# POLICY & PROCEDURE HANDBOOK

September 2021 – June 2022

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## Introduction

The following handbook represents the policies and procedures of the Little Friends Nursery Centre Society for the 2021 - 2022 school year. Throughout the year, the Board may be required to make changes to reflect licensing protocols or to improve our program.

## CHILD GUIDANCE POLICY

At Little Friends, we believe that a positive approach to child guidance is essential for building children's self-esteem. Our staff strive to provide a consistent, nurturing, safe environment. All children will be treated with dignity and respect. Expectations will be clear from the start of the year for the children and parents. Staff will observe the following:

Health and safety – is the child's behaviour unsafe or unhealthy to self or others?

Respect of others – is the child's behaviour interfering with the rights of others?

Respect of property – is the child's behaviour damaging property?

**GUIDELINES**

Staff will create a positive environment by:

1. Providing stimulating activities that encourage children to become involved.
2. Ensuring all children and parents understand classroom expectations through the use of developmentally appropriate, clear, consistent expectations.
3. Preparing children for change by pre-warning them. Allow children time to follow through.
4. Using positive messages and a positive way of wording requests with "I" messages (e.g. "I like the way you put away your toys when you were finished playing").
5. Modeling appropriate behaviour.
6. Encouraging children to problem solve for good solutions or as required, redirecting or replacing inappropriate behaviour by giving choices.

*Please refer to the Student Conduct Policy, Section 2 of this manual, for children who demonstrate disruptive behaviours (hitting, bad words, biting, throwing toys, etc.).*

**WHEN LIMITS ARE TESTED**

Children ages 19 months – 3 years

- Interrupt inappropriate behaviour with verbal guidance (e.g.: stop the hitting and say "no hitting, hitting hurts")
- Redirect the child to an acceptable activity by giving choices and/or suggesting an activity.
- Provide support and positive guidance to help the child follow through on age-appropriate expectations.

Children ages 3-5 years old

- Interrupt inappropriate behaviour.
- Reinforce Little Friends rules (e.g. "we use inside voices in the class")
- Initiate problem solving – children involved in conflict are encouraged to think of alternative solutions.
- Present natural/logical consequences and follow through.
- Redirect as required by giving choices.

In all instances requiring intervention, staff will:

- Speak calmly and firmly
- Manage feelings acceptably
- Display positive examples to follow
- Respond to defiant behaviours appropriately

Other techniques

1. Calm Down/Time Away – used in situations when a child has lost control, is aggressive, or is unable to be reasoned with. This is NOT used as a punishment but as a time for the child to relax and calm down. This can also be a time for the staff and child to talk about feelings – after the child has calmed down. An adult presence can often help an angry child calm down.
2. Ignoring inappropriate behaviour – used in situations when a child misbehaves in order to get attention in a non-harmful way.

**All disciplinary action taken must be reasonable in the circumstances. Little Friends will not allow for any discipline actions that will inflict, or cause to be inflicted, any form of physical punishment, verbal or physical degradation or emotional deprivation. Little Friends will not deny, or threaten to deny, any basic necessity or use or permit the use of any physical restraint, confinement or isolation of any child.**

**STUDENT CONDUCT POLICY**

At Little Friends, we encourage open communication between parents and teachers. Teachers will keep parents informed of programming and activities throughout the year both informally, through regular newsletters and the bulletin boards. Parents should feel free to approach teachers to discuss their child's activities and behaviour at Little Friends. As it is not always convenient to do this during the program time, parents may need to arrange a convenient time for discussion with the teacher. Teachers, in turn, will maintain good communication with parents regarding any behaviour issues that may arise.

To support these efforts a Student Conduct Policy is provided to all families along with registration packages. This Student Conduct Policy form is to be thoroughly reviewed, signed and returned at the Annual General Meeting indicating each student and family's acceptance of our conduct policies.

