental health and/or behavioral challenges during the school year, program recommendations will be made to best meet the child's needs. Recommendations may include:

- pursuit of developmental screening/assessment to determine eligibility for therapy services (covered by Alberta Education);
- shortening classroom time;
- staggering attendance;
- changing classes with the Playschool (at parent expense);
- pursuing a different playschool setting.

4.3 Nutrition/Snack Expectations

Alberta Children's Services and Alberta Health Services: Public Health, monitor and regulate the snacks that are provided in the playschool. It is a licensing requirement that the snack provided are recorded on the schedule posted in the classroom.

**** Each family is to provide a nut-free nutritious snack from two food groups on their helper day.**

As determined by Alberta Children's Services, the snacks must:

- Be nut-free – all food items brought into the classroom cannot contain nuts or nut products;
- Not present a potential choking hazard. For example:
 - No seeds, popcorn or hard candies;
 - Grapes must be sliced lengthwise;
 - Vegetables/fruit must be sliced or chopped with pits/stones removed;
 - No skewers or toothpicks;
- Be brought ready to be served (i.e. all snack preparation must occur at home). The playschool is not licensed for food preparation.
- Serving utensils for the snack must be brought from the parent's home

Alberta Health Services requires that all children be supplied with clean cups daily. **Please send a clean, filled water bottle each day with your child.** If the water bottle is forgotten, your child will be given tap water in a paper cup.

In addition to the above noted requirements, Playschool requests:

- the snack contain food from two different food groups;
- perishable food items (e.g. dairy, meat, eggs) be limited to pre-packaged, individual servings of yogurt or cheese. There is a small fridge for storing perishable foods in the classroom;
- Be "snack-size" – the snack is not intended to replace a meal;

Appropriate Snacks	Inappropriate Snacks
<ul style="list-style-type: none">• oranges & mini bagels• apple slices & crackers• cheese strings & homemade muffins• banana bread & raisins• individual yogurts & slices• grapes• individual cheese & pita pockets	<ul style="list-style-type: none">• processed cheese• whole grapes• popcorn or candy• rice crispy squares• chocolate chip cookies• peanuts/peanut butter• tortilla or potato chips

4.3.1 Food Allergies - Any known allergies need to be reported to the teachers and listed on the child's registration forms. All allergies and any medications needed to treat an allergic reaction are posted in the classroom (see Handbook Section 5.3 for Medication Policy information). **Children with food allergies (other than nuts) must bring their own snack.**

5. PLAYSCHOOL POLICIES

Our aim is to ensure a safe and healthy environment for all children attending the playschool. Please read the following policies carefully to ensure that we maximize classroom safety, health and cleanliness, and reduce the risk of illness.

5.1 Locked Door Policy

The Playschool leases space from the Calgary Board of Education (CBE); and therefore, it is required that we operate in agreement to the CBE school safety and security policies & procedures. In order to ensure school safety and security, all exterior doors will be locked after CBE school classes commence. As such, the exterior entrance to the playschool will be locked at 8:40am. There is a buzzer at the outside entrance that Playschool families can access to notify teachers of their arrival. A teacher or parent helper will open the exterior doors five minutes before the play school class commences and promptly at the end of the class.

If parents need to take their children out of the playschool during regular school hours, they are asked to ring the exterior Playschool entrance buzzer and wait for a teacher or parent helper to open the door. It will be required that each visitor or volunteer will wear a name tag while in the school (outside of the Playschool classroom).

5.2 Health Policy

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 color 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).

All children must be recovered past the infectious stage with sufficient energy to cope with the demands of a group play environment before returning to Playschool. A Doctor's note may be requested from a family if the child has suffered from a recent communicable disease (e.g. Chicken Pox, Measles, Whooping Cough, etc.)

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 HHRH Policy and Procedure Manual for a list of communicable diseases common in Alberta and Alberta Health Services recommended prevention practices.

5.3 Hand Washing Policy

In order to reduce the risk of illness, children are expected to wash their hands:

- a. Before and after eating;
- b. After going to the washroom;
- c. After wiping or blowing their nose;
- d. After coughing or sneezing.

Children are encouraged to wash their hands if needed:

- a. When they arrive at the program;
- b. Before or after play involving the following: glue, paints, sandbox, water table, or animals;
- c. After coming in from outdoor play.

