



HIGHLAND PARK COMMUNITY ASSOCIATION PARENT HANDBOOK AND POLICIES

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Version 1.2

1 INTRODUCTION

The Highland Park Community Association Preschool (HPCAP) is a cooperative, parent-run 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.

Both structured and unstructured activities, in addition to a number of play-centered activities, are used 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. 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 runs successfully with the support of teachers and volunteers from our community of families.

Highland Park Community Association Preschool is a non-profit, non-denominational and parent-operated playschool. 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 school.

“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 school’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, “parents” are defined as parents or legal guardians.

There are various opportunities for Parents to volunteer in the HPCAP, 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 further below.

In addition, as part of the community association, parents are encouraged to fill volunteer positions for periodic casino fundraising events. Preschool volunteers, excluding parent committee members, may satisfy their monthly obligation to the HPCAP by volunteering at the casino. The HPCAP will directly benefit from this volunteer activity by receiving a portion of the funds from this casino for approved preschool operations and activities.

2.1 Volunteering in the classroom

The HPCAP requires the support of in-class volunteers from our community of families from time-to-time. The need for in-class volunteers will be determined by the Preschool Committee 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). In-class volunteers will be reimbursed by the HPCA for the cost of obtaining a Criminal Record Check but must provide a receipt to the HPCA office as well as a copy of their clearance.

More information will be provided at the parent meeting at the start of the school year.

Younger children are not allowed to come to class with a parent/caregiver volunteer (with the exception of newborn children, with the approval of the teacher).

Please arrive ten minutes early on your classroom volunteer day and plan to stay 10 minutes after class ends to help tidy up the classroom after class.

Regular Class time	Time Commitment on your volunteer days
9:00 a.m. - Morning class arrival time	Volunteer is expected to arrive at 8:50 a.m.
11:30 a.m. - Morning class dismissal time	Volunteer should plan to be there until 11:40 p.m. to finish tidying up.

Regular Class time	Time Commitment on your volunteer days
12:30 p.m. - Afternoon class arrival time	Volunteer is expected to arrive at 12:20 p.m.
3:00 p.m. - Afternoon class dismissal time	Volunteer should plan to be there until 3:10 p.m. 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 evening activities to support the smooth operation of the classroom.

HPCAP committee vacancies are typically filled in June each year (although they may be filled mid-year if a vacancy occurs).

Positions are expected to include:

VOLUNTEER ROLE TO SUPPORT OPERATIONS	NUMBER OF ROLES TO FILL
Parent Committee	10
In-class Volunteers	5-10
Cleaning	6-8
Playdough Making & Crafts	2
Optional Roles	8-10

A detailed Description of all roles can be found in our Volunteer Job Description document (see Schedule A).

More information on all of 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.

As we are a parent cooperative, all members are required to fulfill their volunteer commitments. At the start of each school year, two \$80 volunteer deposit cheques, dated September and January, must be provided for each child registered in the program.

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 cheque will be cashed.

2.3 Parent meetings

There is one mandatory orientation meeting that will be held in late August or 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.

2.4 Driving on field trips

Parents are expected to drive their own children to special events or to make alternate arrangements, unless transportation has been arranged for the special event (the teacher will advise prior to). Extra parent volunteers are welcome to stay for the duration of the event to help supervise children.

3 PRESCHOOL COMMITTEE

3.1 Relationship with the Highland Park Community Association

The HPCAP is a program of the Highland Park Community Association (HPCA). As such, the HPCA Board of Directors has established the HPCAP Committee (Preschool Committee) as a Standing Committee (see HPCA By-laws) to help oversee the successful operations of this important program.

3.2 Committee's role

The Preschool Committee is responsible for the day-to-day operations of the preschool including, but not limited to, marketing, registration, parent communications, volunteer coordination, financial oversight of the preschool operations, special events and assistance required by the preschool teachers.

3.3 Committee membership and term

The Preschool Committee comprises volunteers from the preschool parent community and the general HPCA membership.

Parent volunteers will be solicited from registered parents in advance of the Parent Orientation meeting. The recommended membership of the Parent Committee will be voted on by the parents of registered children at the

Parent Orientation meeting. These recommendations will go to the HPCA Board for final approval.

The term for each Preschool Committee position runs for 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. A parent cannot hold one position for more than two terms without Preschool Committee approval but may hold a different position in subsequent years.