If there are behaviour issues of a continuous nature then the following protocol will be followed:

1. The teacher will inform parents of the behaviour issue and will document the behaviour in a logbook to be shared with and signed by parents daily.
2. If the behaviour continues, a meeting will be planned with the teacher, personnel director and parents/guardians at a time when children are not present, with the purpose of exploring strategies to encourage positive behaviour. At this time, a Student/Parent Contact Report will be written and presented to the parents/guardians outlining past behaviours exhibited and setting goals mutually agreed upon by the personnel director (or alternate board member), teachers, and parents/guardians. Goals will be review within agreed upon timeframe to determine if the situation has improved.
3. If behaviour issues persist, a second meeting will be arranged with staff, parent(s) and two board members.
4. If a child behaves in such a way that is deemed harmful to self or others or if a child persists in disruptive behaviours following three warnings, staff will then contact the parent to request the child to be picked up prior to the end of class. Should the child be sent home early on three occasions the Board will request that the child's attendance be suspended for one week. If the situation has not been rectified by the suspension, the Board reserves the right to remove the child from the program entirely provided the child's

behaviour continues to be a problem that does not show signs of resolution.

***The board reserves the right to suspend/remove a child from the program entirely if the child's behaviour becomes a serious problem that cannot be resolved.***

## PARENTAL PARTICIPATION AND COMMUNICATION

### PARENT-BOARD COMMUNICATION

The Board at Little Friends encourages parents to speak to the appropriate board member when parents have concerns or suggestions about the program. When it comes to parent/teacher communication, the board prefers that parents attempt to resolve any classroom or child interaction issues directly with the teacher but recognizes that some situations may require more mediation.

If an issue arises between a parent and a teacher, the parent should deal directly with the teacher to address any concerns. If the issue cannot be resolved between the two, then the following protocol will be followed:

1. The parent will inform the teacher that he/she is not satisfied with the resolution and would like to involve a board member.
2. The parent will call the Personnel Director and explain the situation.
3. The Personnel Director will set up a meeting with the teacher and parents (and President as appropriate) to help resolve the situation to a satisfactory level for all involved.

### PARTICIPATION POLICY AND DEPOSIT

As a co-op nursery school, we depend on parent involvement to keep costs down and our programs at their best. All families will contribute to Little Friends by fulfilling ***one volunteer position per enrolled child and one toy wash per family*** over the school year. Examples include: craft prep, class photographer, or special event volunteer. In a casino year (every second year, beginning in the 2012 / 2013 school year), ***every family must volunteer at the casino in addition to their regular volunteer position. AGLC will alert the board as to when our school will***

***next host a casino. With the ongoing Covid-19 pandemic, we have yet to receive notice if the 2021-22 school year will be a casino year.***

*****The board reserves the right to suspend/remove a child from the program entirely if the parent volunteer obligations are not met.*****

A full description of all positions will be listed at the Annual General Meeting in June, where you will have the opportunity to ask any questions to clarify responsibilities, before signing up for a role.

At the Annual General Meeting in June, you will need to provide an undated, Duty Bond cheque, per enrolled child, in the amount of $250, which will be deposited if you do not fulfill your volunteer jobs. In a casino year, you will also need to provide a $1500, undated, Casino Bond cheque that will be deposited if you do not fulfill your casino volunteer obligation.

**SOCIAL FEE**

A $100 social fee will be charged (per family) to help cover the cost of special events, snacks and supplementary sanitation throughout the year.

**SNACK DUTY**

Little Friends will provide snack to students in all classrooms. A portion of the social fee will fund the provision of snack. A designated staff member will serve snack to each child in individual portions. There will be no common food items. Snack is to be delivered to the teacher when dropping off your child at the designated drop off time on your roster day. According to licensing requirements, the snack must include two food groups, cannot be homemade and must be brought in whole and apportioned on the premises. *No snacks containing nuts, peanuts, peanut butter or nut oil/flavourings are permitted.* Water will be served with all snacks.