5.4 Medication Policy

Any medications required by a child (such as EpiPens, asthma puffers, etc.) must be kept in a Ziploc bag with a photo of the child and a complete Individual Medication Report signed by the child's legal guardian. Parents need to confirm the medication expiry dates and review the form at the beginning of the school year and again in January. If a child requires a life-saving medication such as an EpiPen due to an anaphylactic allergy, the child will not be allowed to attend class if the medication is not at the Playschool or has expired. Medication must be in the original container and have ample time left before the expiry date.

5.5 Teacher Illness Policy

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

- a. Half day to 2 days of illness - Playschool closed;
- b. Over 2 days of illness - a substitute shall be hired for the remainder of the illness;

5.6 Sunscreen/Bug Repellent Policy

The teachers and parent helpers at the Playschool will NOT apply sunscreen or bug repellent. Parents will be advised by the teachers when outside play will be a regular part of the program. It is advised that parents apply sunscreen prior to bringing their child to Playschool and pack a suitable sun hat in the child's backpack.

5.7 Cleaning Policy

To comply with Alberta Health standards, the playschool requires a clean environment to protect the health of the students and teachers within the program. Alberta Health requires that a bleach solution (1 tsp of bleach to 1 gallon of water) is used daily to clean all frequently used surfaces including but not limited to: door knobs, light switches, soap dispensers, sink taps, eating surfaces, water table...etc. Eating surfaces are cleaned before and after snack. Water table is cleaned once every 24 hours after the morning class.

The non-executive parent cleaning committee will assist with the following classroom cleaning processes:

- a) **Toy cleaning & laundry** – items brought home by parents to be cleaned as per product directions;
- b) **General classroom clean ups:** Monitor professional deep cleaning of classroom every 6-8 weeks.

5.8 Children with Special Needs Policy

Acceptance of children with identified special needs will be at the discretion of the teachers and the executive board, based on the needs of that student, the current classroom dynamics, and the abilities of the teachers and parent helpers to meet the needs of the applying student.

In order to limit the number of adults in the classroom, only one child requiring an instructional aide per class will be admitted, unless otherwise determined by the teacher and the executive board.

If a child has a special health need that requires the teacher to provide a specialized treatment of care (e.g. putting on a brace, testing a child who has diabetes), a complete Health Care form is required, outlining in detail the child's needs. The Health Care form is kept with the child's records and must be reviewed/updated in September and January.

5.9 Extreme Behavior Policy

Extremely aggressive behavior, such as biting, continuous hitting or fighting, will be handled by the teachers on an individual basis. The child will be asked to stop what s/he is doing and discuss the behavior and appropriate solutions with the teacher and any other children who are involved. If this is not successful, the teacher will remove the child from the confrontation and utilize “time-ins”. The rationale for this discipline policy is grounded in the belief that a positive and supportive environment will reduce negative behavior. The child and teacher will go to a quiet area of the room to allow the child to calm him/herself with a teacher in close proximity. When the child is calm, the teacher and child will respectfully discuss the situation and together will problem solve appropriate behavior solutions. The parent helper will assume leadership of the classroom while the teacher is occupied.

If the behavior continues, the teacher, the child’s parent and potentially a member of the Executive Board will work together to find a mutually satisfactory resolution. In the circumstances of serious behavioral issues, a consultation with an Early Childhood Professional (e.g. psychologist) may be requested (at the parent’s expense).

If the child’s behavior continues to be a problem in the classroom, after implementation of the recommendations of the Early Childhood Professional, the child may be asked to leave the program. Please see Expulsion Policy, Parent Handbook Section 5.12 for further information.

5.10 Field Trip Policy

The licensed Playschool premises includes the classroom only. A signed permission slip (included in online registration) 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).

The Playschool does not offer off-site activities that require vehicle transportation. Special visitors are arranged to come into the classroom as an alternative to field trips.

5.11 Child Pick Up Policy

- Parents are expected to be prompt picking up children at the end of class.
- The outside door will be locked during the class. A teacher or parent volunteer will open the outside door promptly at the end of class for parents to sign out and pick up their children.
- It is a licensing requirement that parents provide the playschool with a list of authorized persons who will be picking up their child.
- For safety purposes, a child will not be released to anyone without written documented consent.
- 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. **Any new person picking up the child will require photo identification.**
- Written communication and photo identification is a legal requirement.

5.12 Late Pickup Policy

In the event that a child is picked up late, the parent helper must stay with the child at Playschool. The parent helper will attempt to contact the child’s guardians (mobile, home, work). If a parent/guardian cannot be reached, attempts will be made to contact the child’s emergency contact.

