



**HIGHLAND PARK COMMUNITY PRESCHOOL  
PARENT HANDBOOK AND POLICIES**

Version 1.0 (2023-05-03)

# Table of Contents

<b>1 INTRODUCTION</b>	<b>3</b>
<b>2 PARENT INVOLVEMENT</b>	<b>4</b>
2.1 Volunteering in the classroom	4
2.2 Volunteer commitment to support operations	5
2.3 Parent Orientation Meeting	5
<b>3 PARENT COMMITTEE</b>	<b>6</b>
3.1 Committee's role	6
3.2 Committee membership and term	6
<b>4 REGISTRATION POLICIES AND PROCEDURES</b>	<b>6</b>
4.1 Eligibility	6
4.2 Community membership and residence requirement	6
4.3 Registration forms	7
4.4 Registration procedures	7
4.5 Waitlist policies	7
4.6 Withdrawal policy	7
4.7 Child information and records	7
<b>5 GENERAL INFORMATION</b>	<b>8</b>
5.1 Class schedule	8
5.2 Sharing personal information	8
5.3 Supervision policy and practices	8
5.4 Changes in who will pick up your child	9
5.5 Snacks / Nutrition (*)	9
5.6 Holidays, professional development days and organizational days	10
5.7 Accident or Serious Illness (*)	10
5.8 Illness or potential health risk (*)	10
5.9 Supervised care for sick children (*)	11
5.10 Administration of medication (*)	11
5.11 Provisions for health care (*)	12
5.12 Field trips/off-site activity (*)	12
5.13 Fire drills and emergency evacuations (*)	14
5.14 Incident reporting policies and procedures (*)	14
5.15 Absence policy	14
5.16 Child Guidance Policy	15
5.17 Self-regulation	16
5.18 What to Bring	16
5.19 Bathroom	16
5.20 Smoking and drug policy (*)	16
<b>6 COVID-19 Policies and Procedures</b>	<b>17</b>

# 1 INTRODUCTION

The Highland Park Community Association Preschool (“HPCAP”) is a cooperative, parent-supported program that strives to provide a positive and caring environment where three- and four-year-old children can come together to learn and explore through age-appropriate play, activities and materials. The HPCAP provides a setting where the teacher and children interact through play so that each child will further develop their sense of self and others. Our goal is to ensure that the HPCAP is a positive and enriching experience for each child.

HPCAP uses structured and unstructured activities, in addition to a number of play-centered activities, to satisfy the developmental needs of children.

Types of play areas include craft tables, painting centres, dress-up and house centres, a small library with books and puzzles, manipulatives centres, sand table, water table, a space for music and creative movement, and access to outdoor play areas. Outdoor playtime happens later in the school year and is contingent on weather, class dynamic and routine.

Manipulatives centres include items such as:

- Table blocks and construction toys (interlocking plastic blocks, gears, small wooden table blocks);
- Dexterity materials (sewing cards, dressing frames, stringing beads, pick-up sticks);
- Put-together and take-apart materials (puzzles, nesting boxes, blocks);
- Sorting and counting items (nuts and bolts, keys, colored cubes, counting bears, plastic lids);
- Simple games.

The HPCAP is successfully operated with the support of teachers and volunteers from our community of families.

HPCAP is non-profit and non-denominational. Parents should consider and evaluate the following philosophy before enrolling their children in the program to ensure that their objectives coincide with those of the preschool.

*“Early childhood education programs were never meant to produce geniuses, nor are they merely perfunctory. The aim of quality early childhood education is, and always was, the facilitation and enhancement of the child’s growth.”*  
- “The Child and Society” David Elkin.

Following is a further breakdown of the HPCAP’s objectives:

i. Development of social skills

- Sharing, taking turns, resolving conflicts, and building confidence are recognized as important factors in understanding appropriate group and individual behavior.

ii. Development of a positive attitude towards school

- Learning should be enjoyable

iii. Physical development

- Small and large muscle development will be aided through the use of manipulation of small objects and during gym and outdoor times

iv. Parent confirmation of policies

- All parents must read and accept all policies and procedures outlined in this *Highland Park Community Association Preschool Parent Handbook and Policies* document. Parents will be required to sign a form confirming they have reviewed this document and will adhere to all policies and procedures outlined in this document. A child will not be allowed to attend class until his/her parent has completed this form.

## 2 PARENT INVOLVEMENT

As a cooperative preschool, volunteering is a mandatory component of the HPCAP. For the purpose of this document, the definition of “parents” shall include legal guardians.

There are various options for Parents to volunteer, including volunteering in the classroom or volunteering in various position(s) that support the day-to-day operations of the preschool. Volunteer roles are discussed below.

In addition, as part of the community association, parents are encouraged to fill volunteer positions for periodic casino fundraising events. Preschool volunteers may satisfy their monthly obligation to the HPCAP by volunteering at the casino. The HPCAP will directly benefit from this volunteer activity.

### 2.1 Volunteering in the classroom

The HPCAP requires the support of in-class volunteers from our community of families. The need for in-class volunteers will be determined in consultation with the teachers based on a variety of factors. A schedule for in-class volunteers will be determined before each school year or as early as possible.