**NUTRITION**

The children are given a nutritious snack each morning. Water will be served with all snacks. According to our licensing requirements, the snack must include two food groups, cannot be homemade and must be brought in whole and apportioned on the premises. *No snacks containing nuts, peanuts, peanut butter or nut oil/flavourings are allowed.* Food allergy information is distributed to each parent informing them of any allergies in the class. Hard vegetables, such as carrots or celery sticks are unsuitable in the Toddler Room or Playroom. Sweets are limited to special occasions.

Snack Time:

Toddler Room - 10:00am - 10:25am

Playroom & Playschool - 10:30am10:45 am

**PLAYROOM ROSTER POLICY**

Covid guidelines prohibit a rotating Roster parent from working in the classroom during the pandemic. We have a set list of volunteers who will work as Roster parent on a regular basis, whom fit within our cohort guidelines.

## DROP-OFF AND PICK-UP PROCEDURES

Doors to the Toddler Room will open at 9:00 a.m. and the doors to the Playschool and Playroom will open at 9:15 a.m. Please make every effort to drop your child off on time to avoid mixing of cohort groups. Late arrival is very disruptive to the rest of the class. Doors to the class will be closed to arrivals 15 minutes after the start of class. All children **must** be signed in on the attendance sheet in each classroom with a contact name and phone number, in addition to the time of arrival. You must also submit a copy of the AHS Daily Health Checklist for your child. Please limit to one parent/guardian per family to drop off/pick up children. In the case of an emergency, please notify the teacher if your child is to be picked up by anyone other than the primary caregiver. All authorized people should be listed on your registration form.

Caregivers are responsible for picking up children promptly at 11:15 a.m. for the Toddler room or 11:30 for the Playroom or Playschool. All children **must** be signed out, with the time of departure, on the attendance sheet in each classroom.

The entrance door to Little Friends is open from 8:45 until 9:30 a.m. and then again from 11:15 a.m. to 11:45. At all other times, it is **locked** as a measure of security for Little Friends, the daycare and the church.

## FIELD TRIPS

Outside groups entering the school to provide field trips is prohibited at this time in keeping with provincial guidelines.

From time to time, children may have the opportunity to participate outdoor activities off the property. Parents/guardians will be advised of any outdoor excursions off the property in a letter detailing the activity, and supervision arrangements. A participation consent form will be required. Consent forms must be signed by the parent/guardian prior to the field trip. The staff supervisor is responsible for bringing the portable records on the field trip. In the event of an emergency, the parent/guardian will be contacted by phone. If the parent/guardian cannot be contacted, then the emergency contact will be contacted.

## MEDICAL POLICIES

### ADMINISTRATION OF MEDICINE POLICY

Parents and/or caregivers must administer all medications. No medications will be given by the staff at Little Friends. The only exception to this policy is with regard to EpiPens provided the parent(s) have given express written permission. Furthermore, there will be no medications stored on site, except for EpiPens where applicable. If your child requires on-going medications, you must indicate this on your registration form (as required by Little Friends' license). Children may not begin school until all medical forms have been completed and submitted.

### ILLNESS POLICY

For Covid guidelines, please see the Little Friends Covid Re-entry Handbook.

Sick children must not attend school. If a child becomes sick during the morning, they must be taken home. The parent/guardian will be phoned and required to pick up their child immediately. If the parent/guardian cannot be reached, the emergency contact person listed on the registration form will be phoned and asked to pick up the child.

Symptoms or signs of illness exhibited by the child may include: vomiting, fever, diarrhea, new or unexplained rash or cough, requiring greater care and attention that can be provided without compromising the care of the other children in the program, or having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the premises.

Children must be symptom free for 24 hours, or provide a doctor's note stating that the child does not pose a health risk to others before they may return to the program.

A staff member will assess a child's symptoms visually and look for any symptoms listed above. If a staff member knows or has reason to believe that a child may be suffering from any of the signs or symptoms of illness or diseases attached to this policy, the child's parent/guardian will be required to remove their child from the program premises immediately.