Upon a position becoming vacant, the Preschool Committee will notify preschool families, and request someone come forward to fill the vacancy.

The Preschool Committee adheres to the bylaws of the HPCA and to the policies set out in this handbook. The Preschool Committee meets with parents at least once per year (at the orientation in September), and additionally if specific issues arise. Staff members may be invited to the Preschool Committee meetings at the discretion of the Chairperson.

Due to potential sensitive and confidential information portions of the Preschool Committee, meeting minutes may not be shared with staff members and/or parents.

For 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 Parent Committee does NOT give a Committee volunteer priority registration for preschool, nor does it guarantee a spot in the HPCAP.

The Preschool Committee comprises the following ten positions:

- Chairperson
- Vice-Chairperson
- Secretary
- Community Liaison
- Communications Coordinator
- Operations Coordinator
- Special Events Coordinator
- Fundraising Coordinator
- Volunteer Coordinator
- Registration Coordinator

Please refer to Schedule A for Volunteer Job Descriptions.

4 REGISTRATION POLICIES AND PROCEDURES

4.1 Eligibility

Children must be three years of age by December 31 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 3rd birthday.
- Your child may attend classes prior to their 3rd 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 HPCA membership is required in order to register a child in the preschool program. Families are not required to live in the Community and their HPCA memberships will reflect this status.

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

4.3 Registration forms

The registration form must be completed and submitted at the time of registration. There is a non-refundable \$65.00 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.

Families with children currently in the program will be given first choice to register current students and/or siblings for the following year. 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

Your child's position on the waiting list will not be guaranteed unless you have completed the registration form. 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 \$65.00, and provide cheques relating to the volunteer fee and the monthly tuition fees.

4.6 Withdrawal policy

Notice of withdrawal must be provided in writing to the HPCA staff person (hallmanager@highlandparkcommunity.ca) and to the Chair of the HPCAP (preschool@highlandparkcommunity.ca), and must be provided 30 days in advance of withdrawal. Failure to do so will result in one month's fees being paid in lieu thereof. 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 require the withdrawal of any child, or to refuse admission, 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, per day. 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. All forms will be provided to parents prior the Parent Meeting. All forms must be completed, signed and returned at the Parent Meeting before your child can attend the preschool.

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 on Tuesday and Thursday from 12:30 pm - 3:00 pm, if there enough registrants to run an afternoon class.

5.2 Sharing personal information

Because we are a cooperative, parent-run 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 HPCAP committee, on an as-needed basis.

5.3 Supervision policy and practices

Welcome

Class begins at 9:00 a.m. Enter the building through the main doors and have your child change into indoor footwear and take off and hang up coats and outdoor gear. Children and guardians are to wait in the foyer area until the children are taken to the classroom area.

At the designated drop-off time, the teacher will welcome each child and their parent/caregiver in the foyer area. Parents must not leave until the teacher has checked that they have arrived on attendance sheet. Parents must not leave until the teacher has confirmed that the in-class volunteer (if necessary) has arrived.

In the event that you arrive for school late, licensing requires that guardians accompany children to the classroom to be signed in by the teacher or TA.

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. There is a doorbell outside the door to the preschool classroom to allow access to the classroom for children and parents arriving late.

Goodbye

Please be on time for pick up. Class is dismissed at 11:30 am for morning classes and 3:00 pm for afternoon classes.

Children will either be dismissed from the foyer or gym. Once parents begin arriving for pick-up, the teacher will not allow any child to leave the dismissal area 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.

When weather permits, pick-up may occur outside.

Open Door Policy

At the HPCAP, we have adopted an “Open Door Policy”. However, and as you can imagine, 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’.
- Parents should refrain from entering the classroom during class times, especially if a lesson is in progress.
- If a parent must enter the classroom earlier than the regular dismissal time, please be respectful of the lesson in progress. Please refrain from engaging in conversation and allowing younger siblings to play with the toys. These activities are very distracting and may make it difficult to continue with a lesson already in progress. If possible, a phone call ahead of time would be appreciated.
- If at any time, a parent wishes to discuss a particular issue with the teacher, they are always welcome to do so, after class time.

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, including their arrival or departure from outside play or field trips;
- 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 Chairperson 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.

Please note that the outdoor playground equipment located on the south side of the HPCA grounds will not be utilized as it was deemed inappropriate and unsafe for preschool aged children during the health inspection. Instead teachers will use the open field area to the east of the HPCA for outdoor play and activities.

