

**Clymont Playschool**  
**A Division of Parents That Care Association**  
**Handbook for Parents – A Guide to the Policies and Procedures for the School**  
**Updated March 2017**

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Welcome to the Clymont Playschool. We invite you to become involved in your child's preschool experience. As their parent you already are one of their first, and of course most important teachers. This handout details how Clymont Playschool is organized and operated, and each year the parents add to the success of this program.

**Clymont Playschool is organized and operated by the parents on a volunteer basis.** Therefore ALL parents need to be involved. Each year a new parent group is responsible for any concerns or suggestions with the executive since parental support and input are essential to the success of the program.

Our playschool is independent; however, we comply with the **Child Care Licensing Act and work closely with the Clymont Hall board. The Hall requires that all families become community members. This relationship involves volunteer commitments.** We are a division of the Parents That Care Association. Clymont Playschool is licensed to operate its program at Clymont Hall and is inspected twice annually by the Edmonton and Area Child and Family Service. As such; the playschool complies with all **Child and Family Services regulations.**

Guidelines for meeting children's physical, social, intellectual, creative and emotional needs are given in the manual, '**Child Care Licensing Regulations**' published by **Alberta Children and Youth Services**. Teaching of specific skills is not indicated, however, children may learn through repetition. For example, the alphabet and numbers are used in songs and finger play, calendar, etc.

**Program Goals:**

The purpose of the program is to provide an opportunity for children and families to meet in a warm friendly and secure environment within their community.

- To provide children with various types of recreational experiences, I.E. large motor skill activities, music, parachute games skating snow shoeing ect
- To provide children with the opportunity to discover and develop skills and abilities
- To increase self-confidence and independence
- To encourage children to become aware of individual differences
- To provide opportunities for creative expression, i.e. crafts, play dough, etc.

**Fees:**

In order to reserve your child's spot in one of our programs we require a non-refundable \$50.00 registration deposit/fee. When your registration has been confirmed and tuition fees have been collected, \$15.00 of this registration fee will go towards your Community

League Membership. Fees for the upcoming school year will be \$780.00, which includes your \$50.00 registration deposit.

Payment options are:

- One time payment - \$780.00 at AGM/registration evening in August/September
- Two payments - \$397.50 at AGM/registration evening in August/September and a post-dated cheque for \$382.50 for January 1, 2018
- Monthly payments – 9 monthly post-dated cheques from September to May for \$88.00 each (includes a small processing fee)

**Are you a stay-at-home parent? If so, do you know that you may be eligible for subsidy? For more information, check out:**

**<http://humanservices.alberta.ca/financial-support/15679.html#stay>**

**For the application form check out:**

**<http://humanservices.alberta.ca/documents/CDEV2127.pdf>**

**NSF Policy:**

There will be a charge of \$20.00 for the first NSF cheques. Any subsequent NSF will levy a \$30.00 service charge. An NSF cheque must be made good within one week of notification that the cheque was NSF. Any more than two NSF cheques will require the family to provide cash payments for the remainder of the playschool year.

We are a non-profit organization, and it is imperative that we maintain our financial status quo. Non-compliance of payment to Clymont Playschool will be considered to be a voluntary withdrawal of your child, or children from Playschool.

**Discipline Policy:**

The purpose of the program is to keep children engaged, and therefore reduce the need for discipline. Ongoing verbal praise and recognition of appropriate behavior by the teacher will aid in student recognition of expected behavior. However if a child is endangering themselves or others, disrupting other children, or using inappropriate language, they will be dealt with in the following manner. All actions taken will be reasonable for the given circumstance, and at no time will physical punishment, verbal or physical degradation, or emotional deprivation, restraint or isolation be used. Children will not be denied or threatened to deny any basic necessity.