Staff will record and document children who are ill on a log that includes the name of the child, the date the child was observed to be ill, the name of the staff member who identified that the child was ill, the time that the parent was initially contacted, the name of the staff person who contacted the parent, the time the child was removed from the program, and the date that the child returned to the program.

Should a parent fail to immediately remove the child, the child will be kept comfortable and at a practical distance from other children in the program while being discretely supervised by a staff member.

Please notify the teachers immediately of any contagious diseases (e.g. chicken pox). See more on this below, under "Communicable Disease Policy".

**ACCIDENT POLICY**

Records of accidents are kept and evaluated monthly by staff to analyze for trends and/or issues; any issues will be reported to the Personnel Director and the President of the Board as well as any relevant external authorities.

**SUPERVISED CARE FOR SICK CHILDREN POLICY**

If a child becomes sick during our program the parent/guardian or emergency contact will be phoned and immediately required to take the child home. Until the parent/guardian arrives the child will be resting in a quiet corner of the room, away from the other students whilst being supervised discretely by a staff member.

**EMERGENCY HEALTH CARE POLICY**

In case of a medical emergency, measures will be taken to ensure the child receives immediate medical attention as necessary regardless of whether the staff is able to contact the parents or an emergency contact. If necessary, the child will be transported by ambulance at the parent's expense. All parents sign consent for emergency treatment with the registration forms.

**INCIDENT REPORTING**

In the event of a serious illness or injury to a child or any other incident that occurs that may seriously affect the health and safety of the children attending our program, an incident report will be filled by a staff member and signed by the president. Accident reports are filled out and signed by the President, staff member and parent. The President will report the incident immediately to our licensing staff.

Incidents of an emergency evacuation, unexpected program closure, an intruder on the program premises, an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight, an error in the administration of medication by a program staff resulting in the child becoming seriously injured or ill and requiring first aid, an unexpected absence of a child from the program (i.e. lost child), a child removed from the program by a person without the consent of the parent/guardian, an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff or volunteer, the commission by a child of an offence under an Act of Canada or Alberta will be reported to the President and licensing staff immediately. An incident report will also be filled out and signed by a staff member and President.

**COMMUNICABLE DISEASE POLICY**

If a staff member knows or has reason to believe that a child may be suffering from any of the diseases attached to this policy, the child's parent/guardian will be required to remove their child from the program premises immediately. An incident report will be filed by a staff member and signed by the President. The President will notify the licensing staff immediately.

*Public Health Act*

Schedule 1 (Notifiable Communicable Diseases)

(Section 6(1) of these Regulation Sections 20(1) and 22(1) of the Act)

Acquired Immunodeficiency Syndrome (AIDS), Amebiasis, Anthrax, Arboviral Infections (including Dengue), Botulism, Brucellosis, Campylobacter, Cerebrospinal fluid isolates, Chickenpox, Cholera, Congenital Infections (include Cytomegalovirus, Hepatitis B, Herpes Simplex, Rubella, Toxoplasmosis, Varicella-zoster), Dengue, Diphtheria, Encephalitis, specified or unspecified, Enteric Pathogens (See note below), Food borne Illness (See note below), Gastroenteritis, epidemic (See note below), Giardiasis, Haemophilus Influenzae Infections (invasive), Hemolytic Uremic Syndrome, Hepatitis A, B, Non-A, Non-B, Human Immunodeficiency Virus (HIV) Infections, Kawasaki Disease, Lassa Fever,

