



HOUNSFIELD HEIGHTS BRIAR HILL COMMUNITY ASSOCIATION PLAYSCHOOL

POLICY AND PROCEDURE MANUAL **2019 - 2022**

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The policies and procedures in this manual are a reflection of what the existing needs of the Playschool and the standard employment practices are at the time of writing. These policies should be reviewed on an annual basis to ensure they remain current.

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POLICIES

1. Teacher Salary

Background:

The aim of the Hounsfeld-Heights Briar Hill Community Association Playschool (hereby referred to as “the Playschool”) is to compensate the teachers fairly, commensurate with their education and experience, competitive with other cooperative playschools and within the budget of the Playschool. This compensation is to include an hourly rate for instructional time, preparation time, and non-instructional time (Playschool Committee meetings, Open House, General meeting, program planning, set-up/take-down days). Days of work are outlined in Schedule B and provided to teachers prior to signing the upcoming school year contract.

Policy:

Teachers’ hourly rate will be considered annually and may be adjusted according to the most up-to-date preschool salary survey and the availability of funds in the current year’s budget. Raises will be offered according to the guidelines set forth below.

Guidelines:

- Hourly rates will be reviewed annually;
- Enrolment numbers, job performance, current and projected budget are discussed to determine recommendations for any potential changes to hourly rates. The Playschool Committee can alter the teachers’ wages each academic year with an incremental increase of at least 1% or discretion of the Playschool Committee;
- Instructional time includes: 2.5 hours/class plus 0.5 hour preparation time/ class.
- Expected Non-instructional paid time includes payment at the hourly rate for the following:
 - a. Playschool Committee meetings for up to 2-hours per meeting, up to 10 meetings/year;
 - b. Open house for up to 2 hours (once per year);
 - c. General meeting for up to 2 hours (once per year);
 - d. 2 set-up days in early September and 2 takedown days in June (3 hours per day);
 - e. Program planning for 1 hour/week for 10 months (40 hours/year). Refer to Schedule A for expectations of program planning;
 - f. The teachers are required to request approval from the Playschool Committee for paid hours to attend professional development. Hours paid and conference fee reimbursement are at the discretion of the Playschool Committee;

- The teachers are required to maintain a monthly time sheet of actual hours worked, as listed above. Hours beyond those outlined in Schedule B require prior approval from the Playschool Committee and will be paid at the teachers' regular hourly rate.
- Teacher time sheets must be approved by the Playschool Treasurer, Playschool Lead or appointed Playschool Committee Member and sent to the Community Association's Executive Director on or before the 25th day of the month;
- The Teacher will be paid on the last working day of the month;
- The Community Association will make all deductions required by law from the teacher's monthly earnings. These amounts will include Canada Pension Plan, Employment Insurance, and Income Tax. Vacation entitlements will be provided in accordance with the Employment Standards Code. The Employee will be provided with a statement of earnings outlining all deductions with each monthly payment.
- The Teacher is entitled to 5 paid sick leave days and 2 unpaid personal days per school year;
- A survey of teachers' wages of similar preschool programs in the geographic area of the Playschool will be conducted every few years.

Procedure:

1. At a Playschool Committee meeting following registration, the Playschool Lead will conduct an in-camera discussion to review the upcoming school-year teacher contracts, including teachers' salaries. Enrolment, job performance, current and projected budgets will be discussed;
2. The Treasurer, incorporating potential salary increases, will draw up a projected budget to present at the next Playschool Committee meeting. The Playschool Committee will vote to approve the Playschool budget before submitting to the Community Association;
3. Teachers will be provided with the next academic year's Schedule B by June 30th of the previous academic year.

2. Teacher Hiring and Qualifications

Background:

It is the goal of the Playschool to maintain a high-quality Early Intervention program.

Policy:

At minimum, one in every 4 of the pre-school staff members is certified as a child development worker. All other staff members will be certified at minimum as a child development assistant.

Each staff member and each volunteer who has unsupervised access to children, must be an adult, and able to provide the Playschool a completed criminal record check, including a vulnerable sector search. For staff members, these are valid for 3 years. A new staff member must provide the criminal record check within 8 weeks of commencement with the program, and must not have unsupervised access to children until the criminal record check has been provided to the Playschool.

A minimum of one in every 2 staff members has first aid certification acceptable to the Playschool Committee. Obtaining and maintaining current first aid certification is the responsibility of the staff member.

Guidelines:

- The hiring committee will take into consideration the amount of post-secondary education and experience that the teacher has acquired and will strive to remunerate appropriately, remembering that budgetary constraints may be a limiting factor;
- The hiring committee will take into consideration any full-time equivalent years of teaching or supervisory experience at any pre-school (particularly cooperatives), day care facility or post-secondary institution in an ECE related field of study.

Procedure:

1. A hiring committee will be established. The committee will consist of at least 2 Playschool Committee members, a representative from the Community Association (preferably the Education Director) and may include an existing teacher;
2. The hiring committee will place an advertisement for the teaching position at appropriate locations (e.g. Calgary Herald, Mount Royal University, Bow Valley College, University of Calgary, online postings such as Indeed, Child Care Advantage etc);
3. The committee will conduct interviews, invite top candidates for optional "trial" classroom sessions, complete reference checks, verify qualifications and offer a position;
4. The Playschool provides a paid orientation for the new Teacher, which may be conducted by the existing Teacher. The hiring committee or Playschool Committee will determine the duration of orientation. The orientation salary will be the Teacher's regular hourly wage.
5. Upon hiring, new staff are provided with a current copy of the Hounsfield Heights Briar Hill Community Association Playschool Policy and Procedure manual for review. Staff are required to initial copies of the emergency evacuation procedure to indicate understanding prior to teaching commencement.

2a. Substitute Teachers

Policy:

The Playschool will secure a qualified Substitute Teacher or experienced Parent Helper in the event that the regular Teacher is unavailable.

Guidelines:

- The Playschool Teachers performing the role of Substitute Teacher for one another will be paid their regular hourly wage;
- A qualified Substitute Teacher with an ECE or CDW certificate from outside our program will be paid (\$75.00) per class;
- The Substitute Teacher must hold a current standard first aid with CPR certificate and a valid Police Security Clearance unless the substitute is acting as second (2nd) Teacher; then the CPR certificate is not required.

Procedure:

1. In the event that a Substitute Teacher is required, the Teacher requiring a substitute will contact the appointed Playschool Committee member;
2. The Appointed Playschool Committee member will first contact other Playschool teachers to perform the role of substitute;
3. If an existing teacher is unavailable, the Playschool Committee member will secure a qualified substitute teacher (familiar with the Playschool operations and meeting all education, police clearance and first aid requirements) or confirm availability of a qualified Parent Helper (familiar with the Playschool operations and meeting all police clearance requirements);
4. The Substitute Teacher is required to fill out the Substitute Teacher Contract and present evidence of education, first aid and a Police Information Check;

5. If no suitable substitute or qualified Parent Helper is available, the Class Liaison will notify parents of class cancellation;
6. If a substitute Teacher is secured, the Playschool Treasurer will inform the Community Association Executive Director to ensure the substitute is appropriately remunerated.

3. Teacher/Program Evaluations

Policy:

A review of the teachers and the program offered is necessary to ensure that the goals and values expressed by the Playschool are maintained.

Guidelines:

- On an annual basis, parents' feedback regarding the teachers and the program should be surveyed;
- The Playschool Committee will review, discuss and respond to parent feedback collected from the survey;
- An independent Early Childhood Specialist Evaluator or similarly trained individual will be retained by the Playschool Committee to conduct professional performance reviews of the teachers every few years

Procedure:

1. Program and teacher evaluation forms will be sent out to each parent annually;
2. The Playschool Committee will review and discuss the parent evaluations;
3. The Playschool Committee will determine what program changes, if any, will be implemented;
4. Every few years, an independent evaluator will meet with the teachers to review the teachers' professional goals for the year. The evaluator will observe in each teacher's class and will then meet with the teachers to provide reflections, commendations and suggestions in conjunction with the teachers' goals. A copy of the evaluation will be forwarded to the Playschool Committee. This evaluation is intended to provide on-going professional development and referenced professional documentation for the Teachers. It is not a criterion-referenced report for contract renewal;
5. Evaluations and Evaluators' contact information will be stored in Playschool Committee files;

4. Playschool Organization

Background:

The Playschool is responsible to its membership and to its parent organization and the Hounsfeld Heights-Briar Hill Community Association.

Policy:

The Playschool is a committee of the Hounsfeld Heights-Briar Hill Community Association. The Playschool is managed by the Community Association and the Playschool Committee consists of volunteer parents from the current Playschool membership.

Guidelines:

The Playschool must submit regular records to the Community Association. The Playschool Committee is responsible for the operations of the Playschool and if it is unable to fulfill them, must hire an assistant to perform these duties.

Procedure:

1. The Playschool Committee's finances are overseen and managed by the HHBH Community Association.
2. The Playschool audits are completed in conjunction with the HHBH Community Association;
3. The Playschool Committee is elected at the Playschool Annual General Meeting;
4. All Playschool Committee members must sign an oath of confidentiality in conjunction with the privacy policy;
5. The Playschool Committee is made up of:
 - a. Playschool Lead, (can be shared by two people) *
 - b. Vice Lead (optional; recommended on licensing renewal years);
 - c. Secretary;
 - d. Treasurer;
 - e. Registrar;
 - f. Playschool Liaison and Privacy Officer;
 - g. Communications and Marketing Coordinator
 - h. Parent Volunteer Coordinator;
 - i. Community Association Education Director OR Education Liaison; and
 - j. Past Playschool Committee member (optional; non-voting);

The Playschool Committee is comprised of up to a maximum of 14 voting members. A minimum of 5 voting members must be present at a meeting for quorum to be reached. The Lead/Co-Lead role is considered a non-voting position until such time that there is a tie in the voting procedure and the Lead (or Co-Leads) will be required to vote;

6. The Teacher and the Past Committee member form the non-voting arm of the Playschool Committee.

5. Playschool Committee Meetings

Background:

The Playschool Committee is responsible to the parent body and the HHBH Community Association. The Playschool Committee acts as the liaison between the parents and the teachers. In order to fulfill this obligation, regular meetings are required.

Guidelines:

- The Playschool Committee will hold meetings every few months; with a minimum of 5 meetings scheduled per school year;
- Playschool parents and members of the HHBH Community Association board are welcomed to attend;
- The purpose of the meetings is to discuss and monitor progress and operations of the Playschool throughout the year;
- The Playschool Committee will hold an Annual General Meeting with all parent members once per school year;
- In special circumstances, the Playschool Committee may call additional committee meetings.

Procedure:

1. The Playschool Lead or appointed Committee member shall call and chair meetings;
2. The Playschool Committee secretary or appointed Committee member will take minutes of the meetings;

3. Meeting minutes are provided to the HHBH Community Association, posted in the Playschool hallway and available to any parent upon request;
4. In the event of special circumstances or at the written request of five parents, the Playschool Committee will call an additional committee meeting to resolve urgent concerns.