1. Teacher will always begin with re-direction. If necessary child will be removed from the undesirable situation and in a friendly manner have the effect their actions are having on the others explained to them, and told what a better choice would be. The child may then rejoin play.
2. If the behavior continues, the teacher will once again explain that the behavior may not continue. The teacher will again talk with the child about the issue so that the child understands why the behavior is not acceptable. The child and teacher will attempt to work out a solution together. The child may then change their actions or be required to move to a different activity.

3. In extreme cases in which a behavior becomes habitual, the parents will be called and asked to come in and supervise their child. In this incidence the teacher will speak with the Executive about the problem. The Executive will make a decision and will inform the parent of the action to be taken.

Alberta Children and Youth Services (Child and Family Services) require the parent to sign his/her agreement for use of this method.

**Who is Eligible to Attend Playschool:**

To be eligible, children must be a minimum of 3 years of age as of December, and toilet trained to start playschool. The playschool retains the right to refuse entry.

**Class Times:**

Classes will be Monday/Wednesday for three year olds; Tuesday/Thursday for four year olds. There will be some Friday classes, such as weeks in which the Monday is a holiday. With high enrolment a class may be held on Tuesday and Thursday afternoons. With numbers to only support one class, it will run a mixed three/four year old on Tuesday/Thursday. There is no playschool on days when Parkland County Public Schools are not operational (i.e. Spring Break). *Morning class will run from 9:00am to 11:30am.* Please be punctual, and do not drop your child off before class time nor leave them longer than the end of class. **Please bring your child inside the playschool and sign him/her in; do not drop them off at the door.**

***Inclement Weather:***

*The playschool will not be closed due to inclement weather unless Parkland County buses are not running and/or Parkland County schools are closed. It is the decision of the parent or guardian to determine their level of comfort in traveling under less than ideal conditions.*

***Class Cancellations:***

*Should playschool need to be cancelled due to Clymont Hall being unavailable, teacher illness or other extenuating circumstances the following procedure will occur:*

**Intent:**

To ensure that all parents are informed of class cancellations and the reasons for the cancellation.

**Regulations:**

The Teacher of the playschool will initiate the class cancellation process by contacting the phoning/roster parents for each affected class. In the absence of the Teacher the President will initiate the class cancellation procedure.

The Teacher will make all attempts to speak directly to the phoning/roster parent. If unable to reach them the Teacher will try the secondary number. If still unable to reach the phoning parent the Teacher will try another parent in the class until one is reached. E-mail notification will also be sent.

Classes may be cancelled due to inclement weather, the unavailability of the hall or absenteeism of the Teacher. To ensure students receive a full 64 classes, cancelled classes will be made up at a latter date which will be agreed upon by the President and the Teacher.

### **What to Bring to Playschool:**

**Snack:** Each child brings their own **NUTRITIOUS SNACK**, except on party days. **Please keep the snack small, as the time is limited (the length of one story); 2-3 items and a drink are sufficient.** Please ensure that you do not pack a snack for your child that another child may have an allergy to - check your class list to be sure. Snacks are not to be shared between children and parent helpers are to watch for this.

**Clothing:** Shoes must be worn by both children and parent helpers. As the floor is slippery we suggest runners, which are non-marking and are not black soled. Children's indoor shoes are to be labelled with the child's name, and will be kept at the Playschool. Ensure that your children have proper outdoor attire so that they can enjoy the outdoors. Weather permitting the children will have the opportunity to play outside each class. Label all clothing to make it easier for the parent helpers.

**Special Days:** If you are parent helper for the day, it will be your child's special day. Your child will be helping the teacher with the calendar, song, etc. and will be able to bring something to school for show and tell. On, or as close to, your child's birthday you will be scheduled as a parent helper. Feel free to bring cupcakes or other special treat for the whole class on that day. For children celebrating birthdays in the summer we will have special ½ birthday celebrations for them during the school year.