Legionella Infections, Leprosy, Leptospirosis, Listeriosis, Malaria, Measles, Meningitis (all causes), Meningococcal Infections, Mumps, Neonatal Herpes, Nosocomial Infections, Ophthalmia Neonatorum (all causes), Pandemic Influenza, Paratyphoid, Pertussis, Plague, Poliomyelitis, Psittacosis, Q-fever, Rabies, Reye Syndrome, Rickettsial Infections, Rocky Mountain Spotted Fever, Rubella (including Congenital Rubella), Rubeola, Salmonella Infections, Severe Acute Respiratory Syndrome (SARS), Shigella Infections, Smallpox, Stool Pathogens, all types (See note below) Tetanus, Toxic Shock Syndrome, Trichinosis, Tuberculosis, Tularemia, Typhoid, Typhus, Varicella, Viral Hemorrhagic Fevers (including Marburg, Ebola, Lassa, Argentinian, African Hemorrhagic Fevers), Waterborne Illness (all causes)(See note below), West Nile Infection, Yellow Fever.

NOTE: Enteric Pathogens, Food borne illness, Gastroenteritis, epidemic and waterborne illness include the following and any other identified or unidentified cause: Aeromonas; Bacillus cereus; Campylobacter; Clostridium botulinum and perfringens; E. Coli (enteropathogenic serotypes); Salmonella; Shigella; Staphylococcus; Viruses such as Norwalk and Rotavirus; Yersinia.

### SMOKING POLICY

Smoking is prohibited on program premises. Furthermore, no staff member shall smoke at any time or place where childcare is being provided.

## ADMINISTRATIVE POLICIES

### CHILDREN'S RECORDS AND PORTABLE RECORDS

An up-to-date record for each child will be kept on the premises. Each record will contain the following information:

a) The child's name, date of birth and home address
b) Completed enrolment/registration form
c) Parent's names, home address and telephone numbers
d) Name, address and telephone number of a person who can be contacted in case of an emergency
e) The particulars of any health care provided to the child, including written consent of the child's parent for emergency treatment
f) Any other relevant health information about the child provided by the child's parent/guardian, including immunizations and allergies
g) The telephone numbers of the local emergency response services and poison control centre.

All children's records will be maintained in the portable records for emergency information.

### ADMINISTRATIVE RECORDS

Up-to-date administrative records will be maintained on the premises containing the following information:

A. Daily attendance of each child, including arrival and departure times.
B. Arrival and departure times of each staff.
C. Each staff members:
    I) Evidence of childcare certification
    II) Current first aid certificate
    III) Current criminal record check and vulnerable sector search

Note: All records will be retained for a minimum of two years.

## REGISTRATION AND FINANCIAL POLICIES

### PROGRAM REGISTRATION

We are licensed for a **maximum of 30 children per morning** who are distributed between the Toddler Room, Playroom and Playschool. Only registered children may attend the program. Registration for each program is based on the following:

TODDLER ROOM: Children must be 19 months (before September 1st, 2021) - 3 years of age. All children must be walking and able to go up and down on stairs independently (holding only the rail for assistance). Children may be enrolled one or two mornings per week. Any child in the process of toilet training must wear pull-ups/diapers while attending class.

PLAYROOM: Children must be 3 years of age on or before December 31st, 2021. The Playroom program runs Tuesday/Thursday mornings. Any child in the process of toilet training must wear pull-ups/diapers while attending class.

PLAYSCHOOL: Children must be 4 years of age on or before December 31st, 2021. The Playschool program runs Monday/Wednesday/Friday mornings. All children must be potty trained to attend.

It is strongly recommended that if it is necessary for your child to repeat a year in one class that this happens in either the Toddler Room or the Playroom. The Playschool program focuses on pre- Kindergarten readiness skills to help prepare your child for the transition to Kindergarten. If you have any questions about the placement of your child, please discuss them with your child's current teacher.

**REGISTRATION PROCESS**

The programs at Little Friends are of a high calibre and the first choice for many families. The Registrar must receive complete registrations and payment by the specified registration deadline in order to secure a space. The order of priority for registration is as follows:

**First Priority:**

Current students of Little Friends and siblings of current students are provided an opportunity to pre- register for the upcoming school year. (See below for definition of "Current Student").