Fines will be issued for late pick-ups: \$2/minute for the first 15 minutes and \$5/minute thereafter. Fines must be paid to the Executive Board prior to the next Playschool class.

5.13 Expulsion Policy

- a. A child may be requested to withdraw from the program if:
 - i. the child’s parents fail to fulfill their parental obligations to the Playschool

- ii. the Executive, in consultation with the teacher and/or another Early Childhood professional, feel that the program is not suitable for the child. See Behavior Expectations, Parent Handbook Section 5.1 and Aggressive Behavior Policy, Parent Handbook Section 6.8 for further information;
- b. The Playschool will not automatically expel a child whose behavior, while age appropriate in the opinion of the teacher 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 (with the exception of non-refundable fees).

5.14 Cancellation/Withdrawal Policy

- a. One-month's written notice must be provided to the Registrar if you wish to withdraw your child from the Playschool. Monthly tuition fees are refundable after 30 days from the receipt of written cancellation. If withdrawal happens after the 1st of the month, the following month's fees will not be refunded.
- b. The first month's fee is non-refundable after August 1st.

6. PLAYSCHOOL EXECUTIVE COMMITTEE (referred to herein as the "Executive")

6.1 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).

6.2 Executive Responsibilities

The executive board manages the affairs of the Playschool including input on parental expectations and coordinating Playschool evaluation practices. The Executive is responsible to the parent body and liaises between parents and teachers. All parental concerns or issues are to be directed to the Executive.

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

6.3 Executive Composition

The Executive board positions are filled by election or acclamation at the Playschool's Annual General Meeting in May. Teachers hold non-voting positions on the Executive. The executive board positions are:

- a) President (non-voting);
- b) Vice-President;
- c) Secretary;
- d) Treasurer;
- e) Registrar;
- f) Assistant Registrar & Advertising;
- g) Class Liaison & Privacy Officer;
- h) Website & Social Media Coordinator;
- i) Non-Executive Committees Coordinator;
- j) Community Association Liaison
- k) Past Playschool Executive Member (optional; non-voting).

Please see Appendix 1.0 for detailed outline of each executive position job description.

6.4 Executive Meetings

The Executive hold monthly business meetings which are open to all Playschool parents. The schedule and 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 an executive meeting and/or add agenda items, are asked to notify the Executive President and/or Secretary one week in advance to ensure adequate time and preparation are allotted for productive discussion around the added agenda item.

In the event of special circumstances or at the written request of five parents, the Executive will meet outside the regularly scheduled monthly meetings.

6.4.1 Orientation Meeting - September

This meeting is mandatory for at least one parent of every child in the Playschool to attend. The meeting will:

- a. Review Playschool program, routines, policies, processes and expectations;
- b. Present the year's budget;
- c. Introduce all Executive board members;
- d. Provide an opportunity to meet with other parents.

6.4.2 Playschool Annual General Meeting (AGM) - May

This meeting is mandatory for at least one parent of every current and incoming child in the Playschool to attend. The meeting will:

- a. Review the President's Report and the Treasurer's report (year-to-date financial statement);
- b. Present next year's budget;
- c. Introduce the teachers and provide an overview of Playschool program
- d. Discuss parent volunteer expectations (parent helper days and out-of-classroom jobs);
- e. Answer any questions regarding the playschool;
- f. Elect the Playschool Executive for the following year;
- g. Provide an opportunity to meet with other parents

7. PLAYSCHOOL EMERGENCY PROCEDURES

7.1 Sudden Illness Procedure

In the event of sudden illness to a child while at Playschool:

- a. The child will be kept comfortable and as far away from other children as is practical;
- b. The primary pick-up parent will be called first and then the other parent. If neither can be reached, then the child's emergency contact will be contacted.
- c. The teacher will obtain medical assistance if necessary;
- d. Any potential "outbreaks of communicable diseases" will be reported to the local Alberta Health Services office. For example, if two or more children 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" and will be reported.

7.2 In Class Injury Procedure

The teachers are required to hold a current Standard First Aid Certificate. In the event of injury to a child while at Playschool:

- a. The Teacher will administer first aid while the parent helper calls 911 (if necessary) and notifies the parents of the injured child. The primary pick-up parent will be called first and then the other parent. If neither can be reached, then the child's emergency contact will be contacted.