### **Medical Issues and Hygiene:**

- All children's allergies must be posted in the playschool
- Before each snack time, children will wash their hands with soap and water
- Please do not send your child to playschool if they are sick. We need to take care to not pass on colds or the flu, for the sake of the children, the teacher, and the parent helpers.
- The toys must be washed and disinfected several times a year. All parents are required to complete at least one toy cleaning.
- Parents must notify the playschool President of any changes to their child's doctor, doctor's address or phone number. The President will remind parents of this from time to time throughout the year.
- Ill children will be removed from the general population and will remain supervised until their parent picks them up.
- Clymont playschool will not provide daily medications such as penicillin and Tylenol, etc.
- All emergency medications (i.e. Epipens etc) will be kept in a place unreachable by children but fully accessible and known by all adults.

- A form is to be filled out if and when emergency medications should be administered.

**Communicable Diseases:**

*A child found with a communicable disease, such as chicken pox, foodborne illness, measles and other notifiable communicable diseases listed in schedule 1 of the Public Health Act will be removed from the premises and in accordance with this Act the playschool will give notification to a medical officer of health at the Devon General Hospital within 48 hours. A child that is found to be or becomes ill during school will be removed from class activities and will remain supervised until a parent, guardian or adult that has been granted permission to pick up the child arrives.*

**How to Deal with Sickness – if you feel your child needs to be medicated to attend school, i.e. Tylenol; they are best to remain home.**

- Typical cold symptoms (runny nose and eyes) – after the first 24 hours of these symptoms your child is not likely to be contagious (in fact he/she is most contagious the day before the symptoms develop); washing hands frequently is the best way prevent transmission, especially after they've been in contact with mucous from the eyes or nose where most viruses are present. If your child's nasal secretions are clear and watery, and he/she is happy and playful, pain free, and does not have a fever, there is no need to keep your child at home.
- If the nasal secretions become thicker, yellow, and green, especially if accompanied by a fever, an earache, frequent night waking, or a peaked look, this is a stay-home-and-call-the-doctor cold. Your child may have an ear or sinus infection (which is usually caused by bacteria NOT a virus and therefore may benefit from treatment with antibiotics).
- Diarrhea – Frequent, watery, mucous like, and sometime bloody diarrhea is a sure indication to stay home, both for your child's sake and to prevent an outbreak. Add vomiting and the child is certainly too weak and too upset to leave home. As soon as the vomiting is over, the stools are no longer explosive and watery and your child feels better, you're OK to go out. Be prepared for the bowel movements to remaining loose and frequent for weeks, as the intestines are notoriously slow to recover. During this convalescent stage of diarrhea, your child is not contagious.
- Infected eyes – eye drainage is often associated with a cold or allergies. Neither of these are cause for concern. However, if the drainage is not clear (for example it looks yellow, or child wakes up with crusty eyes) or if there is redness in the eye, it could be pinkeye, which is very contagious. Go to the doctor as soon as possible to get diagnosed and begin antibiotic eye drops. After 24 hours of the drops your child will no longer be contagious to others. Hand washing is very important in preventing spread of pinkeye to others in the household.
- Coughing – A dry, hacking cough that neither wakens the child nor is associated with fever, pain, difficulty breathing, or other cold signs is not a reason for quarantine. These nuisance-type coughs linger on for two weeks and are rarely contagious, and seldom bother the child or his/her mates, who themselves may also be coughing. Then there's the child who coughs a lot at night but seems well

during the day except for annoying throat-clearing sounds and may have several similar episodes during the allergy season. This child may be suffering from a postnasal drip, he/she is non-contagious, and this is seldom a reason to stay home. Any cough accompanied by fever, chills, and coughing up of green or yellow mucous warrants medical attention and absence from school. The child is OK to go out once the fever subsides and she feels better (usually in a few days), though the cough itself may linger for a week or two.

**Incident Policy:**

All incidents that occur due to an emergency evacuation will be reported to Alberta Children and Youth Services as will any case where the school is closed due to an emergency. In the case of an unapproved person picking up the child, a child left on premises after operating hours, or injury or loss of child notification will be provided to the regional office of Alberta Child and Youth Services within 22 hours of the incident occurring.