6. Financial

Background:

In order to be fiscally and legally responsible as a Playschool it is necessary to have a budget and guidelines as to how the Playschool's funds are distributed.

Policy:

The Playschool's financial policy and budget shall be set annually by the Playschool Committee with input from the Teachers and the Education Director from the Community Association. The Playschool Committee budget will be created and monitored throughout the year by the Playschool Treasurer (supported by the HHBH Community Association book-keeper, treasurer and Executive Director). The budget should reflect the status of the Playschool as a not-for-profit organization.

Guidelines:

- The budget should consider the following: tuition fees, operating expenses, classroom expenses, accounting and legal fees;
- The monthly fees charged by the Playschool should cover all regular operating expenses, with supplemental fundraising when needed;
- Fees charged should be similar to those charged by other preschools in the city, particularly other cooperative programs;
- Funds need to be set aside to safeguard against unforeseen circumstances such as teacher illness, reduced enrolment and termination of classroom lease with the school;
- Generally, at least 3 month's operating expenses will be set aside and available;
- Funds should be kept in CSBs and/or GICs/T-bills;
- Money spent by the Teachers and/or purchaser will be reimbursed upon submission of a receipt to the treasurer.

Procedure:

1. The budget for the following year will be prepared by the Treasurer after Registration, approved by the current Playschool Committee in April or May. The Playschool budget will be presented along with the current balance sheet at the Playschool AGM;
2. Copies of the financial statements and the Playschool budget will be submitted to the HHBH Community Association in September;
3. All expenditures should be submitted to the Treasurer;
4. Financial statements and the year-end report are submitted at the end of August to the Community Association's accountant for audit.

7. Registration

Background:

The registration process is generally the first contact parents have with the Playschool and therefore it is important that it occurs in a fair manner and provides parents with a positive view of the Playschool.

Policy:

Spots will be filled on a first come, first served basis. Registration is completed online. Continuing families, alumni families and community residents will have the opportunity to register prior to the open registration.

Guidelines:

- Open registration for September will generally be held during the month of February. The date is to be determined annually by the Playschool Committee;
- Continuing families, alumni families, and community residents may register at a set date prior to open registration;
- Current Playschool Committee Members receive priority registration for the next year dependent upon fulfillment of their respective job descriptions, i.e. attending obligatory monthly meetings, assisting with registration and fulfilling all job responsibilities;
- Parents registering students that will start later than the 1st day of school must meet all of their Playschool obligations – this may include Special Helper days and Parent Volunteer roles;
- Children turning 3 within the first three months of the school year, can register during the February/March registration period and hold a paid spot for September. Parents can pay to hold a spot for a maximum of 3 months.
- When a spot for a not-yet-3-year-old is held, parents are responsible to fulfill their volunteer role during the holding period.
- A child is allowed to attend their assigned class with a parent or caregiver during the month of their birthday, until they turn 3;
- All registered families are responsible for the payment of the Community Association fee and the Playschool registration fee.
- September tuition is due August 1st.
- Parents of new students are welcome to arrange a drop-in date with the teacher prior to registration or during the open house;
- If all available spots are filled, a waiting list will be formed. This waiting list will be kept on an “as received” basis, determined by timing of online registration;
- If registration is on or after the 15th of any month after September, the fee for the first month will be reduced by half.
- Students are welcome to register for the Playschool once they turn three until February of that same year. If there is sufficient room, students wanting to join the Playschool in the final four months of the school year, require approval from the teacher(s) and Playschool Committee. This may require a parent/child “meet-and-greet” with the teacher and possibly a member of the Playschool Committee to ensure that the child is an appropriate fit for the class. This is to ensure the comfort of current children enrolled in the class in order to meet the children’s needs and continue with established routines and expectations that have developed from the beginning of the school year.

Procedure:

1. In early February, all continuing families and alumni families will be notified of the date of early registration. Open registration will follow and will be advertised locally;
2. Families will go to <http://ca.apm.activecommunities.com/hhbh>;
3. They will be asked to make an account. Returning families will already have an account with an email address and password. Families can contact admin@hh-bh.com for the email address they provided. Families will need to add the child they wish to register to the account. They can then choose the class they want and enroll.
4. A spot will be secured for an individual child once all documentation and payment is submitted online. Refer to Policy 11 with regard to class eligibility. The child’s eligibility

- for enrolment in the program will be confirmed by Registrar and families will receive a confirmation email from the Registrar at a later date.
5. Parents will receive electronic receipt of online payments. The Parent Handbook and all other material making up the orientation package (e.g. master calendar, helper hints, and snack guidelines) will be posted online and/or forwarded to families individually prior to commencement of school by the Playschool Liaison.
 6. The Registrar will notify parents of any change of classes offered or change in waitlist.

8. Class structure

Background:

The Playschool endeavours to provide a socially enjoyable, enriching, and well-staffed atmosphere in which each child receives an appropriate level of attention. Teacher/child ratios are considered for both staffing needs and the needs of the children.

Policy:

The Playschool will ensure each class will be staffed at a minimum 1:12 staff member to children ratio. Where 7 or more children are present in a class, a minimum of 2 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.

Guidelines:

- A class will be considered full at 12 children with 1 teacher; additional children, up to a maximum of 14, will be allowed at the discretion of both the Teacher and the Playschool Committee;
- A team-teaching staffing complement (2 Teachers) will be considered when there are 15 or more children registered for a class;
- A class requires at least 6 children to be considered viable, though if all other classes have sufficient registration, the Playschool Committee and teacher may decide to allow a smaller class to operate to allow room for growth (rolling registrations) throughout the year.

Procedure:

1. After registration, numbers will be assessed to determine which classes are viable and what teaching complement is required to operate the Playschool for the year with the knowledge that registration is ongoing and that more children will register over the summer and into the following year;
2. Should any classes need to be cancelled or consolidated, all parents in that class must be personally notified;
3. Teacher hours, as per Schedule B, will be offered based upon registration numbers;
4. Next year's budget will be drawn up based upon registration numbers.

9. Fees

Background:

The Playschool requires timely payment of fees for each student in order to operate in a financially responsible manner.

Policy:

Fees are based on a per child basis and vary according to the number of classes registered for. No discount is given for multiple children. We are approved to accept applications for the Alberta

Government Child Care Subsidy. Parents can visit humanservices.alberta.ca to retrieve an application.

Guidelines:

- Current schedule of fees is as follows (2019-2020):
 - 2 half days/week: \$145 per month;
 - 3 half days/week: \$190 per month;
 - 5 half days/week: \$335 per month.
- Payments will be made online via credit or debit.
- Registration fees (\$50) and Community Association memberships (\$20) are non-refundable; the first month's tuition is non-refundable after August 1st;
- There is no refund of fees for days that the Playschool is closed, e.g. professional development and organizational days for the teachers, closure of Briar Hill School, or up to 7 days of Playschool closure due to teacher illness;
- Registration fees may be increased as approved by the Playschool Committee. If Playschool registration fees are increasing within a school year, a one-month written notice will be provided notifying all parents of the fee increase;
- It is recommended that fees not be increased sooner than every 2 years and increases occur prior to registration for the next upcoming school year.

Procedure:

1. Payment of fees is as follows:
 - \$20 Community Association fee, \$50 Playschool registration fee; all non-refundable and due at the time of online registration. The Playschool registration fee may be refundable if a class is cancelled due to lack of registrations.
 - Tuition payments can be made online with:
 - α. monthly automated payment plan
 - β. one lump sum payment for the years tuition
2. Payment of fees is completed online by credit card or debit card.

10. Withdrawal

Background:

The Playschool respects the choice parents have to withdraw their child from the Playschool; however, adequate notice is required in order to process changes.

Policy:

A parent may withdraw a child from the Playschool at any time, however not all fees are refundable.

Guidelines:

- Community Association fees are non-refundable;
- Playschool registration fee is non-refundable;
- September's tuition fee is non-refundable after August 1st;

Procedure:

1. 1 month's written notice of withdrawal must be received by the Playschool Registrar or designated alternative. Without this written notice, the monthly fee is forfeited.;
2. With receipt of proper notice, payment plan will be cancelled or refund provided if year's fees were paid in advance;
3. Registration fees and Community Association membership fees will not be refunded. The fee for the month of September is non-refundable after August 1st;

4. The withdrawn child will be removed from the class list, and the parents will be relieved of their parental obligations.

11. Class Eligibility

Background:

The Playschool endeavors to provide a socially enjoyable, enriching, and caring atmosphere in which each child receives special attention. Children must be of sufficient age to be socially and physically ready for a pre-school program.

Policy:

Children must be at least 3 years old to attend Playschool. It is ideal if children are fully toilet trained before the start of school in September. If a child is not fully trained, an adult must be available within 5 minutes to come change the child's pull up (Teachers are not able to assist with diaper/Pull-up changes or cleaning up bowel/bladder accidents).

In order to keep the number of adults in the classroom to a minimum, there is a maximum of 1 child requiring an instructional aide per class, unless otherwise determined by the teacher(s) and the Playschool Committee. The instructional aide must sign a Playschool oath of confidentiality and provide a valid police clearance. All registration forms must be in order and in the possession of the Playschool Teacher(s) before the child is permitted attendance at the Playschool.

Guidelines:

- Children must be 3 years of age before they can attend the Playschool on their own. However, if space is available, a child may attend the month of their third birthday, accompanied by a parent/guardian;
- Acceptance of children with special needs will be based on the needs of that student and peers, as well as the ability of the teacher and parent helpers to meet the student's needs;
- If a child's learning needs emerge during the school year, the teacher may make programming recommendations to the parent(s) to help meet that child's needs. These recommendations could include: pursuing assessment of needs via developmental screening to determine eligibility for therapy covered by Alberta Education, hiring an aide (at parent's expense), changing classes within the Playschool, staggering attendance or shortening the classroom time, or pursuing a different Playschool setting;
- In order for a program to be socially enriching to the children and financially viable for the Playschool, there must be a minimum number of children in the class;
- To ensure children receive adequate attention from the Teacher and time with the toys there must be a cap on the number of children;
- The Playschool Committee, in consultation with the Teachers will decide upon the minimum and maximum number of children in each class annually. It will be based upon the age distribution of the children registered, the financial situation of the Playschool and the requirements set out by Alberta Child Care Licensing. Ideally, the class will be closed at 18 students, however there is an absolute maximum of 20 children (in accordance with Licensing) when two staff members are present (a staff member may include a cleared parent volunteer). Initially, registration numbers may be limited for ease of classroom orientation;
- A child may not participate in special helper days unless an adult from the family has a police clearance completed. Participation in special helper days are mandatory for every family.
- Students are welcome to register for the Playschool once they turn three until February of that same year. If there is sufficient room, students wanting to join the Playschool in

the final four months of the school year, require approval from the teacher(s) and Playschool Committee. This may require a parent/child “meet-and-greet” with the teacher and possibly a member of the Playschool Committee to ensure that the child is an appropriate fit for the class. This is to ensure the comfort of current children enrolled in the class in order to meet the children’s needs and continue with established routines and expectations that have developed from the beginning of the school year.