- b. The Briar Hill School office will be notified (via phone) if Emergency Medical Services are dispatched. The Briar Hill office staff will assist with directing EMS, communicate with the rest of the school, and provide any other additional assistance that is required. Daycare staff are available to provide temporary in-class assistance as needed;
- c. If emergency care is required, any associated costs (e.g. ambulance) are the responsibility of the parents;
- d. The highest level of precaution will be taken for all instances involving blood and bodily fluids to ensure the safety of the teacher, parent helper and fellow students;
- e. The teacher and/or parent helper, (whoever witnessed the accident), will 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 will be kept on file;
- f. The President will be notified of the incident immediately.

7.3 Fire Evacuation and Monthly Fire Drills

The teachers will hold monthly fire drills in accordance with the Calgary Board of Education and our licensing body. Please review Appendix 2.0 for detailed fire drill/evacuation procedures.

7.4 Evacuation Procedure

Should it be necessary to evacuate the building, children will be removed to a designated home within walking distance of the school. The parent helper will phone each parent to request early pick-up. Any evacuation will be reported in accordance with licensing requirements within 24 hours of the evacuation. Please see Appendix 2.0 for detailed evacuation procedures.

7.5 Lockdown Procedure

When a lockdown is announced teachers will:

- a) Visually check the hallway for students;
- b) Direct all students and classroom helpers into a secure location in the classroom;
- c) Close and lock all doors and windows. Close all window blinds (including door window);
- d) Assist students in maintaining silence, keep all students out of view of doors and windows and ensure students remain in the secure location;
- e) All school/fire bells, door contact and ringing phones will be ignored;
- f) Police or school administration staff will unlock all doors when it is safe to do so;
- g) Parents will be contacted by teachers and/or parent helper as soon as it is determined safe to do so.

7.6 Dispute Procedure

It is the responsibility of the Playschool Executive to address concerns identified by any member in the Playschool regarding the program, the teacher, their child or other children

- Individuals involved in a dispute should make every effort to resolve the issue themselves before bringing it to the Executive.
 - Unresolved disputes between staff members will be referred to the Executive;
 - If disputes between the teacher and parent cannot be resolved between the two parties, the dispute should then be brought to the Executive.
1. Try to resolve the issue without Executive involvement using the steps outlined in the HHBH Parent Cooperative Playschool Policy & Procedure Manual, Section 26: Dispute Resolution;
 2. Failing resolution, the individuals should submit their request in writing to the Playschool President;
 3. The President will review the request and refer to the policy manual to see if the issue is addressed in the manual.
 4. If the dispute is not resolved at this level, it will be placed on the agenda for the next full Executive meeting.

Appendix 1.0: Description of Parent Executive Board Positions

Voting members are required to attend all monthly executive meetings to discuss Playschool operations.

President/Chair (non-voting)

- Coordinates all areas of the playschool's operational activities, within the parameters set out by the Community Association.
- Assists the Board and staff in understanding and carrying out their responsibilities.
- Is responsible for the playschool staff's contracts, as well as contracts of board approved hired consultants, rental agreements and various contracts with outside agencies.
- Arranges and chairs all Executive Board and Annual General Meetings.
- Handles any issues/problems that arise in consultation with the teachers and other board members.
- Is involved in the hiring of staff with the assistance of a hiring committee.
- In consultation with the Board members, approves the yearly budget as proposed by the treasurer.

Vice-President/Vice-Chair

- Conducts executive meetings in the President's absence.
- Is responsible for ensuring operating licenses are current and followed by staff and volunteers.
- Organizes and conducts inventory and clean up with parent volunteers and staff at year-end.
- Assists the President with evaluation of current staff and selection of new staff.
- Assists the President as necessary.

Secretary

- Records and distributes the minutes of executive meetings, and Annual General Meeting.
- Maintains meeting minutes' book for annual audit containing all correspondence, staff and executive privacy oath, monthly agenda, minutes, budget updates, class lists, as well as other information as required.
- Holds an updated version of the Community Association By Laws, HHBH Playschool Policy and Procedure Manual and Parent Handbook. Prepares documents for modification and updates when necessary.

Treasurer

- Advise and report financial operations to the Executive.
- Track play school finances
- Responsible for payment/reimbursement of play school expenses and completion of bank deposits, under the direction of President and/or Vice-President
- Issue teachers' salaries and families tax receipts in conjunction with Community Association Treasurer/Bookkeeper
- Prepare the annual budget.
- Prepare and support the annual audit of financial records.
- Liaise with bookkeeper & Community Association Treasurer to share role where appropriate.