**Second Priority:** New families for the upcoming school year.

**Wait List Students:**

Once registration for the current school year is complete and enrolment has reached capacity for the Toddler Room, Playroom and/or Playschool, students who have been placed on a wait list for a Little Friends program will be notified by the Registrar if a space becomes available. If a space becomes available within the current school year prior to the December 31st registration cut off date, once notified by the Registrar a wait list student can register in the available program within two (2) days at which time if the spot is not committed to, it will be offered to the next wait list student. A wait list student's registration priority is based on the criteria set forth under the Registration Priority section.

If a spot does not become available for a wait list student within the current school year that she is waitlisted for prior to the December 31st registration cut off date, the wait list becomes null and void for the upcoming school year commencing in September and the wait list student must participate again in the registration process for the following school year.

The following criteria will be considered during the placement process:

**Placement Process:**

There is often a greater demand than there are spaces available in each program. Any time that there are fewer spaces than there are eligible applicants, the below criteria will determine the placement for those spaces:

The Toddler Room is a separate program from the Playroom and Playschool and therefore, attendance in the Toddler Room does not guarantee placement in the Playroom or Playschool.

*Current student is defined as a student in:*

*(1) The Toddler Room, whose fees are paid for the school term for which the child is enrolled and a student who is actively attending classes.*

*(2) The Playroom or Playschool, whose fees are paid for the school term in which the child is enrolled and a student who is actively attending classes.*

**REGISTRATION PRIORITY**

The registration in the Toddler Room, Playroom and Playschool will be determined by the following priority sequence:

**First Priority:**

Students of current Board members who are returning to the Board for the upcoming school year.

**Second Priority:**

Current child seniority

(1) A returning student to the Toddler Room.
(2) A returning student to the Playroom or Playschool.
(3) A returning student moving up from the Playroom to Playschool.

**Third Priority:**

Siblings of current students.

**Fourth Priority:**

New students who are residents of Crestwood, Parkview, Laurier Heights, Glenora, Jasper Park, Sherwood, West Jasper Place and Grovenor areas.

**Fifth Priority:** New students from other communities.

The Board will also consider volunteer, casino and any other fundraising participation in determining registration priority. As Little Friends is a parent run co-operative, it is important that families participate in volunteer and fundraising opportunities.

WITHDRAWAL POLICY

To withdraw from a program, 4 weeks written notice must be given to the Registrar. **The 4-week notice period is non-refundable.** It is recommended that before you consider withdrawing you discuss your concerns with your child's teacher.

- If you are planning to withdraw prior to September 1, 2021 and not attend Little Friends for the 2021-22 school year, you must do so before August 1, 2021. If you withdraw after August 1, 2021, your first month tuition cheque will be cashed.
- If notice is given prior to November 1, 2021, 100% of your remaining fees will be returned.
- If notice is given between November 1, 2021 and December 31, 2021, 100% of remaining fees will be returned IF the spot is filled within those 4 weeks. If the spot is not filled within the 4 weeks, 50% of the remaining fees will be returned.
- If notice is given after December 31, 2021, 0% of remaining fees will be returned.

## FINANCES

Little Friends is a non-profit organization and is funded primarily through fees. Fundraising projects are held to augment fees. The financial statements are audited and are available upon request.

### FEES

Our annual non-refundable registration fee is $75.00 per child (paid online at time of registration). For members already registered for the upcoming school year, all remaining fees are due at the Annual General Meeting. At this meeting members will be asked to:

1. Provide post-dated cheques to cover your child's fees for the 2021-2022 school year.
2. Provide a $250 Duty Bond cheque, per enrolled child, with the date left blank.
3. Provide a $1,500 Casino Bond cheque, per enrolled child, with the date left blank.
4. Provide a $100 Social Fee cheque dated September 1, 2021.
5. Sign up and commit to a volunteer position.