Procedure:

1. Registration for the following fall begins at the end of February;
2. If space is available in the class, a child may register up until February of the current school year;
3. Enrolment in the current school year after February will be considered on a case-by-case basis by the Playschool Committee and the teacher(s). If needed, a ‘meet-and-greet’ visit can be planned with the interested family, the child, the teacher and potentially a member of the Playschool Committee to determine if the child will be a good fit for the class for the final four months of the school year;
4. If a child has special needs, the same procedure as above applies;
5. The number of children in a class may change from year to year. After the official registration period, based on number of children, additional classes may be offered;
6. All registration forms and payments must be made online, and a printed waiver signed, before the child may attend Playschool.

12. Discipline

Background:

Discipline is an integral component of learning that continues throughout our lives. The Playschool believes that a positive and supportive environment will reduce negative behaviour. Children require assistance in socializing and learning acceptable ways of behaving.

Policy:

Each child and adult is expected to take time to listen to what other children or adults are trying to say to him or her about their behaviour. The Teacher must handle each situation with a flexible and creative approach.

Guidelines:

- 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. encouraging sharing or taking turns with a toy;
- 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, etc.
- Parents will have access to the Policy manual online. Teachers receive a copy of the Policy Manual upon hiring and annual updates.
- Forms of Punishment not Permitted in the Playschool:
 - Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
 - Deny or threaten to deny any basic necessity
 - Use or permit the use of any form of physical restraint, confinement or isolation
- Reasonable Disciplinary Action:

- 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
- When children misbehave, the Teacher should calmly explain the rule that has been broken in words that they can understand encouraging them to problem solve and practice new skills when difficult situations arise

Procedure:

1. If a child is unable to focus while discussing a behaviour with an adult, the child will be asked to choose an alternative activity or to sit down somewhere until they are able to listen respectfully and mutually negotiate an acceptable solution (in a developmentally appropriate manner);
2. If a child does not cease a negative behaviour, that child will be asked to stop what they are doing, then have a discussion with the Teacher and any other child(ren) involved to develop appropriate solutions. If this is not successful, the child will be removed from all activities and a brief time-in (age appropriate) would be implemented;
3. The Teacher will handle aggressive behaviour (e.g. biting and fighting) on an individual basis by using brief time-ins to remove a child from the confrontation without ostracizing them;
4. Time-ins would involve a child sitting in a quiet area of the room;
5. The Teacher or another supportive adult would supervise the timed-in child.
6. The parent would assume leadership of the classroom for the time period when the Teacher was with the timed-in child;
7. In the circumstances of serious behavioural issues a child may be asked to leave the program after consultation with the Teacher and/or another Early Childhood Professional. (Please refer to the Expulsion section of this Policy Manual).

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 behaviour but can be used for additional comfort or support if needed.

13. Expulsion

Background:

There are occasions when a child may be asked to withdraw from the Playschool. Remaining in an environment that is unsuitable for a child is difficult for all involved.

Policy:

A child may be asked to withdraw from the program under certain circumstances.

Guidelines:

- A child may be requested to withdraw from the program if the child’s parents fail to fulfill their parental obligations (i.e. volunteer requirements);
- A child may be requested to withdraw if the Playschool Committee, in consultation with the Teacher and/or another early childhood professional, feels that the program is unsuitable for the child;
- A child may be requested to withdraw in a situation where pick up is consistently late after situation has been directly addressed by Teacher and/or Playschool Committee;

- A child will not automatically be expelled if parents of other children in the classroom object to the child's behaviour.

Procedure:

1. If parents fail to fulfill the parental obligations, the Playschool Committee will contact the parents to discuss the issue;
2. The parent will be informed that if they continue to not meet their obligations the child will be requested to withdraw;
3. If a child is asked to withdraw from the program, tuition for the remainder of the year will be returned at the discretion of the Playschool Committee;
4. If the Teacher and/or another early childhood professional feel that the program is unsuitable for a particular child, the Playschool Committee will be informed;
5. If the Playschool Committee is in agreement with the Teachers and/or another early childhood professional's assessment of the situation, the child will be requested to withdraw;
6. If parents of other children in the classroom voice an objection to another child's behaviour, the Teacher and/or other early childhood professional will be consulted regarding the child's behaviour;
7. If the behaviour is deemed inappropriate, and all disciplinary measures fail, the child will be requested to withdraw.

14. Pick-up/Drop off

Background:

The Playschool considers it the responsibility of parents to ensure the safety of their children on the way to and from Playschool.

Policy:

The Playschool will request information from parents to ensure that children are dismissed only to persons who the parents authorize. If someone other than an authorized person will be picking up a child, the Teacher must be informed in writing in the communication book. Further, the new person picking up the child may need to provide photo identification. This is a legal requirement. Parents may be billed for late pick-up.

Guidelines:

- Parents and caregivers are expected to transport their child to and from class at the specified times;
- Parents are to provide the Teacher with a written list of authorized persons for pick-up, kept in the classroom;
- The Teacher must be informed in writing if someone other than an authorized person will be picking up the child; this person may need to provide photo identification at the time of pick-up;
- Parents may be billed reasonable childcare fees for late pick-up;
- Teachers will note (in the attendance book) when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded.

Procedure:

1. At the beginning of the school year, the parents will review the registration forms which include contact numbers, emergency contact people and authorized persons for child pick-up;
2. The contact information can be reviewed throughout the year and updated according to any changes;

3. If a child is to be picked up by someone other than an authorized person, the parent must inform the Teacher in writing of who will be picking the child up. This person may need to present photo identification at the time of pick-up;
4. In the event of a late pick-up of a child, the parent helper will stay with the child at Playschool until the child is picked up. If necessary, the parent helper will phone the contact numbers to locate the parent. The parent helper is required to remain in the Playschool with the child;
5. Payment of any childcare costs due to late pick-up must be paid prior to the commencement of the next Playschool class.

15. Nutrition

Background:

Children need a nutritious, safe snack during class time.

Policy:

Snack time is usually part-way through the daily program. The Playschool is a nut-free environment. Food items brought into the classroom must not contain nuts or nut products. Other allergies (e.g. strawberries, soy, milk) will be accommodated to the best of our ability.

Guidelines:

A nutritious, nut-free snack from two different food groups is to be provided by the family on their parent helper day. Suggestions regarding appropriate snacks are included in the Playschool Parent Manual. We ask that special treats are not brought in for a child's birthday. Snack preparation must be done at home prior to coming to Playschool (e.g. cutting fruit), as the Playschool does not have an appropriate facility for food preparation and sanitization of utensils used. Serving utensils need to be brought with the snack from the parent helper's home - these must be nut-free.

Procedure:

1. On their respective helper day, each family should bring in a fully prepared snack from two different food groups;
2. The snack provided must be noted on the schedule posted in the classroom. This is a licensing requirement;
3. Food allergies are posted in the classroom; please notify the Teacher if your snack contains any items a child may be allergic to;
4. Parents of a child with a severe food allergy will be required to provide snacks for their own child as well as a non-perishable back up snack to be kept in the classroom.

16. Severe Allergies

Definition:

Severe Allergy means a severe allergic reaction or anaphylactic response to an allergen that, if left untreated, can lead to sudden death.

Background:

The purpose of this policy is to minimize the risk of exposure of students with severe allergies to potentially life-threatening allergens without depriving the student with severe allergies of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

Policy:

The Playschool must be informed in writing before the start of the school year of a child's severe allergy so that proper precautions may be taken to ensure the safety of all students. It is the responsibility of the parent of a child with severe allergies to provide the playschool with the following list of necessities.

Guidelines:

Parents of students with severe allergies must:

- Advise the Teacher about the student's severe allergy when the allergy is diagnosed or at the beginning of the school year;
- Provide and keep emergency information current;
- In the case of severe allergies – parents can supply the snack for their child, as an extra precaution.
- Assist the Teacher by completing the Severe Allergy Form when the student is first registered or if the allergies change;
- Provide the Teacher with a current photograph of the student;
- Provide the student with a Medic Alert bracelet or other suitable identification if necessary;
- Provide the student with a case containing at least one unexpired injector or other medication as prescribed by a physician and ensure that the Teacher has the injector or medication readily available;
- Check expiry dates of medication and injectors and replace them as necessary;
- Assist the Teacher and Playschool Committee by supporting the provision of educational information about severe allergies to other parents and the school community.

Procedure:

The Teacher and parent helper of a student with severe allergies must:

1. Know the school's emergency response protocol;
2. Encourage students not to share or trade food;
3. Encourage the student with severe allergies to eat only what they bring from home;
4. Reinforce hand washing before and after eating;
5. Follow school policies for reducing risk in classrooms and common areas;
6. Encourage an empathetic understanding of severe allergies and the seriousness of the consequences.

Other References:

Calgary Allergy Network – www.calgaryallergy.ca

Calgary Playschool Committee of Education Severe Allergies Resource Package – www.cbe.ab.ca

17. Medication

Background:

There may be occasions when children require medication.

Policy:

The Teacher will not be responsible for the administration of medication, except in the case of an emergency such as a life-threatening allergy. The parent is responsible for keeping life-saving medications up to date (example: epi-pens). Emergency medications must be available for the child at all times. If a medication has expired, the child will not be allowed into the classroom until all medications are current.

Guidelines:

- In the case of an emergency, the Playschool may administer or allow the administration of a patent or prescribed medication to a child only where;
 - a) The written consent of a parent has been obtained;
 - b) The medication is in the original labeled container; and
 - c) The medication is administered according to the labeled directions.

- Where medication is administered to a child, the Playschool must ensure that the following information is recorded:
 - a) The name of the medication;
 - b) The time of administration;
 - c) The amount administered
 - d) The initials of the person who administered the medication
 - e) The time the parent was called to be made aware of the administering of the medication.

- The Playschool must ensure that:
 - a) Subject to clause (b), all medication is stored in a locked container that is inaccessible to children;
 - b) The medication that may be needed in an emergency is stored in a place that is inaccessible to children
 - c) In all cases where medication is administered, the name of the medication, the size of the dose, the time it was administered, and the initials of the administering person must be recorded. (see Policy 30 – Incident Reporting)

Procedure:

1. Upon registration, the parent must inform the Playschool, in writing, of any medical condition that may require emergency administration of medication;
2. The parent must fill out the Medication form providing the Teacher with written consent to administer any required medication. A photo of the child is also required;
3. The Teacher must be provided with the medication in its original labeled container;
4. The medication must be stored with written administering directions together with the child's photo in a clear, plastic bag and stored as per the above guidelines.

18. Health

Background:

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 etc. 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.

18a. If a child becomes ill

Background:

As parents and childcare providers, we understand illness can occur quickly and without warning – we ask that if you suspect your child might be in the early stages of an illness that they are kept home, to prevent the spread of disease to the rest of the playschool.