Registrar

- Establishes registration procedures in conjunction with executive members.
- Organizes spring registration, as well as ongoing registration throughout the year.
- Accept notices of withdrawal or cancellations and manages appropriately.
- Ensures registration information is complete for licensing purposes and provides updated class lists to teachers and the Secretary.

Assistant Registrar/Advertising Coordinator

- Assists registrar as required.
- Liaises with the Registrar to manage Playschool advertising in community newsletters, bulletin boards etc. as required.
- Liaises with Social Media/Website Coordinator for social media/website related advertising
- Responsible for coordinating advertising campaigns throughout the year.
- Responsible for determining most effective advertising venues in collaboration with executive members.

Class Liaison/Privacy Officer

- Responsible for primary communication with classes.
- Liaise with social media/web coordinator to post event information as necessary.
- Prepares Sign Up Genius for parent special helper sign up, ensuring each family has signed up appropriately.
- Responsible for distributing helper calendar to the classroom staff.
- Coordinates and monitors police clearances.

Social Media/Web Coordinator

- Manages the Playschool's website, and social media sites (Facebook, Twitter...etc)
- Liaise with Class Liaison to post play school event information on website and social media sites
- Assist Advertising Coordinator with social media/website related advertising
- Disseminate information from teachers and parent executive board to Parents and other stakeholders through Playschool website and social media accounts as needed.
- Liaises with advertising coordinator and registrar as needed.

Non-Executive Committees Coordinator

- Organizes Non-Executive Committee member signup via SignUp Genius.
- Organizes Playdoh schedule via SignUp Genius.
- Liaise between teachers and non-executive committee members to ensure smooth operation.
- Is an ex-officio member of all committees.
- Distributes non-executive job descriptions to parents and coordinates yearly updates.

Past Executive Board Member (optional, non-voting)

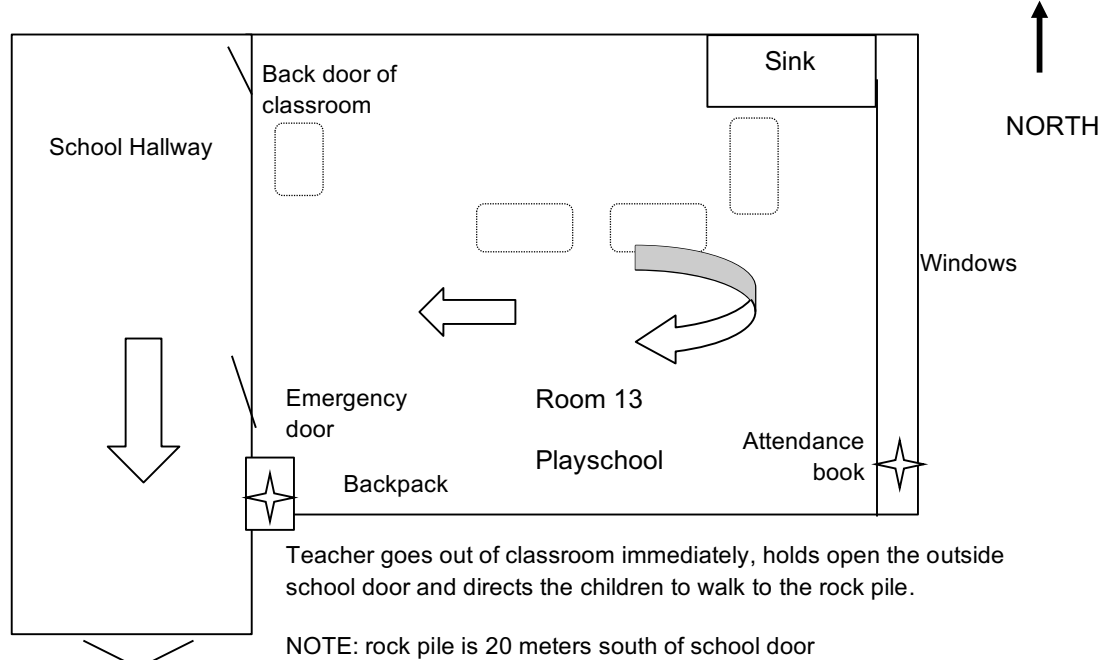
- Offers assistance to executive members as necessary.

Community Liaison (optional)

- Liaison between HHBH Playschool and HHBH Community Association.
- Presents playschool report at HHBH Community Association Board of Director Meetings.