Parents or caregivers, such as a grandparents or nannies, may act as the in-class volunteer. Every individual volunteering in the classroom (including grandparents and other caregivers) is required to have a valid Criminal Record Check. The preschool has adopted a policy similar to the Calgary Board of Education’s Criminal Record Check policy (see <http://www.cbe.ab.ca/GovernancePolicies/AR5003.pdf>, Section 10).

More information, including a link to the Calgary Police Service’s online Police Information Check system, will be provided in conjunction with the parent meeting at the start of the school year.

Children not enrolled in the HPCAP program are not allowed to come to class with a parent/caregiver volunteer.

Please arrive 5-10 minutes early on your classroom volunteer day and plan to stay up to 30 minutes after class ends to help clean the classroom after class.

<b>Regular Class time</b>	<b>Time Commitment on your volunteer days</b>
9:00 am - Morning class arrival time	Volunteer is expected to arrive by 8:55 am
11:30 am - Morning class dismissal time	Volunteer should plan to be there until noon to finish tidying up.

<b>Regular Class time</b>	<b>Time Commitment on your volunteer days</b>
1 pm - Afternoon class arrival time	Volunteer is expected to arrive by 12:55 pm
3:30 pm - Afternoon class dismissal time	Volunteer should plan to be there until 4:00 pm to finish tidying up.

## 2.2 Volunteer commitment to support operations

Operational support volunteer opportunities include membership on the HPCAP Parent Committee or participation in other operations roles to support the smooth operation of the classroom.

Positions may include:

VOLUNTEER ROLE TO SUPPORT OPERATIONS	NUMBER OF ROLES TO FILL
Parent Committee	approx. 9
In-class Volunteers	Optimal number: 9 for Tuesday/Thursday classes, 12 for Monday/Wednesday/Friday classes
Playdough Making	2
Craft Team	4
Optional Roles such as Special Events Support, Sewing/Laundry, Librarian, Shovelling Snow	approx. 13

A detailed description of all roles can be found in the appended Volunteer Job Description document appended as Schedule A.

More information on all the above volunteer duties will be communicated to parents at the time the parent's position is confirmed and also at the parent orientation evening at the beginning of the school year.

Parent volunteers are critical to the successful operation of the preschool. In addition, volunteer roles help keep fees for the preschool as low as possible.

As we are a cooperative, parent-supported preschool, all parents are required to fulfill their volunteer commitments. Families who fail to meet their volunteer requirement will be required to pay \$150 on Dec 1, 2023 and/or \$250 on June 1, 2024 if volunteer commitment is not met. **If a parent is unable to fulfill that parent's volunteer commitment, it is that parent's responsibility to find a suitable adult replacement.** If a parent does not fulfill their volunteer job duties, a volunteer deposit will be charged.

## 2.3 Parent Orientation Meeting

There is one mandatory Parent Orientation Meeting that will be held in early September. Every family is required to send at least one representative to this meeting. Attendance is taken. We ask that you do not bring children.

# 3 PARENT COMMITTEE

## 3.1 Committee's role

The HPCAP is a program of the Highland Park Community Association (HPCA). The Parent Committee meets as needed (approximately four - six times per school year) to provide input and to assist in the operation of the preschool. These positions are a great option for people that are unavailable to volunteer during the day but still wish to play an integral role at the school. Committee members are generally required to make a time commitment of an average 3 hours per month.

## 3.2 Committee membership and term

The Preschool Committee comprises volunteers from the preschool parent community and the general HPCA membership. Preschool Committee vacancies are typically filled in June - August of each preceding school year, although they may be filled mid-year if a vacancy occurs. Committee roles include a Chair/Board Liaison (represents school at Highland Park Community Association Board meetings), Special Event Coordinators (two), Volunteer

Coordinator/Class Representative (four, one per class), Secretary and Communications Coordinator, as described in the Volunteer Job Descriptions attached as Schedule A.

Parent volunteers for the Preschool Committee will be solicited from registered parents in advance of the Parent Orientation Meeting. The term for each Preschool Committee position runs for up to 12 months, from July 1 until June 30 one year later, with both outgoing and incoming members of the committee attending the June committee meeting.

The Preschool Committee adheres to the bylaws of the HPCA and to the policies set out in this handbook. Due to potential sensitive and confidential information portions of the Preschool Committee, meeting minutes may not be shared with staff members or parents.

For Preschool Committee members who do not have, or have not had, a child registered in the program, the HPCAP's policy is that volunteering on the Preschool Committee does NOT give a Preschool Committee volunteer priority registration for preschool, nor does it guarantee a spot in the HPCAP.

## 4 REGISTRATION POLICIES AND PROCEDURES

### 4.1 Eligibility

Children must be three years of age by Sept 1 of the school year to enter the three-year-old program.

On a case-by-case basis, exceptions can be made for younger children who turn three years old in January or February during the school year. Please contact the HPCAP if your child does not turn three until January or February, and you would like to register him/her in the three-year-old program.