Policy:

If a child exhibits the signs and symptoms of illness (see itemized list below) during class, the playschool will ensure that:

- The child's parent(s) arrange for the immediate removal of the child from the premises;
- The child may return to the program when the childcare provider is satisfied that the child no longer poses a health risk to other children or caregivers. (Parents may be required to furnish a Doctors note stating the child has been symptom free for a period of 24 hours.)

Guidelines:

Sudden signs or symptoms of illness can include:

- Vomiting, fever, diarrhea, or a new, unexplained rash or cough;
- The child requires greater care and attention than can be provided without compromising the care of the other children in the program;
- Displaying any other symptoms the staff member believes may indicate that the child poses a health risk to persons on the program premises (example: the appearance of a sudden rash, the discovery of a chicken pox blister, etc.)

Procedure:

In case of sudden illness the Teacher(s) will:

1. Notify the parent, legal guardian, or emergency contact as soon as possible;
2. Keep the child comfortable;
3. Ensure the sick child is kept as far away from other children under the supervision of one of the Teachers or parent helper as is practical until the child is picked up. If a parent, legal guardian or emergency contact cannot be reached, the child will be kept as far away from other children as practical, under the supervision of one of the Teachers or parent helper until the end of the class;
4. Obtain medical assistance when necessary;
5. Teacher will fill out an Illness Report and have the parent sign to acknowledge the child was asked to leave the program early due to illness. This report includes the name of the child, date the child was observed to be ill, name of staff member who identified the child was ill, time the parent was initially contacted, name of Teacher who contracted the parent, time the child was removed from the program and date the child was returned to the program.
6. 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 and the Illness Tracking Form completed. (Also see Policy 30 – Incident Reporting)

18b. If a child has been ill

Background:

In order to keep the Playschool environment safe and healthy – as well as to protect the health of Teachers and fellow childcare providers, we ask that parents be vigilant about not sending a child to playschool while that child may still be contagious.

Policy:

If a child has been ill, they must be kept at home to ensure other children do not get sick.

Guidelines:

- All children must be recovered past the infectious stage and with sufficient energy to cope with the demands of a group situation before coming to Playschool. The Playschool may ask parents of a recovering child to present a doctor's note (from a medical professional, with current license to practice in Alberta) expressing the child has permission to re-join in physical activities.

Procedure:

1. A child should not be sent to school if s/he has the following:
 - 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) Medicated by Children's Tylenol, Children's Motrin etc. for any the above symptoms.
 - g) Any Communicable Disease related symptoms (please see Section 20 listed below)

19. Provision of Health Care

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 (i.e. Putting on a brace, testing a child who has diabetes) the following will be done:

- 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.
- 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)

20. Preventing the Spread of Communicable Diseases

Background:

If a child has a communicable disease, it is the responsibility of the parent to notify the Teacher.

Policy:

In accordance with the Communicable Disease Regulation (AR 238/85), parents will be informed to keep their child at home if the child is not well enough to participate in the regular activities of the program, the child's illness poses a threat to the health of the other children, the illness requires greater care from the childcare staff than they can provide, or if the child has received one of the following diagnosis from a physician or other health professionals:

Guidelines:

The following is an outline of the different communicable diseases common in Alberta and states Alberta Health Services' requirements for exclusion from childcare programs.

- **Chickenpox** – the child may be permitted to return when he/she feels well enough to participate in all activities as long as the child returns to the same group of children they were with 1 to 2 days before the onset of the rash;
- **Hepatitis A** – the child should be excluded until 14 days after the onset of illness or 7 days after onset of jaundice;
- **Impetigo** – the child should be excluded until 24 hours after antibiotic treatment has been initiated;
- **Measles** – the child should be excluded until 4 days after the appearance of the rash;
- **Mumps** – the child should be excluded until after the onset of parotid gland swelling;
- **Pertussis or “whooping cough”** – the child should be excluded until 5 days after antibiotic treatment has been completed, until 3 weeks after onset of symptoms, or until the cough has stopped;
- **Red/Pink Eye** – the child should be excluded until 24 hours after antibiotic treatment has been initiated, if deemed necessary;
- **Rubella** – the child should be excluded until at least 4 days after onset of rash;
- **Scabies, Head Lice or other infestation** – the child should be excluded until the appropriate treatment has been completed;
- **Strep Throat** – the child should be excluded until 24 hours after antibiotic treatment has been initiated and cessation of fever;
- **Tuberculosis** – the child should be excluded until a physician has approved their return.

Procedure:

1. The parent will notify the Playschool as soon as possible of an illness;
2. A notice will be put on the bulletin Playschool Committee outside the class in regards to the disease and diagnosis;
3. An email will be sent to all classes regarding the diagnosis of a communicable disease;
4. The child will not participate in the program until after treatment by a registered, licensed medical physician;
5. Caregivers will report any outbreak of a communicable disease to their Public Health Center or Health Link (See Policy 30 – Incident Reporting).

21. Hand Washing

Background:

Proper and effective hand washing is the most effective way to prevent the spread of germs.

Policy

Hand washing is taught and encouraged in the playschool to follow Alberta Health Services guidelines and to encourage students to adopt healthy living practices.

Guidelines

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

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

Childcare professionals and Parent Volunteers should be role models for the children and always wash their hands as necessary, including the following circumstances:

- Upon arrival at the Playschool;
- Before and after handling food, eating, or feeding a child;
- After going to the washroom or assisting a child going to the washroom;
- After changing a pull-up or diaper;
- After wiping or blowing their nose or assisting a child wiping their nose;
- After cleaning up spills of bodily fluids;
- After removing disposable or household gloves;
- Before and after administering medications or performing first aid;
- After coming in from outdoor play;
- After caring for a sick child;
- Before or after play (involving glue, paints, sandbox, water table, or animals).

Procedure:

Always practice the following hand washing techniques;

1. Wet hands with warm water;
2. Lather with liquid soap and thoroughly scrub all parts of the hands, fingers, nails, and wrists for at least 20 seconds. Time hand washing with optional singing of the song “Twinkle Twinkle Little Star”;
3. Rinse thoroughly with warm water
4. Dry using a disposable paper towel (throwing the towel into the garbage when finished);
5. Use a separate paper towel to turn off the taps, and dispose of the garbage when finished.

22. Emergency Procedures

Background:

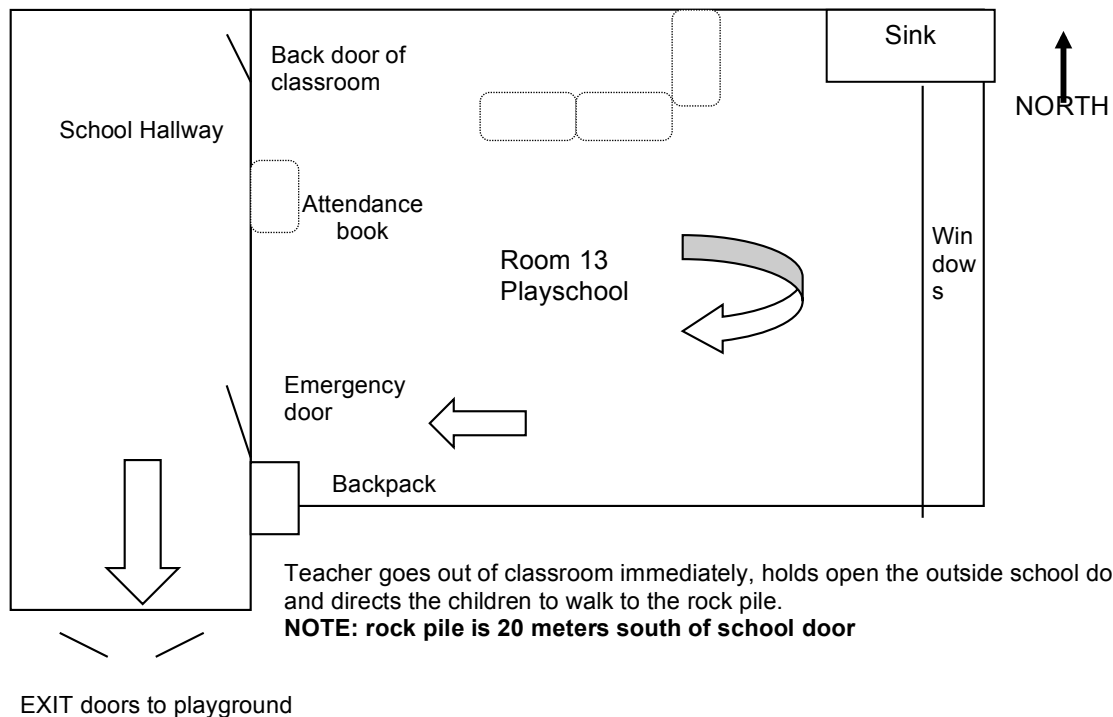
Emergency/Evacuation procedures are created to ensure safety and security for staff, parents and children. Fire drills and emergency evacuations are practiced on a monthly basis to ensure procedures are familiar to all staff and children in the program. Before, during and/or after an evacuation drill, the staff and volunteers of the Playschool aim to minimize stress and reinforce children’s understanding of the evacuation procedure by using developmentally appropriate language to describe the reason for the drill, what the children can expect to experience during a drill, and what the teachers expectations of the children are during the drill.

22a. Monthly Fire Drills

Guidelines:

- The teacher will see that fire drills are to be held in accordance with the Calgary Board of Education, as we are a lease group within the larger school population. Also in accordance to the Child Care Licensing Regulation we will conduct our own fire drills as necessary;
- The drill procedure is posted on the Playschool Committee bulletin beside the south Playschool door;
- The annual fire inspection report is posted on the Playschool Committee bulletin board by the fridge;
- The record of monthly fire drills is kept in the Attendance Log.

FIRE DRILL PROCEDURE HHBHCA Playschool



Procedure:

One Teacher and One Adult Helper

1. 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.
2. 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

1. 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.
2. 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.
3. 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

1. 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.
2. 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.

22b. Evacuation

Guidelines:

- The Playschool will have a designated home within walking distance of the school in case of evacuation;
- A key, address and directions for reaching the designated home will be available in the Attendance Log envelope or in the Emergency Backpack along with the cell phone and portable records;
- A Playschool phone list and emergency record is in the Attendance Log;
- The Playschool cell phone number will then be provided for outside contact with the Teacher(s) at the designated home.
- New staff are required to review and initial emergency evacuation procedure in a copy of the policy and procedure manual to indicate understanding. A copy will be stored in their employee file.

Procedure:

1. Should it be necessary to evacuate the building, the children will be taken to the Playschool's designated home;
2. The Teachers will take along the cell phone (provided) and the children's portable records to the designated home.
3. The parent helper will phone each parent to request early pick-up;
4. If possible, the Playschool cell phone number will be posted on the outside door of the school to alert any parents who arrive at the school to pick up their child before the parent helpers have phoned them;
5. The evacuation must be reported in accordance with Incident Reporting for Childcare Professionals. (Also see Policy 30 – Incident Reporting)

22c. Lockdown

The Playschool follows the Lockdown procedures as set out by the CBE and Briar Hill School.