***If fees are not received at or before the AGM, your child's registration will be cancelled and the spot made available to a child on the waiting list.***

Cheques should be made payable to ***Little Friends Nursery Centre Society***

**NSF CHARGE**

The NSF charge is $5.00 per returned cheque. After two returned cheques you will be required to pay the rest of your fees in cash.

**FEE SCHEDULE**

Per child (cheques for siblings can NOT be combined, due to tax receipt requirements)

**Toddler Room Tuition (One Day): $1,150**

| | | |
|---|---|---|
| 1st Month (Sept) | Sept 1, 2021 | $115 |
| 2nd Cheque (Oct-Dec) | Oct 1, 2021 | $345 |
| 3rd Cheque (Jan-Mar) | Jan 1, 2022 | $345 |
| 4th Cheque (Apr–Jun) | April 1, 2022 | $345 |

**Toddler Room Tuition (Two Days): $2,300**

| | | |
|---|---|---|
| 1st Month (Sept) | Sept 1, 2021 | $230 |
| 2nd Cheque (Oct-Dec) | Oct 1, 2021. | $690 |
| 3rd Cheque (Jan-Mar) | Jan 1, 2022 | $690 |
| 4th Cheque (Apr–Jun) | April 1, 2022 | $690 |

**Playroom Tuition (Tuesday/Thursday): $1,500**

| | | |
|---|---|---|
| 1st Month (Sept) | Sept 1, 2021 | $150 |
| 2nd Cheque (Oct-Dec) | Oct 1, 2021 | $450 |
| 3rd Cheque (Jan-Mar) | Jan 1, 2022 | $450 |
| 4thCheque (Apr–Jun) | April 1, 2022 | $450 |

**Playschool Tuition (Monday/Wednesday/Friday): $1,850**

| | | |
|---|---|---|
| 1st Month (Sept) | Sept 1, 2021 | $185 |
| 2nd Cheque (Oct-Dec) | Oct 1, 2021 | $555 |
| 3rd Cheque (Jan-Mar) | Jan 1, 2022 | $555 |
| 4th Cheque (Apr–Jun) | April 1, 2022 | $555 |

**In addition to the above fees, please submit cheques for the following:**

1. Duty Bond (per enrolled child) - $250.00 (undated)

2. Casino Bond (per enrolled child) - $1,500.00 (undated)

3. Social Fee (per family) - $100.00 (dated Sept 1, 2021)

## STAFF PLANNING/POLICIES

Teachers/Supervisors: We have one person acting as the primary teacher in each room

(Toddler Room, Playroom and Playschool Room). Each room also has one assistant. All staff hired will either have or within 6 months will have to receive their Level 1 certification. Four staff members have bachelor degrees in Education. All staff must have a current criminal records check and vulnerable sector search. All staff must have their first aid certification.

**RESPONSIBILITIES OF THE TEACHERS:**

- Program Planning and Preparation
- Plan units themes for the year
- Ensure that required materials are available to carry out themes/units either through meeting with supplies director and or through petty cash
- Coordinate Scholastic book orders

- Organize classroom/decorate
- Monitor children's library and notify supplies director of needs
- Record daily snack as per Health regulations

Program Delivery

- Provide a program that is age appropriate and stimulates children socially, physically, intellectually and emotionally
- Provide a program that is consistent with Little Friends' philosophy
- Organize daily centers
- Supervise and encourage play at various centers/areas
- Carry out teacher directed activities (story time, craft, etc.)
- Assist children in learning acceptable and appropriate behaviours (sharing, positive assertiveness and communication)
- Carry out child guidance as per Little Friends' policy
- Record snacks
- Plan and schedule special events, such as seasonal activities, special guests and field trips

Communication

- Prepare and distribute monthly newsletter to parents
- Prepare bulletin board and change as required
- Provide positive feedback to children
- Provide feedback and be available to discuss child's progress and behaviour with parents
- Direct concerns / give information to appropriate Board members
- Attend staff meetings
- Facilitate open house
- Prepare and put out daily attendance sheets
- Maintain portable records

Administration

Maintain current CPR

Complete incident reports and follow protocol

Teacher Assistants: Our teaching assistants have their childcare certificate, current first aid and a current criminal record check and vulnerable sector search prior to being hired for employment. There is one teacher assistant in each room.