Enrolled children must be three years of age when they enter the classroom unattended. If your child is not yet three years old, you have the following options:

- You may hold a spot for your child by paying the tuition for each month prior to their 3<sup>rd</sup> birthday.
- Your child may attend classes prior to their 3<sup>rd</sup> birthday accompanied by a parent or caregiver. The parent or caregiver must have a valid police check in place to attend the preschool.
- **Children must be toilet trained.**

### 4.2 Community membership and residence requirement

The Highland Park Community Association operates the preschool. Therefore, a valid Highland Park Community Association membership is required in order to register a child in the preschool program (membership is included in the annual registration fee). Families are not required to live in the community and their Highland Park Community Association memberships will reflect whether the family lives in or outside the community.

All families living inside or outside of the community are welcome to register in the HPCAP program.

### 4.3 Registration forms

The registration form must be completed and submitted at the time of registration. There is a non-refundable \$75.00 registration fee. Your child will not be registered until all forms and the registration fee have been received and you may risk losing your spot if they are not received in the time indicated. Fees for June of the applicable school year are required to be paid upon being notified that your child is registered and may be refunded to you if you cancel the registration no later than August 1 prior to the beginning of the school year.

### 4.4 Registration procedures

Registration dates and details are announced annually in January. Registration will occur in two phases: pre-registration and general registration.

Families with children currently in the program will be given first choice to register current students and/or siblings for the following year through pre-registration. Registration form and deposit must be received by the pre-registration deadline to secure a spot prior to opening of general registration.

#### 4.5 Waitlist policies

Once registration for a particular class is full, the Preschool Committee will maintain a waitlist for that class. No fees are payable until a position becomes available for your child, at which time you are required to pay the applicable registration fee of \$75.00.

#### 4.6 Withdrawal policy

Notice of withdrawal must be provided in writing to the Preschool Coordinator ([preschool@hpca.ca](mailto:preschool@hpca.ca)) and must be provided one full calendar month in advance of withdrawal. A calendar month is that period of time from the first day of the month to the last day of the month and not just any 30-day period. (e.g. If a member gives notice of a March withdrawal any time in February, then fees are due for February and March. For withdrawal in March, and refund of March fees, notice should be submitted prior to Feb.)

Failure to provide one calendar month's notice in the method described will result in one month's fees being paid by the parent in lieu of notice. If the withdrawal occurs during either of May or June, payment of fees to the end of June will be required due to the difficulty of enrolling a new student near the end of the school year.

The HPCAP reserves the right to refuse admission or require the withdrawal of any child, without notice, should it be deemed in the best interest of the child or the preschool. Regular class sizes will be restricted to 18 students per class (Monday/Wednesday/Friday and Tuesday/Thursday afternoon classes) and 16 students per class on Tuesday/Thursday mornings. The HPCA Board of Directors may elect to increase the size of any class by a maximum of two students with input from the Parent Committee and teachers, based on the overall enrollment at the registration deadline.

#### 4.7 Child information and records

Once a child has been accepted into the program, detailed information is required to ensure the teachers have the necessary information and to meet our licensing requirements. This information is provided through our online registration form at the time of registration, and is then used to create a Child Record that will be provided to parents at the Parent Orientation Meeting. The Child Record must be reviewed, signed and returned at the Parent Orientation Meeting before your child can attend the HPCAP.

The children's records will be kept in a binder in the Preschool Office. These records are filed alphabetically by first name. Each child has a folder that contains the following information:

- Child's name & birth date and home address;
- Parent's name, home address(s) and telephone number;
- Parent's work number and address;
- Emergency contact(s) and telephone numbers & addresses;
- Allergies;
- Immunization information;
- Doctor's name and numbers;
- Signed form confirming the parent has read and agrees to the Parent Handbook, Policies and procedures;
- Medication administration is included in their records, as well as information required under the medication regulation;
- Health care provision forms with the particulars of the health care and consent are signed and in their records.

## 5 GENERAL INFORMATION

### 5.1 Class schedule

Morning classes run from 9:00 am – 11:30 am each day. Afternoon classes run from 1 pm - 3:30 pm.

## 5.2 Sharing personal information

Because we are a cooperative, parent-supported preschool, please be aware that your contact information may be shared with the following people:

- HPCA staff and Board members on an as-needed basis.
- The parents of the other children in your child's class.
- Members of the Parent Committee on an as-needed basis.

## 5.3 Supervision policy and practices

### *Welcome*

Morning classes begin at 9:00 am and afternoon classes begin at 1 pm. Teachers will meet families at the assigned door located off the parking lot. Children and guardians are to wait at that entrance until the children are taken into the school.

At the designated drop-off time, the teacher will welcome each child and their parent/caregiver. Parents must not leave until the teacher has checked that they have arrived on the attendance sheet.

If you arrive for school late, licensing requires that guardians accompany children to the classroom to be signed in by the teacher or TA. There is a doorbell outside the preschool entrance to allow access to the classroom for children and parents arriving late. Please strive to be on time; late arrivals are disruptive to the class.

There are two exit doors from the preschool. Both doors will remain closed and locked from the outside throughout class time. Children will be taught that they are not to leave the classroom unattended, under any circumstances. This will be reinforced throughout the day.

### *Goodbye*

Please be on time for pick up. Class is dismissed at 11:30 am for morning classes and 3:30 pm for afternoon classes.