Guidelines:

- Lockdown procedures will be posted on the bulletin Playschool Committee beside the south door in the classroom.
- Lockdowns will be practiced one time per year on the same schedule as the Briar Hill School.

Procedure:

When a lockdown is announced:

- Visually check the hallway for students
- Direct students into your secure location (on the carpet where circle time is)
- Close and confirm your door is locked and pull blinds on windows (including door window)
- 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.

22d. Injury

Background:

There may be occasion when an accident, injury or serious illness occurs and the Teacher is required to administer first aid.

Guidelines:

- The Teacher is required to hold a current standard first aid certificate with CPR;
- In the event of an injury, the Teacher will administer first aid;
- Parent will be contacted immediately via telephone
- Blank incident report forms shall be kept on the Playschool premises near the first aid kit and in portable binders;
- The cell phone may be used as an additional phone in the event that a 911 dispatcher requires the parent helper or Teacher to stay on the line.

Procedure:

1. 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;
2. The primary pick-up parent, then the other, will be called. If neither can be reached, then the given emergency number will be used;
3. 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;
4. The Teacher and/or parent helper, (whoever witnessed the accident), shall complete an accident 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 with the child's records. A master list of all accidents / injuries is kept in the Forms binder to track trends or issues.
5. In the event that an ambulance is called, any costs associated will be the responsibility of the parents;
6. 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;

7. If the injury requires Emergency Medical Services and/or hospitalization, the Chair shall be notified immediately and will report to licensing as per Policy 30 – Incident Reporting. All other incidents will be reported to the Chair within 24 hours.

23. Cleaning Procedures

Background:

The playschool operates the classroom with cleanliness and organization.

Policy:

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

Guidelines:

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

Procedures:

1. **Food surfaces for snack:** Clean as per instructions above;
2. **Water table:** Clean as per table instructions above at the end of each morning class (once every 24 hours);
3. **Weekly toy cleaning:** Where parents bring home toys on a regular basis for cleaning; clean with a disinfectant as per the product's directions;
4. **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;
5. **Laundered items:** Wash in the washing machine and dry in a dryer.
6. **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.

24. Off -site activities

Background:

The licensed Playschool premises include the classroom and Briar Hill Elementary outdoor area.

Policy:

The Playschool does not offer off-site activities that require vehicle transportation.

Guidelines:

- The Playschool will make use of the facilities provided within the Briar Hill School building and grounds (e.g. gymnasium, music room, grass and concrete outdoor areas within school boundaries, school library).
- The Playschool has special visitors to the classroom as an alternative to field trips.

- The Teacher(s) will take along the cell phone (provided) and the children's portable records on excursions outside the classroom.

Procedure:

1. Signed permission slips are required for activities within the Briar Hill School building and grounds. These are included in the Registration Packages and a copy is kept with the children's records in the classroom.

25. Bathroom Routines

Background:

Whenever possible, a teacher will accompany children to the bathroom to optimize every child's comfort. If a parent helper is asked to take children to the bathroom; it is the parent helper's responsibility to inform the teacher if s/he is uncomfortable taking children to the bathroom or if the children appear uncomfortable going with the helper. Children must be fully toilet trained when commencing preschool (unless they have medical reasons for not being toilet-trained. If your child is not fully trained, an adult must be able to return to the school within 5 minutes to assist with changing diapers/Pull-ups or cleaning bowel/bladder accidents.

Procedure:

1. The Teacher shall assess the number, age, and cooperative skills of the children going to the bathroom, as well as the experience of the adult helper. The Teacher may choose to take the entire class to the bathroom if necessary;
2. The Teacher will ensure the parent helper is comfortable taking children to the bathroom.
3. The Teacher or parent helper will not change a child's soiled pull up or diaper. Instead, the parent would be called to come and change the child. 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.
4. 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;
5. The Teacher will not send a child with the parent helper if the child appears fearful;
6. 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;
7. 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 verbally guide them from outside the stall, and then mention it to the parents after school.
8. All children wash their hands with soap before returning to the classroom. As children finish, they should wait at the door;
9. Inform the Teacher(s) of any children who seemed nervous or upset. All children who go to the bathroom, should try to go;
10. Children need to follow the Playschool expectation to walk back to the classroom. If needed the adult (teacher or parent helper) can hold a child's hand to encourage them to walk through the school hallways.

26. Dispute Resolution

Background:

As a cooperative Playschool, parents play an integral role and it is important to have procedures in place to resolve any conflict or concerns.

Policy:

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

Guidelines:

- Individuals involved in a dispute should make every effort to resolve the issue themselves before bringing it to the Playschool Committee. These individuals should refer to the Policy Manual as an aid in dispute resolution;
- Unresolved disputes between staff members will be referred to the Playschool Committee;
- If disputes between the teacher and parent cannot be resolved between the two parties, the dispute should then be brought to the Playschool Committee.

Procedure:

1. Try to resolve the issue without Playschool Committee involvement using the steps below.

Dispute Resolution Guidelines for concerns between individuals in the Playschool Community

These suggestions have been constructed to help individuals deal with any conflict situation that may arise between individuals in the Playschool Community.

- 1) Keep a calm manner and try to diffuse the situation by suggesting a time and place for discussion;
 - 2) Separate people from the problem or issue and try to address a problem without attaching names or laying the blame;
 - a) Perception-discuss each other's perceptions directly;
 - b) Emotions
 - i) Recognize and understand emotions (theirs and yours);
 - ii) Vent frustrations without responding in order to cool off;
 - iii) Don't react to emotional outbursts;
 - 3) Communication
 - a) Talking to one another and listening to each other will help the communication process;
 - b) Listen and acknowledge the other person's viewpoint;
 - c) When discussing issues speak about your own feelings and frustrations;
 - 4) Speak for a purpose
 - a) Address a problem, not the people;
2. Failing resolution by themselves, the individuals should submit their request in writing to the Playschool Lead;
 3. The Playschool Lead will review the request and refer to the policy manual to see if the issue is addressed in the manual. If it is addressed in the policy manual, the Lead will notify the individuals involved by writing as to the specific policy and the guidelines and procedures;

4. If the issue is not contained in the policy manual, the Playschool Lead will contact two other members of the Playschool Committee and they as a group will meet with the parties involved and endeavour to resolve the dispute;
5. If the dispute is not resolved at this level, it will be placed on the agenda for the next full Playschool Committee meeting.

27. Social Events

Background:

The Playschool wishes to foster a sense of community for families enrolled in the program. Family gatherings may be held throughout the year.

Policy:

The Playschool will host social events at a public location (e.g. Community hall, or City Park). The events will be non-smoking and no alcohol will be served at family functions.

Guidelines:

- The venue must be suitable for family functions;
- The venue must be adequate in size to host the current Playschool family population;
- The venue must meet fire and safety regulation requirements;
- Any entertainment must be age appropriate for the Playschool children;
- Refreshments can be offered at all social functions.

Procedure:

1. A date will be determined and a venue and entertainer booked for the event;
2. Refreshments will be provided or a potluck (dinner, dessert or snacks) organized;
3. Once decided, the Social Events Coordinator, in conjunction with the Playschool Committee, will establish a price to be charged to the families attending the function if necessary;
4. Promotion of the event will be organized through emails, notes in mail slots, the newsletters and hotspot posters;
5. Sign Up Genius can be utilized to organize participation;
6. The Social Events Coordinator will collect payment from families, if necessary, and forward to the Treasurer at the earliest convenience;
7. Social events volunteers, along with members of the Playschool Committee will act as hosts for the event.

28. Privacy

Background:

The 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*.

Policy:

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.

Procedure:

The Playschool:

1. Will not collect, use, or disclose your personal information for any purposes other than those identified to you, subject to exceptions permitted by law;
2. Will make all reasonable efforts to protect the confidentiality of your personal information when doing business internally or externally with other organizations;
3. Will make all reasonable efforts to protect your personal information with appropriate security safeguards;
4. Will make all reasonable efforts to keep your personal information accurate and up-to-date;
5. 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 Privacy Officer.

29. Police Security Clearances

Background

The aim of the Playschool is to provide a safe place for our children to learn and grow. Also, we recognize that we are a member of the larger Briar Hill School community and try to enhance the safety of the school at large as well.

Policy

All adults in a supervisory role in the Playschool must complete a Police Information Check before they assume this role. Teachers, classroom aides and early intervention specialists (e.g. SLPs, OTs, psychologists) must complete a police clearance every three years; parent special helpers must complete a police clearance every 5 years.

Guidelines

- Any parent volunteers/legal guardians (i.e. anybody acting as ‘parent helper’) are subject to a Police Information Check.
- The Playschool will share any information with the HHBH Community Association for families that require checks for other programs. The Community Association Education Director will sign the Playschool Committee Privacy Oath as they will have access to Playschool information.
- The Privacy Officer must continually ensure up to date records and information;
- Children are not able to begin Playschool until the Police Information Check is filed; adults may not act as parent helper until the Police Information Check is completed.
- If a parent chooses to not be subjected to a Police Information Check, another adult may fill this role (parent, grandparent, nanny or legal guardian). Each child in the Playschool requires at least one adult complete a Police Information Check and act as ‘helper’.
- ‘Guests’ may visit the Playschool classroom without being subject to a Police Information Check, e.g. music specialist, librarian, other parents or relatives but these adults must never be put in a supervisory role (supervising children).
- If a child has an instructional aide, a completed Police Information Check is required for that aide. Also, any other professional observing a child in the classroom (e.g. speech language pathologist, psychologist, occupational therapist) is also required to have a completed Police Information Check. Practicum students must also have a completed Police Information

Check. It is up to the respective family working with the noted aide (or other professional) that this person has a completed Police Information Check.

Procedure:

1. Children registered in the Playschool require at least 1 adult (parent, grandparent, nanny or legal guardian) to become their ‘parent helper’. This parent helper is required to complete a Police Information Check every 5 years with the Playschool;
2. Police Information checks may be completed online utilizing the Calgary Police Service ePIC system. Alternatively, an applicant can visit a participating Calgary Police Service office to request a police information check. Two pieces of government issued ID, of which one must be photo ID, will be required to complete the Police Information Check, whether online through the ePIC system or in person. More information concerning the ePIC system and Police Information Checks can be found at <https://policeinformationcheck.calgarypolice.ca/>
3. The applicant will be notified directly by the Calgary Police Service whether the Police Information Check is complete or whether more information is required.
4. Once the Police Information Check is complete the applicant can share the results with Hounsfeld Heights-Briar Hill Community Association in the ePIC system, or any other agency that allows shared results, for up to twelve months. The completed Police Information Check must be shared with Hounsfeld Heights-Briar Hill Community Association in the ePIC system in order for the applicant to be cleared for parent helper duties in the playschool.
5. Children are not able to begin Playschool until the Police Information Check is filed; adults may not act as ‘parent helper’ until the Police Information Check is completed and the results shared with Hounsfeld Heights-Briar Hill Community Association in the ePIC system

Group	Cost	Frequency of security clearance
Teachers	\$30, paid by the Play school	Minimum of every 3 years
Other paid professionals, including: <ul style="list-style-type: none"> • Instructional aides • Psychologists • Occupational therapists • Physical therapists • Speech & Language pathologists 	\$30, paid by the family requesting services NB Most of these professionals would have been subject to a clearance by their employer, a copy may be presented to the Playschool Privacy Officer	Every 3 years

<p>Parent helpers</p> <ul style="list-style-type: none"> • Acting in a supervisory position • Responsible adult on special helper days 	<p>\$30 paid directly to CPS by the families requesting the service.</p>	<p>Every 5 years</p>
<p>Guests</p> <ul style="list-style-type: none"> • Classroom visitors such as librarian, music specialist • Parents and other relatives visiting (not acting as the Parent Helper) 	<p>n/a</p>	<p>Not required</p>

30. 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:

- Emergency evacuation;
- Unexpected program closure;
- Intruder on the program premises;
- 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;
- 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;
- Death of a child;
- Unexpected absence of a child from the program (i.e. Lost child)
- Child removed from the program by a non-custodial parent or guardian;
- Allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer;
- Commission by a child of an offence under an Act of Canada or Alberta;
- 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 (CDEV 4029) 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.