No child will be released to an unapproved person picking up the child without the teacher receiving written permission from the parent/guardian granting permission for the unapproved person to do so. Should a child be accidentally released to an unapproved person Alberta Children and Youth Services will be immediately notified.

***Sign in and Sign out Procedure:***

*The Teacher and the Parent Helpers are required to sign in and out all children attending school for the day. The time in and out will be recorded. The adult that signs in or out the child will initial the space as well.*

**Child Left on Premises after Hours:**

The Teacher will check the sign out list to ensure that all children have been picked up and will check the premises prior to leaving to ensure that no child has been accidentally left behind.

**Injury:**

If a child is injured, the Teacher will verbally instruct the children to sit quietly. The Teacher will care for the injured child while the parent helper(s) usher the rest of the children out. If the child requires immediate medical attention, the Teacher will call an ambulance. **Please note that all medical/ambulance costs incurred are the responsibility of the child's parent.**

Meanwhile, the parent helper(s) will remain with the other children, and will contact another parent to come in to maintain the required number of adult supervisors. The injured child's parent or emergency contact will be notified as soon as possible. An accident report must be filled out as soon as possible. Remember, that care of the child comes first. The parent helper(s) will contact the President or alternate member of the Executive to inform him/her of the situation.

**Loss of child:**

The Teacher will take attendance each class and on fieldtrips. The Teacher will perform frequent head counts of the children to ensure that all are present. Should the Teacher discover that a child is missing a parent helper will be sent to search for the child in the class, washrooms and alternate areas. Should the child not be found immediately a second search should be performed, 911, the parent of the child and the President will be contacted.

**Off-site Class Policy (i.e. fieldtrips):**

Transportation to fieldtrip locations is the responsibility of the parent. The playschool will neither transport children nor arrange for transportation by other parents. Alberta Children and Youth Services require that all children participating in an off-site class (fieldtrip) have a permission slip signed by the parent or guardian and will include a reminder of the transportation policy. The permission slip must be handed into the teacher prior to the date of the fieldtrip. The Teacher will take attendance at each fieldtrip and will have all emergency information with her/him at all times while off-site. Parents will be informed of the date, time and location of each field trip as well as the supervision requirements for each off-site class.

**Emergency Contact Information:**

The following phone numbers will be readily available for both on and off-site classes. These numbers will include:

- Emergency medical service
- Ambulance service
- Fire department
- Police services
- Poison control centre
- Nearest hospital or emergency medical facility
- Child abuse hotline

**Fire Drills and Evacuation Procedures:**

Fire drills will be held periodically. In case of a disaster, the procedure will be as follows:

1. Parent helper will exit the children through the side door of the building.
2. The Teacher will check the bathrooms and alternate areas.
3. The Teacher will gather the attendance book kept near the exit and leave the building.
4. Everyone will meet on the North side of the building and the Teacher will count the children
5. Everyone will move to a relocation point. This point will be the skate shack, south of the hall
6. The phoning/roster parents will then be notified to contact all parents

### **Parent Volunteer Positions**

A new executive is formed at the General Meeting held in the spring prior to the upcoming school year. Positions are filled on a voluntary basis, elections are held if necessary. Executive positions include: President, Vice-President, Secretary, Treasurer, Registrar, Roster Parent, and Fundraising Parents.

Non-Executive positions include: Recycling parent, Party Parents (Christmas, End of year, and help with mini parties during the school year), Scholastic Book Order Parent, Laundry Parent, Library Maintenance Parent, Christmas Craft Sale Lead, Halloween Dance Lead, Wine Raffle (or other fundraiser chosen) Lead, Roster/Bingo Parent, and others.

### **Students Supply List**

1. A backpack/bag large enough to hold a change of clothes and a lunch kit.
2. One pair of light soled/non marking soled shoes (inside shoes)
3. A seasonal appropriate change of clothes that will remain in students backpack.

**Please send these items on your child's start date.**