Pick-up happens outside, when children are dismissed from the preschool door. Once parents begin arriving for pick-up, the teacher will not allow any child to leave the school until the teacher has made visual contact with that child's parent/caregiver. Parents must not leave until the teacher has checked that they have left on the attendance sheet. Once the sheet has been signed off, the child is no longer the responsibility of the teacher.

### *Open Door Policy*

At the HPCAP, we have adopted an "Open Door Policy". However, unannounced and untimely parental visits can be disruptive to both the teaching and the learning in the preschool classroom. Therefore, we define "Open Door Policy" as follows:

- All parents are invited and encouraged to volunteer in their child's classroom on a regular basis. This allows them to see everything that goes on in their preschooler's day at 'school'.
- Otherwise, parents should refrain from entering the classroom during class times, especially if a lesson is in progress.
- If a parent wishes to discuss a particular issue with the teacher, they are always welcome to do so after class time or by arranging a time with the teacher through email.
- Note that parents are also welcomed to contact the Preschool Coordinator ([preschool@hpca.ca](mailto:preschool@hpca.ca)) with feedback at any time. An annual parent satisfaction survey provides another venue for feedback. To protect student privacy, social media is not an appropriate forum for feedback about specific issues in the classroom.

### *Child supervision policy (\*)*

The teacher and teacher assistant and/or Parent Volunteer will ensure that children are at all times effectively supervised ensuring the children's safety, wellbeing and development. Effective supervision techniques will promote practices to create a safe care environment by:

- Conducting regular safety checks of the program premises and equipment;
- Positioning equipment and arranging the classroom to allow the teachers to supervise the children's play, rest and toilet areas;
- Knowing which individuals are authorized to pick-up a child from the program in place of a parent;



- Recording the arrival and departure of children;
- Using a consistent system for head counts or roll call, which are completed during all transitions;
- Monitoring children at all times;
- Positioning staff to allow for the supervision of the entire group of children;
- Establishing simple rules for children to ensure a safe environment;
- Maintaining staff to child ratios at all times.

The following supervision reviews will occur:

- On a yearly basis, the Preschool Coordinator will review all indoor and outdoor environments with the teachers to ensure safety;
- Teachers will review both indoor and outdoor environments on a regular basis to ensure familiarity with the environment, and to ensure the environment is safe;
- Review policies on a regular basis.

Families registered in the program are made aware of these Supervision Policies at the annual Parent meeting held in September each year. Parents are also required to review this policy and sign a form to confirm they have reviewed and accept the policies as laid out in the Parent Handbook and Policy document.

#### 5.4 Changes in who will pick up your child

Any individual authorized to pick up a child must be listed on the child record, which is reviewed by parents at the start of the year. Any subsequent changes to who is authorized to pick up the child must be submitted in writing, via email to preschool@hpca.ca. Parents must inform the teacher of any pick-up changes at the start of class (e.g., another parent/friend/grandparent etc. who does not normally take the child home but is listed as authorized to pick up the child).

#### 5.5 Snacks / Nutrition (\*)

Each child is responsible to bring a small nutritious snack from at least two food groups, in accordance with the Canada Food Guide, as well as a drink in a spill-proof container. Parents are asked not to send juice boxes with their child. In preparation for kindergarten, families are asked to practice preparing low-waste or zero-waste snacks. Please ensure all containers are clearly labeled with the child's name.

Student allergies are to be posted in the classroom. Teachers' and students' hands are to be washed before preparing and eating food. Food is not to be placed directly on tables. Tables are to be washed with a sanitizing solution before and after snack. Snacks are not to be shared between children.

We strive to be a 'nut-free' environment. As we may have several children with life-threatening allergies to nuts, we ask that all parents and caregivers read food labels carefully before sending a snack to preschool. Any product that contains nuts, including peanuts and tree nuts, **ARE NOT** to be sent to preschool as a snack. **\*\* It is important to note that although we try to check each snack for its safety in our classroom, it is impossible to guarantee a nut-free environment. \*\***

If any of the above-mentioned products are sent to preschool, they will be sent back home with your child uneaten.

For birthdays, we ask that you do not bring in cakes and/or cupcakes to share with the other children. Your child's birthday is an important occasion, but any cakes, cupcakes or edible snacks you bring in will not be distributed to the children. You are welcome to bring in small non-food items (e.g. pencils) for each child that will be given out at the end of the day.

#### 5.6 Holidays, professional development days and organizational days

Holidays will most likely coincide with the Calgary Board of Education's designated holidays and will be indicated on a Year-at-a-Glance calendar provided to families on a regular basis. Please note that the HPCAP professional development (PD) and organization (Org.) days will not always coincide with the CBE's PD and Org. days.

## 5.7 Accident or Serious Illness (\*)

In the event that a child is injured or becomes seriously ill while in the classroom or on a field trip, the teacher will be responsible for administering first aid/CPR to the injured child, and the teaching assistant and/or in-class volunteer will keep the children calm and engaged. Furthermore:

- If the injured or ill child needs immediate medical attention, an ambulance will be called, and the teacher will accompany the child to the hospital. The child's parent will be called and informed where the child has been taken.
- If the child needs medical attention, but not immediately, the teacher will contact the parent and inform them of the situation. The parent is then responsible for picking up their child (at the classroom or field trip site) and ensuring that they receive the appropriate medical attention.