31. Supervision Policies

Background:

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:

The staff and parent helpers ensure the safety and well-being of all children in our program. This role includes observing and assisting children who demonstrate a range of developmental skills & needs. 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 child care settings to be involved and familiar with the children in their care. Effective supervision also requires child care 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.

Guidelines:

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

- conduct regular safety checks of the program premises and equipment to remove hazards;
- position equipment and arrange the environment to allow caregivers to supervise the children's play, rest, and toilet areas;
- know which individuals are authorized to pick-up a child from the program in place of a parent;
- notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded;
- remember where emergency medications, first aid kits, and emergency contact numbers are kept; and
- monitor children are at all times

Teachers observe children's play and behaviour by;

- directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children may gather in larger groups;
- observing play and anticipating what may happen next in order to provide caregivers with the opportunity to assist children and intervene in the event of potential danger;
- listening closely to children, even those who are not in the caregiver's direct line of sight
- monitoring children's health to identify early signs of fever, illness, or unusual behaviour; and
- watching and participating in children's play to ensure that children are playing in a safe manner.

The Playschool will promote safety and reduce injuries by:

- creating and following policies and procedures that outline supervision practices for programs;
- reviewing policies on a regular basis with Teachers;
- recording the arrival and departure times of the children;

- 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);
- 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;
- parent helper will assist with gym activities by packing and unpacking equipment so the staff can maintain supervision of students at all times
- 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;
- establishing simple rules for children (for example, “when we are indoors, we walk”); and
- maintaining staff to child ratios at all times.

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

32. Abuse Policies

Background:

This policy establishes how Hounsfield Heights Briar Hill Community Association (HHBH CA) will prevent the physical, emotional and sexual abuse of children, youth, seniors and other vulnerable adults by its employees and volunteers. The HHBH Community Association and Playschool seek to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of those in our organization’s care. This policy will be reviewed, signed and dated by each employee or volunteer both at the time of hiring as well on an annual basis moving forward.

Policy:

The full policy is available through the Hounsfield Heights-Briar Hill Community Association. Aspects that relate to the Playschool are included below.

Guidelines:

- All programs or activities must have an identified person who is in charge and responsible for the program and ensuring all HHBH CA and governing bodies policies and procedures are followed.
- Employees and/or volunteers are restricted from being alone with children where they cannot be easily observed by others.
- Employees/volunteers will treat all children with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation, or economic or social status. All efforts must be made to avoid favouritism or the appearance of favouritism.
- While representing HHBH CA, employees/volunteers must not possess, distribute, use or allow others to use any alcohol or drugs.
- Employees/volunteers must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behaviour management.
- Employees/volunteers must not have sexual contact with children.
- Employees/volunteers must not dress, undress, shower or bathe with or in the presence of children.
- Employees/volunteers must not use physical punishment in any form.

- Employees/volunteers must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children.
- Employees/volunteers are not allowed to possess any sexually oriented materials (books, magazines, videos or clothing) when conducting business in the name of HHHB CA.
- When one-on-one discussion or counselling is warranted, employee/volunteer interactions with children, youth, seniors and vulnerable persons will take place in an area that allows for private conversation while remaining in the view of others.
- If for any reason, employees/volunteers feel there is a need to make an exception to these guidelines, they must submit to their supervisor/the Playschool Committee etc. a written description of the incident and why their actions were necessary. The report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's/volunteer's permanent file.

Reporting of potential incidents of abuse is as follows:

- Employees and/or volunteers are to immediately report all incidents and /or allegations of abuse on the organizations Incident Report Form/System. Upon reporting the incident and/or allegation, The Executive Director is responsible for reviewing the report and then immediately reporting it to a senior Playschool Committee member (if applicable) and to the necessary authorities such as local police, Children's Aid Society, etc. Further, the Executive Director and/or the senior Playschool Committee member is to report the incident and/or allegation to the insurance company. All employees and/or volunteers identified in such incidents or allegations of inappropriate behaviour and/or abuse will be immediately redeployed away from all vulnerable persons pending the outcome of the investigation conducted by the appropriate authorities.
- As feedback is a vital element in overseeing the implementation of an abuse protocol, it is very important that all employees and volunteers report anything to management/or the Playschool Committee if anyone recognizes a gap between protocols, procedures and practices.
- Staff and volunteers are also encouraged to discuss and suggest ideas and potential amendments to the abuse procedure based on their daily experience and interactions.

Appendix A: Freedom of Information and Privacy: Privacy Policy (in full)

HHBH Community Association Playschool (“the 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 this Privacy Policy. The Playschool Privacy Policy and any applicable government privacy legislation are applied to protect the collection, use and disclosure of your personal information. We want you to know:

- (a) Why we collect your personal information;
- (b) How we use and disclose your personal information in establishing and maintaining your relationship with us;
- (c) How we keep your personal information confidential; and
- (d) How you can inquire about the personal information we hold about you. This Privacy Policy is designed to comply with the Alberta’s *Personal Information Protection Act*.

What is Personal Information?

We collect personal information about you and your child in order to ensure that we have all the information we require to provide you and your child with the Playschool program outlined in the yearly Parent Handbook and Policy Manual. Personal information is any information that identifies you or your child as an individual. It includes information that you provide to us or that we collect from other sources with your permission. For example, personal information includes your: names and address, your email address, your child’s age and gender, identification numbers such as an Alberta Health Care number, health or learning concerns specific to your child, and employment contact information. It does not include business contact information used for business purposes.

What Personal Information Do We Collect?

The better we know you and your child, the better we are able to meet your child’s needs. Examples of the types of personal information we may collect include your and your child’s name and contact information (such as your address, email address and phone number), emergency contact information (including parents’ work phone numbers), date of birth, health or learning concerns specific to your child (such as allergies or serious medical conditions), and parent volunteer availability.

We collect only the personal information we need in order to meet the goals of our Playschool program while providing a safe environment wherein the individual differences of each child is fostered. When we request personal information, you may opt-out of providing us with information that is not essential to your relationship with us or our ability to provide our Playschool program to you or your child.

Using and Disclosing Your Personal Information

We need certain personal information in order to ensure proper and complete registration of your child so that we are able to fully meet the goals of our Playschool program. We may use your personal information for the following purposes:

- To process your child’s registration for one of our Playschool programs;
- To determine the suitability of our Playschool program for your child;
- To process and collect payment for our Playschool program and other related fundraising activities;
- To distribute Playschool notices, schedules and other news via email;

- To ensure the safety and health of your child;
- To assist in processing HHBH Community Association memberships;
- To deliver a Playschool program that meets the philosophical goals of parent co-operative; and
- To comply with legal requirements.

We will ensure you are aware of the purposes for which we collect your and your child's personal information and with whom we may disclose the personal information when your child is registered in our Playschool program. Self-evident purposes should be clear. However, if you have any questions, please ask. If a new purpose for using your personal information develops, we will ask for your consent prior to using your personal information.

Other Communications

Occasionally we may send you communications with information, which may be of use to you, including information about future seminars and other events that may be of interest to you. If you do not wish to receive such communications, please inform us by contacting our Privacy Officer in writing, and we will ensure you do not receive such communications in the future.

Limiting or Withdrawing Your Consent

In general, you can choose not to provide us with some or all of your personal information. You can also withdraw your consent to our use of your personal information provided you give us at least sixty (60) days written notice, and the following does not apply:

1. Withdrawing your consent does not result in our inability to fulfill our relationship with you and your child; and
2. There are no regulatory or legal requirements for the use of your or your child's personal information.

Accessing Your Personal Information

If you want to review or verify your personal information or find out to whom we have disclosed it, please contact our Privacy Officer.

There are a few instances where we will not be able to provide some of the personal information we hold about you. These include, but are not limited to, situations where the information contains references to other persons, the information is subject to solicitor-client or litigation privilege, the information is no longer retained, or the information cannot be disclosed for legal reasons. If we are unable to provide you with access to your personal information, we will explain the reason why.

Keeping Your Personal Information Accurate

We are committed to maintaining the accuracy of your personal information for as long as it is being used for the purposes we have identified. To help keep your personal information up-to-date, we encourage you to notify us of any changes. If, upon review of your personal information, you discover any inaccuracies, please contact us. We may ask that you put your request for a correction in writing. We will make the proper changes and provide you with a copy of the correct information, upon request. We will also use our best efforts to inform third parties to whom we have disclosed the information of any relevant corrections.

Protecting Your Personal Information

Our Teachers are responsible for maintaining the confidentiality of personal information to which they have access. Our Teachers are required to sign an Oath of Confidentiality binding them to this responsibility, which governs their actions, even after the Playschool no longer employs them. The Playschool Committee also signs an Oath of Confidentiality.

We keep our Teachers informed about our policies and procedures for protecting personal information and reinforce the importance of complying with them. Our Teachers are also required to conform to these policies and procedures.

We endeavour to maintain adequate physical and procedural security with respect to our classroom and information storage facilities so as to prevent unauthorized access, use, or disclosure of your personal information.

Retention of Your Personal Information

We only keep your personal information for as long as we need it in order to meet the purposes for which it was collected. The length of time we retain your personal information varies, depending on the nature of your relationship with the Playschool and any regulatory or legal requirements we may be required to meet. We have policies in place that govern the destruction of the personal information we hold.

Summary

We take our responsibility to respect and protect your personal information seriously.

If you have any questions about this Privacy Policy or our privacy practices, or if you would like to review your personal information, please contact our Privacy Officer.

Employee Privacy Policy

HHBH Community Association Playschool (“the Playschool”) recognizes employees as an asset. Because the Playschool respects and values you as an employee, we also want you to understand that we will operate with integrity with respect to the protection of your privacy and with confidentiality concerning personal information we learn about you as a result of your employment relationship with the Playschool.

This privacy policy is designed to explain to you what personal information we collect about you as an employee, and the use to which we put that information. The policy will also explain how your personal information is kept safe and secure from inappropriate disclosure or use.