Staff: All staff will receive an orientation to Little Friends administrative policies and procedures. Each staff will receive a copy of our policies and administrative procedures. The Personnel board member will review the policies with staff. They will also be given an orientation in the room they are working, with other staff members and the Personnel board member.

Records: Prior to hiring, all staff must have a criminal record check and a vulnerable sector search. We will repeat this process within six months of commencement of our program and every three years after that date. There will be no volunteers who have unsupervised access to the children. In the event we do have a volunteer who will have unsupervised access that person will have to first have a criminal records check and vulnerable sector search prior to working with the children. We have two staff members in each room and the children will always be supervised by one of our staff that has an up-to-date criminal records check, vulnerable sector search and current first aid.

Substitutes: In the event that a staff member is away we have a list of substitutes who are willing to fill in. All substitutes who are not current parents/caretakers at Little Friends will have a criminal records check and vulnerable sector search. In the event that we cannot find a qualified substitute, then Little Friends will not operate until we meet the licensing qualifications.

## EMERGENCY PROCEDURES

### FIRE DRILLS - EMERGENCY EVACUATION PROCEDURES

Playroom/Playschool

Supervisor

1. Instructs children to line up behind the assistant.
2. Checks room for children.
3. Closes doors and windows.
4. Picks up and removes portable records. Brings phone.
5. Counts children in line.
6. Follows children out.

Assistant

1. Pulls fire alarm.
2. Waits at door while children line up behind her.
3. Leads children outside.

Toddler Room

Supervisor

1. Instructs children to line up behind the assistant.
2. Checks room for children and helps them line up as required.
3. Closes doors and windows

4. Picks up and removes portable records. Brings phone.
5. Counts children in line.
6. Follows children out. May need to carry a child depending on ability of children.

Assistant

1. Pulls fire alarm.
2. Waits at door while children line up behind her
3. Leads children outside. May need to carry a child depending on ability of children.

Please note:

- No running. Everyone should WALK on their way out if able.
- In case of FIRE use exit door away from fire.
- Staff in washrooms or in the basement should proceed out the safest route with the children in their care.
- Everyone should proceed to the southeast corner of the block (muster point) for attendance sheet checks by the supervisors. Once all students and all staff are accounted for the group will walk to nearby St John the Evangelist Parish (9830 148 Street).
- Once everyone is at St John, supervisor should call the Board President to advise. The Board President will then initiate emergency fan out procedure to notify parents. If the president cannot be reached, the supervisor will call the next board member on the list until someone is reached.
- Return to the building only when given clearance by an appropriate authority.
- Over the next few days, the President will continue to provide updates to families via the method that is best.

**EMERGENCY LOCKDOWN**

Playschool, Playroom and Toddler Room

Staff in the Classrooms:

1. Will confirm all children are accounted for
2. Lock doors and windows and closes window coverings
3. Have children sit quietly (no speaking) in designated area
4. Keep portable records on hand

5. Wait quietly until they are advised that the situation is resolved while keeping children calm and quiet
6. Follow instructions from appropriate authorities either keeping the children in the classrooms for pick up by parents or evacuating the children if so instructed.

Staff in the Washroom:

1. Will remain in washrooms and remain quiet and calm until they are advised that the situation is resolved.

Staff in Gym:

1. Staff/Parents in gym should direct children into the church kitchen, out of view while remaining quiet and calm until they are advised that the situation is resolved.

The following telephone numbers will be posted in each classroom and maintained in the portable records:

A) Emergency medical service
B) Ambulance service
C) Fire department
D) Police service
E) Poison control
F) Nearest hospital
G) Child abuse hotline