The HPCAP has a binder in which the teachers are to record either illnesses or accidents. Recorded information includes, but may not be limited to, when the incident occurred, the nature of the incident, the child involved, who identified the issue, when the parent was called, when the child was picked up, and when the child came back to the classroom.

The HPCAP teachers have completed first aid training and infant/child CPR courses. A first aid box and a list of emergency phone numbers are kept in the classroom and are taken by the teacher on all field trips and outdoor activities.

## 5.8 Illness or potential health risk (\*)

*This policy was developed in accordance with Alberta Licensing Regulations and the latest Government of Alberta health guidelines, and in consultation with our Parent Committee.*

Ill children are to be kept at home. **Illness is defined as:**

- fever or chills
- runny nose
- cough
- shortness of breath/difficulty breathing
- nausea/vomiting, diarrhea
- infection
- loss of sense of taste or smell
- pink eye
- headache
- sore throat
- muscle ache/joint pain
- unexplained rash
- lethargy

If a child requires greater care and attention that can be provided without compromising the care of the other children in the program, then the child should be sent or kept home. If a child has or displays any illness or symptoms the staff members know or believe may indicate that the child poses a health risk to other children or people on the program premises, the child should be sent or kept home. The teacher will be responsible for evaluating if a child becomes sick during the class and requires removal from the classroom. This evaluation will be based on the observation of the symptoms indicated above. If a child becomes sick during the day, the teacher will (or will ask the parent volunteer or teacher assistant) to contact the parent to come and pick up the child immediately from the program. If we cannot contact the parents, we will contact the emergency contact(s) to pick up the child immediately.

The program has a form that has been made to record the following:

- Name of the child;
- Date the child was observed to be ill;
- Name of the staff member who identified the illness;
- Time the parent was initially contacted;
- Name of the staff who contacted the parent;
- Time the child was removed from the program;
- The date the child returned to the program (with or without doctor's note or medication).

### Screening for Symptoms

Families are encouraged to use the Alberta Health Services Respiratory Illness Assessment tool found here: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>

The tool provides guidance on when to stay home if experiencing symptoms, and when to consider testing for COVID-19.

### Returning to Class

Children should not return to school until **symptoms have resolved and they have been free of fever for at least 24 hours** without the use of fever reducing medication. **If symptoms include vomiting or diarrhea, students should not return until 48 hours after symptoms resolve.**

If cough or cold symptoms persist, the family should consult their family doctor. If the doctor deems this a chronic condition, then the child can return. Contact the Preschool Coordinator at [preschool@hpca.ca](mailto:preschool@hpca.ca) to discuss a return to class if your child is experiencing lingering symptoms.

### Reporting Absence

Report any absence due to illness - including the symptoms your child is experiencing - to [preschool@hpca.ca](mailto:preschool@hpca.ca) and [danna.teacher@hpca.ca](mailto:danna.teacher@hpca.ca).

If the child receives a diagnosis of a potentially contagious condition, the preschool should be informed so that other parents may be notified. The name of the child who received the diagnosis will not be disclosed to the other parents to respect the privacy of that child and the child's family. Your child is to stay at home for the duration of the disease/infection until the child is no longer contagious and is capable of active play.

Anyone who receives a positive COVID-19 test is asked to contact HPCA Preschool by email at [preschool@hpca.ca](mailto:preschool@hpca.ca). HPCA will endeavour to be as transparent as possible with families about COVID-19 cases in the school. Although not required by Alberta Health, we will continue to notify families if there has been a positive case in their student's class, when we are made aware.

Parents are hereby informed of the Potential Health Risk policy set out in this section of the Parent Handbook and Policy document, which will be provided to all parents once they have registered their child in the program (by email). Parents will be required to sign a form indicating they have read the Parent Handbook and Policy document and agree to follow all policies and procedures outlined. This form will be kept in each child's record. Children will not be allowed to attend class until the form is completed. The Potential Health Risk policy will also be reviewed by the Coordinator with the parents at the parent meeting prior to the start of school.

## 5.9 Supervised care for sick children (\*)

The teacher will keep the sick child away from the children as best as possible, in the portion of the classroom near the coats, or at a suitable location at the field trip site. The teaching assistant and/or in class volunteer will keep the children occupied in the classroom until such time that the child is picked up.

## 5.10 Administration of medication (\*)

The preschool will provide, or allow for the provision of, health care to a child only if the HPCAP obtains written permission from the child's parent or guardian or if the health care required is in the nature of first aid.

Parents are required to keep ill children at home. Since the preschool class is under three hours in duration, it is unlikely that medication would need to be administered. However, if medication is administered, the following procedures must be followed. The teacher may administer medication to a child only when:

- the written consent of the child's parent has been obtained;
- the medication is in the original labelled container;
- the medication is administered according to the labelled directions.

Where medication is administered to a child, the teacher must ensure the following information is recorded:

- the name of the medication;
- the time of administration;
- the amount administered;
- the initials of the person who administered the medication.