The Playschool has always been concerned about the confidentiality of employee personal information, and has taken steps to ensure that the information is properly safeguarded and protected. This privacy policy is designed to comply with Alberta’s *Personal Information Protection Act*.

What is Personal Information?

Personal information is any information that identifies you as an individual. Personal information includes such things as age, income, date of birth, ethnic origin, health information, education history, employment history, performance reviews and identification numbers such as your Social Insurance number.

Business contact information is not personal information when used or disclosed for the purposes of that individual’s capacity as an employee or official of an organization. Business contact information includes an individual’s name, position or title, business telephone numbers, address, fax number and e-mail.

The Playschool’s commitment to privacy is governed by the following privacy principles:

1. We are accountable to you.

The Playschool is responsible for all personal information under its control, including any personal information that is transferred to third parties for processing, storage or other purposes. Our Privacy Officer will be assisting in fulfilling these responsibilities.

2. Why we collect your personal information.

Types of employee personal information collected by us include, but are not limited to:

a) Application and employment information

As soon as you are hired, the Playschool begins keeping a personal file on you. Examples of some of the information your file might contain include the following:

- Résumé and/or job application;
- Letters of offer and acceptance of employment;
- Written employment contract;
- Payroll information, including social insurance number, banking information, RRSP information, etc.;
- Wage and benefit information;
- Emergency contact information; and
- Training certifications and licensing qualifications.

Most of the information listed above is required to ensure you are properly identified as our employee, that you are on our payroll, and that you are able to receive certain employment benefits. Emergency contact information is required in case we need to notify someone of your involvement in an emergency situation while at work. Information respecting training certifications and licensing qualifications is required so we can ensure that our employees have the skills required to meet the various duties assigned to them.

b) Performance information

While employed with us, you will be periodically and annually evaluated. Performance information is collected and maintained so that we can properly evaluate your performance, determine appropriate levels of compensation, and make decisions about your future as an employee.

Examples of performance information that may be added to your file throughout the course of your employment include:

- Copies of performance appraisals;
- Educational courses, technical and safety training courses attended and certification levels achieved;
- Internal communications regarding performance;
- Performance improvement plans; and
- Records of absences from work.

3. How we use your personal information.

The Playschool uses your personal information to establish and maintain an employment relationship with you. You may change your consent preferences at any time by making a request in writing to your Privacy Officer. However, note that for business and regulatory purposes, the Playschool must collect and use certain personal information to maintain an employment relationship. For example, personal health information may be collected and disclosed if required to comply with provincial workers' compensation legislation.

4. We limit collection of your personal information.

The Playschool collects only the personal information that is needed to ensure an effective employment relationship. The Playschool will only collect personal information by clear, fair, and lawful means.

5. We limit use, disclosure, and retention of your personal information.

The Playschool uses or discloses your personal information only for the purpose for which it was collected, unless you consent to a new use, or the use or disclosure is authorized by privacy legislation (e.g. verification of information requested by employees to be provided to banks, or other financial institutions, or landlords, garnishee of pay, court orders, etc.).

If your personal information is shared with third parties (e.g. for the administration of benefits programs), these third parties are bound by appropriate agreements with the Playschool to secure and protect the confidentiality of your personal information.

The Playschool retains your personal information only for as long as it is required to ensure an effective employment relationship or as required by federal and provincial laws (e.g. payroll and compensation data must be maintained for up to seven years after the last date of employment). Information that is not required by law will be regularly reviewed and routinely destroyed when it is no longer required for business purposes.

6. We keep your personal information up-to-date and accurate.

The Playschool keeps your personal information in our possession or control up-to-date, accurate, and relevant for our intended use. We will correct or amend any personal information found to be inaccurate or incomplete.

You are responsible for advising the Playschool of any inaccuracies or changes to your personal information (e.g. change of address, telephone number, training certifications achieved or expired, etc.).

7. Security of personal information.

The security of your personal information is a priority for us. We have security processes and procedures in place to keep your personal information safe, including:

- Physical security measures such as restricted access and locked filing cabinets;
- Electronic security measures for computerized personal information such as password protection, database encryption and personal identification numbers;
- Organizational processes such as limiting access to your personal information to a select group of individuals who require the information; and
- Contractual obligations with third parties who need access to your personal information requiring them to protect and maintain the security of your personal information.

8. We are open about our privacy and security policies.

Information about our policies and practices relating to the management of your personal information will be made readily available to you. This policy is available at all times by contacting the the Playschool's Privacy Officer.

9. We provide access to your personal information.

You can request access to your personal information stored by the Playschool. Requests should be made in writing and directed to the the Playschool Privacy Officer.

In order to ensure compliance, the Playschool has appointed a Privacy Officer to oversee all aspects of its privacy policies and practices. The Playschool will respond in a timely manner to your questions, concerns, or requests about the privacy of your personal information and our privacy policies. Upon receiving such a request, the Playschool will:

- Inform you about what type of personal information we have on record or in our control, how it is used, and to whom it may have been disclosed;
- Provide you with access to your personal information or reasons for not providing access (e.g. the information contains references to other individuals or is subject to solicitor-client or litigation privilege);
- Make any necessary updates to your personal information; and
- Note any disagreements about personal information in your employee file and advise third parties where appropriate.

10. We respond to questions, concerns, and complaints about privacy.

We will respond in a timely manner to your questions, concerns, and complaints about the privacy of your personal information and our privacy policies and practices. You should direct any questions, concerns, or complaints relating to the Playschool's privacy policies or practices to the Playschool Privacy Officer.

Playschool Committee Privacy Policy

The Playschool is committed to protecting the privacy and confidentiality of the personal information it holds. Our commitment to respecting and protecting the privacy and confidentiality of personal information is addressed in our privacy policies. Our privacy policies and any applicable government privacy legislation are applied to protect the collection, use, and disclosure of the personal information we hold.

Confidentiality of personal information

Playschool Committee members are responsible for maintaining the confidentiality of personal information related to parents and their children and the Teachers of the Playschool to which they have access. As part of their duties as members of the Playschool Committee of Directors, Playschool Committee members may acquire knowledge of, or have access to and be in possession of, the personal information of parents and their children, Teachers, and other Playschool Committee members. Playschool Committee members will keep confidential and not disclose any information of any nature or kind that comes to their knowledge, by virtue of their position as a Playschool Committee member, respecting or relating to any parent or child, former parent or child, Teacher, former Teacher or Playschool Committee member except in accordance with their duties as a member of the Playschool Committee.

As a condition of their tenure on the Playschool's Committee of Directors, Playschool Committee members are required to sign a confidentiality agreement binding them to this responsibility which governs their actions, even after their tenure as a Playschool Committee member comes to an end.

Playschool Committee members are to ensure that they remain informed about the Playschool's policies and procedures for protecting personal information and reinforce the importance of complying with them. As police clearances are now done through the Community Association, the Education Director for the Community Association and the Kindergarten Police Clearance Officer will both sign and abide by the Privacy Policy Oath.

Security of personal information

Playschool Committee members will endeavour to maintain adequate security so as to prevent unauthorized access, use, or disclosure of personal information.

Playschool Committee members will not retain personal information they have acquired by virtue of their position as a Playschool Committee member outside the Playschool classroom, unless otherwise mandated by the Playschool Committee as a necessity of Playschool Committee duties. As part of their duties, Playschool Committee members may occasionally receive records outside the Playschool classroom that contain the personal information of parents or their children, or Teachers. Upon completion of the specific task requiring the records, all records in the possession of a Playschool Committee member, outside the Playschool classroom, that contain personal information are to be returned to the Playschool classroom or securely destroyed by shredding. Records returned to the Playschool classroom will be retained or destroyed in accordance with our Records Retention and Destruction Policy.

For example, if a resume is forwarded to a Playschool Committee member for consideration for employment purposes, once the resume has been considered, the Playschool Committee member should return the resume to the Playschool classroom to be dealt with according to the Play-

school's Records Retention and Destruction Policy or securely destroyed by the Playschool Committee member through shredding.

Summary

Playschool Committee members are to take their responsibility to respect and protect personal information seriously.

Playschool Records Retention and Destruction Policy

The Playschool will only keep personal information for as long as is needed to meet the purposes for which it was collected. The length of time we retain personal information varies, and may depend upon any contractual, regulatory, or legal requirements we may be required to meet.

Records that require retention will be identified, labelled and transferred to storage. Records that have exceeded their required retention period may be reviewed and destroyed. Whenever possible, only the original record will be retained. The Playschool will make efforts to identify and destroy unnecessary duplicate copies of records.

In respect of records generated, maintained, and stored in electronic media, the Playschool will use its best efforts to retain, review and destroy records at appropriate intervals. A complete list of the files or records sent to storage will be maintained (Records Retention List).

Each file or record will be stored with the following information:

1. Date records are placed in storage;
2. Destruction date; and
3. Brief description of contents.

All records will be placed in storage with an assigned destruction date. Prior to the destruction date, records may be reviewed and where appropriate, destroyed as scheduled.

From time to time, legal restrictions may forbid the destruction of records. Such records will be set aside and scheduled for periodic review by the Playschool until they are released for destruction.

Retention Period Summary

Types of Documents	Retention Period
Accounting and financial records Internal audits Banking records All financial information	7 years
Human Resources Employee personnel records Pension plans and benefits	3 years from termination of employment
Payroll (taxes, deductions, etc.)	7 years from termination of employment
Communications and marketing	3 years
Legal Funding contracts Insurance policies	11 years from termination of contract
Litigation Leases	3 years from resolution of litigation 3 years from termination of lease

Playschool registration files	2 years from program completion
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Note: You should keep personal information only for so long as is reasonable to carry out business or legal purposes. The length of time that records are to be retained depends on the type of record.

This policy contains suggestions for basic policy requirements and must be carefully reviewed and revised prior to being implemented. The timelines provided are meant as a guide only and should not take the place of legal advice.

Note: Annual review of funding agreements for retention and destruction requirements is required. For example, a funding contract may require that client files be transferred to the funder upon completion. If the agreement does not provide direction, retain records for 11 years.

Appendix B: Records

Children's Records

Through the registration process, children's personal information, relevant to operating a Playschool, is collected.

The registration package is made up of the following forms:

1. Registration form:
 - Child's name, date of birth and home address,
 - Parent's names, home addresses and phone numbers
 - Emergency contacts' name, address and phone numbers (home, cell, business where applicable)
 - List of approved adults to pick up child from program.The above information makes up a completed enrolment form.
2. Medical form: allergies, vaccinations and current medication.
 - If medication needs to be administered at Playschool, the Medication Form must be completed by the parent at the start of the school year and reviewed and updated in January. This form allows the parent to consent to the Teachers administering the medication and describes the circumstances under which administration is necessary.
 - If the child needs any specialized health care, the Parent will fill out a Health Care form at the beginning of the school year. This form will give the particulars of any health care provided to the child, including the written consent of the child's parent. This will be reviewed and updated in January of the school year.
3. Permission form for activities (use of all play equipment and participation in playschool activities and permission to leave the classroom for activities within the Briar Hill school building and grounds)
4. Permission form for emergency medical care: this form outlines the procedure followed for an emergency and requires a parent signature for consent to this care.