Appendix 2.0: HHBH Playschool Fire Drill/Evacuation Procedure

Delineation of Adult Responsibilities in Case of Fire or Emergency Evacuation



One Teacher and One Adult Helper

The teacher picks up the attendance book and emergency backpack and immediately goes to the emergency exit door. The teacher determines the safest way to exit the classroom and calls for the children. The teacher does a head count and then leads the children out of the classroom door. While holding open the heavy outside door, the teacher verbally guides the children to walk and sit down on the playschool-designated rock pile. The adult helper is the last to leave the classroom, closing all doors and windows, turning off all lights and ensuring all children have exited. Once everyone is gathered a roll call is done to ensure everyone is safely out of the school.

Two Teachers and One Adult Helper

One teacher immediately goes to the emergency exit door and determines the safest way to exit the classroom. This teacher calls for the children to line up at the door, does a head count and leads the kids outside to the playschool-designated rock pile. The adult helper will hold open the heavy outside door and meet the class at the rocks once all children have safely exited. The second teacher closes the windows and doors, collects the attendance book and emergency backpack and ensures the classroom is empty before joining the class 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 the teacher or parent helper is in the bathroom with children at the time of an alarm, the adult in the classroom 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. The adult who is with children in the washroom will exit from the building at the closest door and meet the class at the rock pile. Once everyone is gathered on the rocks a roll call is done to ensure everyone is safely out of the school.

Evacuation

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 the designated safe house and notify the children's parents. A key, address and directions for reaching the designated home is kept in the Attendance Log and the teachers' emergency backpack. In the case of an evacuation, a sign will be posted on the SW door of Briar Hill School with the Teachers' emergency cell phone number. The parent helper will phone each parent to request early pick-up. Any evacuation will be reported in accordance with licensing requirements within 24 hours of the evacuation.

Re-entering the School

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

To allow the teacher to remain in the classroom, one of the roles of the parent helper is to accompany the children to the bathroom when needed. It is the responsibility of the parent helper to inform the teacher if the child/children or the parent helper themselves are uncomfortable with this process.

Children need to be fully toilet trained by the start of school in September. If the child is still in pullups/diapers, that child's parent must remain within 5 minutes of the school and will be asked to return to the Playschool to change the child and dispose of the soiled pullup/diaper.

Procedure:

1. The teacher:
 - a. Will assess the number, age, and cooperative skills of the children needing to use the bathroom;
 - b. Will determine the comfort level of the children/parent helper;
 - c. May choose to take the entire class to the bathroom if necessary.

2. The parent helper will:
 - a. Wear the Playschool helper identification tag when leaving the classroom;
 - b. Walk the children as a group to the girls' bathroom. Male helpers may take the children to the girls' bathroom and wait at the door, or may use the changing room to the right of the girls' bathroom;
 - c. Ask the child if s/he needs help: clothing fasteners, getting on toilet, reaching toilet paper, wiping...etc. If a child is apprehensive about needing help, parent helpers are encouraged to verbally guide the child from outside the stall and relay the child's concerns/anxieties to the teacher;

3. All children:
 - a. Who go to the bathroom need to try to go;
 - b. Must wash their hands with soap before returning to the classroom;
 - c. Will wait at the bathroom door until everyone is finished and ready to return to the classroom;
 - d. Will return to the classroom as a group with the parent helper.

Appendix 4.0: Privacy Policy

HHBH Playschool is committed to respecting and protecting your privacy and the confidentiality of your personal information and adheres to the Alberta Personal Information Protection Act (PIPA). The personal information collected by the playschool about you and your child is required to run the playschool program and adhere to licensing requirements.

HHBH Playschool will:

- a) Not collect, use, or disclose your personal information for any purposes other than those identified to you, subject to exceptions permitted by law;
- b) Make all reasonable efforts to protect the confidentiality of your personal information when doing business internally or externally with other organizations;
- c) Make all reasonable efforts to protect your personal information with appropriate security safeguards;
- d) Make all reasonable efforts to keep your personal information accurate and up-to-date; and
- e) Attempt to honor 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;
- 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 behavior 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 behavior; 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/exiting the gym/outdoor space, and upon returning to the classroom. Head-counts to be communicated with staff and parent helpers at all transitions, including when children leave or return to their classroom;
- e) requiring children to form a single line when moving through any door and have the last staff member/parent volunteer to follow the last child;
- f) having the parent helper assist with gym activities by packing and unpacking equipment so the staff can maintain supervision of students at all times;
- g) concluding gym-time 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;
- h) establishing simple rules for children (for example, "when we are indoors, we walk"); and
- i) maintaining staff to child ratios at all times.