Parents/guardians are notified that the medication has been administered.

A teacher must ensure that all medication is stored in a locked container that is inaccessible to children, and medication that may be needed in an emergency is stored in a place that is inaccessible to children.

### **5.11 Provisions for health care (\*)**

All children attending the program are required to be up to date in their immunizations as per the requirements of the Ministry of Health. If parents choose to abstain from immunization of their child, a waiver **MUST** be on file stating their decision. If an outbreak of a communicable disease occurs, the child will not be permitted to attend the program.

Written parental or guardian consent is required for the provision of health care.

All universal precautions will be used in the program, including but not limited to disinfecting toys with bleach and water and having periodical health inspections of the premises.

The program may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

### **5.12 Field trips/off-site activity (\*)**

A field trip is any outing the 3- and 4-year-old preschool classes take which leaves the grounds of the Highland Park Community Association hall.

Field trips are at the discretion of the teacher and are determined and scheduled in collaboration with the Parent Committee. Parents are responsible for transporting their child to and from the field trip locations. The HPCAP will NOT provide transportation.

Parents are required to complete and submit a Field Trip Permission Form. These forms will be distributed by the teacher. Parental attendance is at the discretion of the teacher. Parent volunteer numbers will be determined by the teachers for each field trip organized. If a parent is attending the field trip, the parent must complete a Parent Waiver and Indemnity Form. If you are an official volunteer parent, any entrance fee cost will be covered at the discretion of the school. However, if a parent is not an official volunteer, they are required to cover the entrance fee cost.

The teacher shall take the portable record for each child on each field trip. The portable records will be kept in the preschool office in a labeled binder. Children's records will be included alphabetically by first name in the binder. The portable record for each child will include:

- Child's name, date of birth and home address;
- Parents name, home address and telephone number(s);
- the name, address and telephone number of the emergency contact person for the child;
- Allergies, doctor's name and phone number and any other relevant medical information provided by the parent.

The portable record will also include:

- School name and phone number;
- Telephone number(s) of the local emergency response team and poison control centre.

### 5.13 Fire drills and emergency evacuations (\*)

In the event of an emergency evacuation, the teacher and teacher assistant and/or parent volunteer will be responsible for ensuring all children safely leave the facility. Two exits are available within the classroom. The teacher will coordinate and direct the children to the appropriate exit and the teacher assistant and/or parent volunteer will provide support.

If possible, doors and windows should be shut. The fire alarm should be activated if not already. The teacher will direct the most appropriate person in calling the fire department by dialing 911, asking for Calgary Fire Department and giving the location of the fire as 3716 2 ST NW.

Children will be taken to the open park area on the east side of the Community Centre and parents will be contacted to pick up their children. If the children cannot stay at the Community Centre premises (for safety or weather reasons), they will be evacuated to Buchanan Elementary School located at 3717 Centre Street NW, (403) 777-6260, and parents will be contacted to pick up their children from this location.

A fire drill will be held near the beginning of the year. Fire and lock down drills will be repeated monthly. A log will be kept indicating the date, start time, end time and a signature confirming the drill happened each month.

### 5.14 Incident reporting policies and procedures (\*)

Each of the following incidents will be reported to the Preschool Coordinator and the provincial Licensing Officer. Parents will be contacted and informed of the incident immediately. All incidents will be reported to the Licensing Officer as per applicable regulatory requirements. All incidents will be reported immediately to the regional childcare office as per the Incident Report. The following incidents will be reported:

- a) Emergency evacuation;
- b) Program closure due to an emergency;
- c) An intruder on the program premises;
- d) An illness or injury requiring the program to request emergency health care, or requires the child to remain in the hospital overnight;
- e) An error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight;
- f) The death of a child;
- g) An unexpected absence of a child from the program (i.e. lost child);
- h) A child removed from the program by a person without parent/guardian consent;
- i) An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer;
- j) The commission by a child of an offense under an Act of Canada or Alberta;
- k) A child left on the premises outside of the program's operating hours.

All reported incidents will be reported in confidence to the HPCA Board President. The Board President will work with the Preschool Coordinator to determine if the HPCA Executive Committee or other parties need to be notified. Confidentiality of children and family will be maintained by the HPCA and Preschool in all cases, to the extent possible in the performance of the reporting requirements of the HPCA and Preschool.

### 5.15 Absence policy

Report any absence due to illness - including the symptoms your child is experiencing - to [preschool@hpca.ca](mailto:preschool@hpca.ca) and [danna.teacher@hpca.ca](mailto:danna.teacher@hpca.ca).

If you will be away for other reasons: inform your child's teacher if they will be away for more than two classes.

## 5.16 Child Guidance Policy

The Highland Park Preschool Child Guidance Policy contained in this section was developed in collaboration with staff before it was submitted to licensing. The Policy is included as part of the Parent Handbook and Policy document.

All staff must read the Parent Handbook as a condition of employment and review it prior to the start of each new school year in September.