A copy of these completed enrolment forms is kept in the classroom and available for inspection by the:

- Director at all times, and
- By the child's parent at reasonable times. If these forms are not completed in full registration is not accepted.

** Parents are required to update Playschool registration if any information changes.

Administrative Records

The Playschool will maintain on the program premises up-to-date administrative records containing the following:

- Daily attendance recorded in the attendance log for each class, recording arrival and departure times for each child;
- Copies of the children's records.

With respect to Teachers:

- Evidence of the child care certification of each staff member;
- Teacher's first aid certificate;
- Teacher's criminal record check (including vulnerable sector search).

The Playschool will ensure:

- The records referred to above are available for inspection by the director at all times;
- The information referred to above is available for inspection by the child's parent at reasonable times;
- The Playschool will retain these records for 2 years.

Portable Records

Teachers bring the portable records and the Playschool cell phone with them whenever they leave the classroom, e.g. to go to the school gym, school library, fire drill. These include:

- Completed registration forms and Medication Forms
- Attendance log;
- Emergency phone numbers (including local emergency response service and poison control centre).

Appendix C: Confidentiality and Non-Disclosure Agreements

Confidentiality and Non-Disclosure Agreement: Playschool Parent Committee Member

As an elected Playschool Committee Member of the Hounslow Heights / Briar Hill Community Association Playschool (the "Playschool"), an ancillary group of the Hounslow Heights / Briar Hill Community Association, the Playschool Committee Member acknowledges that he/she is a member of the Hounslow Heights / Briar Hill Community Association, and as such has obligations of confidentiality. Therefore, the Playschool Committee member has undertaken and agreed that, during and following the end of his/her services with the Playschool, he/she will refrain from disclosing the Playschool's confidential information.

CONFIDENTIALITY AND NON-DISCLOSURE

1. The Playschool Committee Member acknowledges and agrees that in the course of providing the services as a Playschool Committee Member of the Playschool, the Playschool has furnished to the Playschool Committee Member and the Playschool Committee Member will have access to or acquire information that is strictly confidential, not publicly known, and is subject to efforts by the Playschool to maintain its integrity and confidentiality.
2. As used in this Agreement, "Confidential Information" means information or data in any form or medium, tangible or intangible, received or acquired by the Playschool Committee Member during the course of, or incidental to, the performance of the Playschool Committee Member's services and which in any way concerns or is related to the property, business, undertakings or affairs of the Playschool or its students and their families, clients, affiliates and successors, and also includes but shall not be limited to the following:
 - (a) students' names, including family members and guardians, and contact information;
 - (b) information about a student's conduct, behaviour, performance, or personal circumstances;
 - (c) financial information of the Playschool, including its fees, projected costs and expenditures;
 - (d) lesson and unit plans;
 - (e) all paper files, records, and materials; and
 - (f) all information, data, client lists and documentation.
3. Proprietary and Confidential Information does not include such portion of the Proprietary and Confidential Information which:
 - (a) has become part of the public domain and made generally available through no wrongful act of the Playschool Committee Member;
 - (b) is public information that was received or acquired from another entity lawfully in possession of the information and under no obligation to keep the information confidential; or
 - (c) the Playschool Committee Member can demonstrate based on documentary evidence was known to him/her without any obligation of confidentiality, prior to disclosure to him or her by the Playschool or during the course of his or her services with the Playschool.
4. The Playschool Committee Member acknowledges and agrees that:

- (a) the Confidential Information has been obtained and developed at significant effort and cost to the Playschool;
 - (b) the Confidential Information is the sole and exclusive property of the Playschool;
 - (c) the Playschool has the right to maintain confidentiality over the Confidential Information;
 - (d) the Confidential Information has value from not being publicly known;
 - (e) the Confidential Information is subject to efforts by the Playschool to maintain its integrity and confidentiality; and
 - (f) the use or disclosure, directly or indirectly, of the Confidential Information by or to any party other than the Playschool could be highly detrimental to the Playschool.
5. The Playschool Committee Member agrees that at all times, both during and following the termination of the Playschool Committee Member's services for any reason, he or she will not disclose or use, or permit disclosure or use, except in the pursuit of the business activities and interests of the Playschool, any Confidential Information.
6. The Playschool Committee Member further acknowledges and agrees that:
 - (a) all documents and tangible things embodying or containing Confidential Information are the Playschool's exclusive property;
 - (b) the Playschool Committee Member has been or will be provided with and/or given access to such Confidential Information solely for performing the duties of his or her services with the Playschool;
 - (c) the Playschool Committee Member is obligated and covenants to make all reasonable efforts to protect the confidentiality of Confidential Information and any documents or things containing Confidential Information; and
 - (d) upon the termination of this Agreement by either party or upon demand, the Playschool Committee Member will immediately return or supply to the Playschool all Confidential Information in his or her possession and any analysis or derivative work relating to the Confidential Information (including, without limitation, any copies in paper, electronic, or any other form of recording). The Playschool Committee Member shall delete or destroy all computer files on his or her personal computer which may contain any Confidential Information. The Playschool Committee Member agrees that no copies of the Confidential Information, analysis or work shall be made or retained by the Playschool Committee Member unless specifically authorized in writing.
7. Notwithstanding the provisions in this Agreement, the Playschool Committee Member shall be permitted to disclose Confidential Information as required by law, regulation, government body or authority, or by court order.
8. If the Playschool Committee Member is compelled by law to produce any Confidential Information, the Playschool Committee Member will immediately notify the Playschool unless prohibited from doing so by law. The Playschool Committee Member shall cooperate with the Playschool, at the cost of the Playschool, in any action or use of any available protective mechanism or order by the Playschool to limit such disclosure. If disclosure is nonetheless required, the Playschool Committee Member shall disclose only such Confidential Information that he is legally required to disclose. The Playschool Committee Member shall use his best efforts to limit any such disclosure of Confidential Information.
9. In the event that the Playschool retains counsel in order to enforce its rights under this Agreement, and a court of competent jurisdiction determines that the Playschool Com-

mittee Member is in breach of this Agreement, the Playschool shall be entitled to recover, in addition to any other relief available, its related expenses and costs on a solicitor and his own client basis.

I acknowledge that I have read and understand the above terms. I agree to be bound by this Agreement, and will not disclose any confidential information learned in my capacity as a Playschool Committee Member.

Playschool Committee Member - Signature

Playschool Committee Position

Playschool Committee Member – Name
(Printed)

Witness - Signature

Date

Witness – Name (Printed)

Confidentiality and Non-Disclosure Agreement: Teacher

1. The Teacher acknowledges and agrees that in the course of providing the services referred to in the Employment Agreement, the Playschool has furnished to the Teacher and the Teacher will have access to or acquire information that is strictly confidential, not publicly known, and is subject to efforts by the Playschool to maintain its integrity and confidentiality.
2. As used in this Agreement, “Confidential Information” means information or data in any form or medium, tangible or intangible, received or acquired by the Teacher during the course of, or incidental to, the performance of the Teacher's services and which in any way concerns or is related to the property, business, undertakings or affairs of the Playschool or its students and their families, clients, affiliates and successors, and also includes but shall not be limited to the following:
 - (a) students’ names, including family members and guardians, and contact information;
 - (b) information about a student’s conduct, behaviour, performance, or personal circumstances;
 - (c) financial information of the Playschool, including its fees, projected costs and expenditures;
 - (d) all information about the Teacher’s salary and benefit package;
 - (e) lesson and unit plans;
 - (f) all paper files, records, and materials; and
 - (g) all information, data, client lists and documentation.
3. Proprietary and Confidential Information does not include such portion of the Proprietary and Confidential Information which:
 - (a) has become part of the public domain and made generally available through no wrongful act of the Teacher;
 - (b) is public information that was received or acquired from another entity lawfully in possession of the information and under no obligation to keep the information confidential; or
 - (c) the Teacher can demonstrate based on documentary evidence was known to him/her without any obligation of confidentiality, prior to disclosure to him or her by the Playschool or during the course of his or her services with the Playschool.
4. The Teacher acknowledges and agrees that:
 - (a) the Confidential Information has been obtained and developed at significant effort and cost to the Playschool;
 - (b) the Confidential Information is the sole and exclusive property of the Playschool;
 - (c) the Playschool has the right to maintain confidentiality over the Confidential Information;
 - (d) the Confidential Information has value from not being publicly known;
 - (e) the Confidential Information is subject to efforts by the Playschool to maintain its integrity and confidentiality; and
 - (f) the use or disclosure, directly or indirectly, of the Confidential Information by or to any party other than the Playschool could be highly detrimental to the Playschool.
5. The Teacher agrees that at all times, both during and following the termination of the Teacher’s services for any reason, he or she will not disclose or use, or permit disclosure or use, except in the pursuit of the business activities and interests of the Playschool, any Confidential Information.
6. The Teacher further acknowledges and agrees that:

- (a) all documents and tangible things embodying or containing Confidential Information are the Playschool' exclusive property;
 - (b) the Teacher has been or will be provided with and/or given access to such Confidential Information solely for performing the duties of his or her services with the Playschool;
 - (c) the Teacher is obligated and covenants to make all reasonable efforts to protect the confidentiality of Confidential Information and any documents or things containing Confidential Information; and
 - (d) upon the termination of this Agreement by either party or upon demand, the Teacher will immediately return or supply to the Playschool all Confidential Information in his or her possession and any analysis or derivative work relating to the Confidential Information (including, without limitation, any copies in paper, electronic, or any other form of recording). The Teacher shall delete or destroy all computer files on his or her personal computer which may contain any Confidential Information. The Teacher agrees that no copies of the Confidential Information, analysis or work shall be made or retained by the Teacher unless specifically authorized in writing.
7. Notwithstanding the provisions in this Agreement, the Teacher shall be permitted to disclose Confidential Information as required by law, regulation, government body or authority, or by court order.
8. If the Teacher is compelled by law to produce any Confidential Information, the Teacher will immediately notify the Playschool unless prohibited from doing so by law. The Teacher shall cooperate with the Playschool, at the cost of the Playschool, in any action or use of any available protective mechanism or order by the Playschool to limit such disclosure. If disclosure is nonetheless required, the Teacher shall disclose only such Confidential Information that he is legally required to disclose. The Teacher shall use his best efforts to limit any such disclosure of Confidential Information.
9. In the event that the Playschool retains counsel in order to enforce its rights under this Agreement, and a court of competent jurisdiction determines that the Teacher is in breach of this Agreement, the Playschool shall be entitled to recover, in addition to any other relief available, its related expenses and costs on a solicitor and his own client basis.

I acknowledge that I have read and understand the above terms. I agree to be bound by this Agreement, and will not disclose any confidential information learned during my employment with the Playschool.

[Teacher Name] (Signature)

Witness - Signature

[Teacher Name] (Printed)

Witness – Name (Printed)

Date