Families registered in the program are made aware of our 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. Parents must inform the teacher of any pick-up changes at the start of class (i.e., another parent/friend/grandparent etc. who does not normally take 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. 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. 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. Snack time will occur no earlier than one half-hour after the commencement of class and no later than one-half hour prior to the end of class.

At the HPCA Preschool, 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** 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. Better choices for snacks include fresh fruit, vegetables, crackers or cheese.

For birthdays, we ask that you do not bring in cakes and/or cupcakes to share with the other 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 Year-at-a-Glance and Month-at-a-Glance calendars 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 preschool 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 preschool 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 (*)

Ill children are to be kept at home. Illness is defined as a runny nose, sneezing, consistent coughing, vomiting, diarrhea, infection, fever or 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 other illness or symptoms the staff members knows or believes 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 in this policy. 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 parent, we will contact the emergency contact(s) to pick up the child immediately.

Children should not return to school until they have been symptom-free for at least 48 hours or a parent has a physician's note.

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).

If the child receives a diagnosis of a potentially contagious condition, the preschool requests to 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.

Parents will be informed of the HPCA Preschool's Potential Health Risk policy in 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 Chair Person 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.

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 provider 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 determined and scheduled by the teacher in collaboration with the Parent Committee to manage budget requirements. 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 teacher. However, if a parent is not an official volunteer, they are required to cover the entrance fee cost.

Sibling attendance is at the discretion of the teacher, and it may or may not be permitted depending on space availability at the hosting location for the field trip. A parent or authorized representative must accompany any sibling on a field trip and this parent will not be counted as a volunteer on the trip (i.e.: that parent will not be included when determining the necessary staff/child ratios). The sibling is the full responsibility of the parent and not the HPCAP. If a sibling is attending the field trip, the parent must complete a Parent and Sibling Waiver and Indemnity Form in place of the aforementioned Parent Waiver and Indemnity Form. The parent will notify the teacher if an authorized representative is attending the field trip and provide name and contact information. All costs associated with the sibling attending a field trip will be incurred by the parent. The field trip budget is only used for the child's fees.

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 north end of the parking lot at 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 to 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; if possible, in collaboration with the Fire Department. Fire 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 Chairperson and Operations Coordinator of the preschool 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 child care office as per the Incident Report. The following incidences 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.

5.15 Absence policy

You do not need to inform your child's teacher if your child will not be coming to school. However, if your child will not be at school for a considerable length of time (more than one week), please email your child's teacher. If your child has a communicable illness or disease (as per Schedule B), please email your child's teacher.

5.16 Discipline

The Highland Park Preschool Discipline policy was developed in collaboration with the staff that were employed when it was submitted to licensing. The Child Discipline 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 (September).

Parents must read the handbook and this policy prior to enrolling their child in the preschool. Parents must sign to say they have reviewed the handbook and agree with all policies when they submit all of the necessary forms for their child's enrollment. The Discipline Policy is also presented by the Parent Committee Chairperson at the mandatory parent meeting prior to the start of the school year. The teachers and teacher assistant are required to attend the Parent meeting as well.

Three- and four-year-old children are learning and practicing skills in cooperation, sharing and assertiveness as well as respectfulness. The preschool 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.

The HPCA Preschool fosters growing independence and building self-esteem. Although discipline is ultimately a parent's responsibility, at times disciplinary actions are required by the teacher in order to ensure that the school operates fairly for all children. Any disciplinary action taken 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.
- Encourage children to consider the rights of others.
- If necessary, teacher intervention involving distraction - 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.
- As a last resort and only when all the above means of resolution between teacher, child, and parent have been exhausted, the teacher and/or the parent may bring the matter to the Parent Committee.

The teacher is responsible for discipline 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 aforementioned, 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 Clothing

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 as the children play outside all year round.

Please provide labeled indoor shoes for wearing in the classroom. Slippers are not acceptable.

Backpacks are required every day to accompany your child. Please also send a complete change of clothes and a plastic bag, to be kept in the backpack in case of spills or accidents.

Please label all belongings.

Children should not bring money, jewelry or any toy weapon or their own toys 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 member families expect HPCAP teachers or parent volunteers to assume the parents' responsibility for toilet training their child. Teachers and volunteers 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 policy (*)

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