Parents must read the handbook and this Policy prior to enrolling their child in the preschool. Parents must acknowledge in writing that they have reviewed the handbook and agree with all policies, including this Child Guidance Policy before the first day of classes. This Policy is also presented by the Preschool Coordinator at the mandatory parent meeting prior to the start of the school year. The teachers and teacher assistant are required to attend the Parent Orientation Meeting as well.

Three- and four-year-old children are learning and practicing skills in cooperation, sharing and assertiveness, as well as respectfulness. The HPCAP believes that children require assistance in socializing and learning acceptable ways of dealing with aggressive behavior, whether that behavior is their own or that of someone else.

HPCAP operates with the underlying principle that all children will be treated with respect and kindness. The behavior of Staff will at all times be gentle and courteous with age-appropriate explanations. Staff provides a safe environment by setting limits and expectations that will enable the children to develop a sense of responsibility for themselves and others. HPCAP uses these strategies in our Child Guidance Policy:

- Students and teachers work together to establish classroom rules.
- Transition periods are used to help children make smooth changes in the classroom routine.
- Educators provide examples of positive behaviors through mock scenarios and interventions.
- Students are encouraged to use statements such as "I don't like when you...", to ask a teacher for help, or to tell a teacher if peers cannot work out a solution together on their own.
- Children are encouraged to ask for quiet space or time to process feelings. A staff member will be close by for the duration of any deregulation in order for the student to understand that an adult will be around for both positive and uncontrolled behaviors.
- Staff use "active listening" to acknowledge the children's feelings.
- Positive messages are used when guiding children's behavior.
- Children are provided opportunities to make choices and age appropriate decisions. Developmentally appropriate materials and experiences are provided to enable children to experience success and eliminate frustration. Sufficient play materials are provided to give children the opportunity to play together or alone, if they choose. The play environment is changed in response to the children's interests, behaviors and needs.
- Through communication with Parents/Guardians, Staff will be able to understand issues that may affect children's behavior.

Although discipline is ultimately a parent's responsibility, at times behavior guidance is required by the teacher in order to ensure that the school operates fairly for all children. Any behavioral guidance will be reasonable in the circumstances. Simple, clear- cut rules, specified in school policy define the child's and teacher's limits. These rules are outlined as follows:

- Allow the child(ren) a reasonable length of time to solve the problem on their own. Problem solving strategies help develop self-control, a sense of responsibility and recognition of the needs of other children.
- Encourage children to consider the rights of others.
- If necessary, teacher intervention involving distraction to redirect child(ren) to another activity, or separation of children for a "cool-off" period.
- Parents are encouraged to contact the teacher at any time regarding any aspect of discipline.
- If a child's behavior becomes so disruptive that it interferes with the well-being of the other children, then the teacher contacts the parents to discuss the situation, and mutual efforts are made to solve the problem.

The teacher is responsible for behavioral guidance in the classroom. Positive reinforcement should be offered for

acceptable behavior and an explanation should always be offered as to why the behavior is unacceptable. Furthermore, the following forms of discipline shall be prohibited:

- Any form of physical punishment, verbal or physical degradation or emotional deprivation;
- Denial of or the threat to deny any basic necessity;
- Usage of or permission to use physical restraints, confinement or isolation.

### **5.17 Self-regulation**

While three- and four-year-old children are still practicing many skills, including self-discipline, the preschool does require that children be able to self-regulate (from, for example, tantrums or outbursts) in a reasonable amount of time. If your child is unable to self-regulate within five to 10 minutes, you will be called to pick up your child.

As previously mentioned, safety and comfort are our top concerns. If a child poses an ongoing threat to the safety or comfort of the group, we would request professional help or withdrawal from the preschool.

### **5.18 What to Bring**

Dress your child in comfortable and appropriate clothes for indoor and outdoor play and crafts. Please provide your child with the appropriate outdoor dress for all seasons. A regular-sized kids' backpack is required every day, with these items:

- Indoor shoes for wearing in the classroom. Slippers are not acceptable.
- Complete change of clothes in a plastic bag, to be kept in the backpack in case of spills or accidents.
- Water bottle.

Please label all belongings. Children should not bring money, jewelry or any of their own toys, including toy weapons, to school.

### **5.19 Bathroom**

Each child attending HPCAP must be toilet trained prior to starting preschool. We understand that toilet training is a process. To help avoid unnecessary accidents, it is expected that parents or caregivers will toilet their child prior to class start.

At no time should parents expect HPCAP teachers or parent volunteers to assume the parents' responsibility for toilet training their child. Teachers will, of course, assist families by reminding children to use washroom facilities, helping and/or instructing children while using the facilities and encouraging and praising the children in this regard. In the event that a child experiences regular toileting accidents, the parent or caregiver will be asked to attend all classes with the child until the toilet training has been accomplished. Please note that only the teacher or teacher assistant will go into the bathroom with the children.

### **5.20 Smoking and drug policy (\*)**

No one will smoke on the preschool premises. No staff member will smoke at any time or place where childcare is being provided.

No staff member or parent volunteer shall be under the influence of, or provide others with, alcohol, cannabis, cannabis-infused products or illegal drugs while on the preschool premises or performing preschool-related duties, excepting when following an HPCAP authorized medical accommodation.

## 6 COVID-19 Policies and Procedures

### Overview:

This policy is for the purpose of keeping Highland Park Community Association (HPCA) Preschool Families, Staff and Volunteers as safe and healthy as possible. *For the purpose of this document “Staff” will refer to anyone employed by HPCA as well as individual’s imperative to the successful running of the preschool program including, but not limited to Licensing Officer(s), Health Inspector(s) and support personnel employed by Kids Developmental Services.*

As of June 28, 2022, the Government of Alberta rescinded the former COVID-19 guidelines specific to preschool, day care and out of school care. HPCAP will continue to follow the Government of Alberta’s General Guidance for COVID-19 and Other Respiratory Infections, the Child Care Licensing Act and/or Child Care Licensing Regulation. We will monitor and respond to any new recommendations and guidelines provided by Alberta Health Services throughout the school year. Any changes to this document will be sent to all parents/guardians whose emails have been provided at registration. It is the Parent/Guardian’s responsibility to ensure they are aware of all updated policies and procedures.

*Parents and Staff will receive a copy of this policy via email. All individuals who enter the HPCA Preschool Classroom or participate in the Preschool program will adhere to these policies. This policy will be reviewed by HPCA Staff, and KDS prior to the start of school. It will be available online and a hard copy will be available in the classroom.*

1. **Symptom-Free School:** As outlined in Section 5.8 of our parent handbook, we strive to be a symptom-free school. Ill children are to be kept at home. See section 5.8 for a detailed list of symptoms and return to class policy.
2. **Screening for Symptoms Drop Off:** If you or your child have symptoms, please use the latest Alberta Health assessment tool for guidance about when to isolate:

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>

The assessment tool provides guidance on when to stay home if experiencing symptoms, when to test for COVID-19, and when students are eligible to return to class. If a student or staff receive a negative COVID-19 test but symptoms are still persisting, the family should consult their family doctor. If the doctor deems this a chronic condition, then the child can return.

### 3. Snacks

- a. All non-essential personal items (i.e. toys) should be left at home. All day-to-day use items such as water bottles and snack bags should be cleaned before dropping off and after picking up each day.
- b. To prevent teachers from touching snack bags and snack items parents should to the best of their ability ensure each child can carry, open and eat their snack independently.

### 4. Masks and Hygiene

- a. HPCA Preschool will have signage posted throughout the classroom regarding visual cues for proper hand hygiene.
- b. HPCA Preschool will provide hand sanitizer that is in accordance to the AHS recommendation of at least 60% alcohol as well as hand soap in the classroom for staff, students and volunteers who enter the program.



- c. Effective hand washing will be required throughout the preschool day. HPCA Teachers will ensure hand washing for 20 seconds or greater is practiced by themselves and the students.
- d. Hand washing in the form of either soap and water or hand sanitation is required when, but not limited to, entering the program, before and after touching their face and/or mask, before and after eating, and when hands are visibly soiled.
- e. Children attending a child care program are not required to wear a mask while at child care but will be supported to wear one if their parent/guardian prefers.

## 5. Cleaning

- a. HPCA Teachers follow cleaning procedures posted in the classroom.
- b. HPCA Preschool will clean and disinfect all high-touch surfaces between each class.
- c. HPCA Preschool will follow the cleaning and disinfecting of toys by:
  - Washing with detergent and water
  - Rinsing with clean warm water
  - Wiping, spraying or immersing for 2 minutes in an approved disinfectant
  - Air drying
- d. Items that cannot be cleaned in accordance with the cleaning procedure will be placed into isolation for 3 days after each use.
- e. Activities will be planned to accommodate for division of children into small group centers to avoid clusters of children or traffic jams, to avoid shared surfaces as much as possible and to provide modifications to increase physical distancing opportunities, if possible.

## 6. Notification

- a. AHS is no longer tracking and reporting on COVID-19 outbreaks in childcare settings. As such, HPCA Preschool is no longer asked to contact Alberta Health to report COVID-19 cases.
- b. Nonetheless, any persons who receive a positive COVID-19 test are asked to contact HPCA Preschool by email at [preschool@hpc.ca](mailto:preschool@hpc.ca). Any applicable AHS procedures for positive COVID-19 tests will then be initiated.
- c. HPCA will endeavour to be as transparent as possible with families about COVID-19 cases in the school. Although not required by Alberta Health, we will continue to notify families if there has been a positive case in their student's class, when we are made aware.

## 7. Vaccination

COVID-19 vaccination is not a requirement, however we share the following information from Alberta Health:

*Vaccines help prevent people from getting infected and protect them from getting severely sick if they do become infected. Where vaccines are available (e.g., for COVID-19 or influenza), it is strongly recommended that all eligible individuals be immunized.*

*Albertans are strongly encouraged to receive all doses of vaccine for which they are eligible. [Visit COVID-19 vaccines and records](#) to check current eligibility requirements.*

Conclusion: This is a living document. Any changes deemed necessary by Alberta Health or Alberta Health services will require us to change the current policy to adhere to the newest COVID-19 Information. Families will be notified accordingly. The safety of the students in the HPCA Preschool is of the utmost importance therefore we will take whatever steps necessary to comply with the updated guidelines.