



# HANDBOOK

201 West Chestermere Drive  
Chestermere, AB T1X 1B2  
403-273-9208  
[www.chestermereplayschool.com](http://www.chestermereplayschool.com)



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## Table of Contents

- 1.0 CCPA PHILOSOPHY.....4
- 2.0 CLASS SCHEDULE/ROUTINE .....4
- 2.1 CLASS TIMES .....4
- 2.2 DAILY ROUTINE .....5
- 2.3 SCHOOL CALENDAR .....5
- 2.4 SKATING DAYS.....5
- 3.0 REGISTRATION .....5
- 3.1 REQUIREMENTS .....5
- 3.2 POTTY TRAINING REQUIREMENT .....6
- 3.3 FEE SCHEDULE.....6
- 3.4 PRE-AUTHORIZED DEBIT AGREEMENT .....7
- 3.5 CRCA MEMBERSHIP .....8
- 4.0 VOLUNTEER.....8
- 4.1 REQUIREMENTS .....8
- 4.2 BOND .....8
- 4.3 OPPORTUNITIES.....9
- 4.4 CRIMINAL RECORD/VULNERABLE SECTOR CHECK .....10
- 5.0 TAX & SUBSIDY.....10
- 5.1 TAX RECEIPTS .....10
- 5.2 CHILD CARE SUBSIDY PROGRAM .....11
- 6.0 NSF & WITHDRAWAL POLICY.....11

6.1 NSF FEES.....11

6.2 WITHDRAWAL POLICY .....11

7.0 PLAYSCHOOL EXPECTATIONS.....12

7.1 DROP-OFF & PICK-UP.....12

7.2 ILLNESS.....13

7.3 PERSONAL ITEMS .....14

7.4 SNACK .....15

7.5 EVACUATION.....15

7.6 SCHOOL CLOSURES .....15

7.7 MEDICAL INFORMATION .....16

7.8 COMMUNICATION.....16

8.0 CLASSROOM MANAGEMENT POLICY .....16

8.1 CHILD GUIDANCE .....16

8.2 INCIDENTS & PARENTAL INVOLVEMENT .....17

9.0 PRIVACY PROTECTION POLICY .....18

10.0 BOARD OF DIRECTORS .....19

10.1 BOARD POSITIONS & CONTACT INFORMATION.....19

## **1.0 CCPA PHILOSOPHY**

### ***Vision Statement:***

Working with families to provide children with the tools for a successful future in our community.

### ***Mission Statement:***

The Chestermere Community Playschool Association (CCPA) is a community-based, parent-run, not-for-profit playschool. We offer an affordable, play-based program, which emphasizes social, physical, intellectual, creative, and emotional development.

### ***Belief Statement:***

The CCPA believes that play is a fundamental part of children's learning, growth, and development. By providing programs for three to five-year-olds, we offer a gradual transition from home to kindergarten. Our teachers provide a safe environment where individual differences are appreciated, communication is open, and each child's needs are addressed.

## **2.0 CLASS SCHEDULE/ROUTINE**

### **2.1 CLASS TIMES**

#### ***Three-year-old AM Class:***

Tuesday & Thursday: 9:30 am – 12:00 pm (3AM)

#### ***Four year-old AM Class:***

Monday, Wednesday & Friday: 9:30 am – 12:00 pm (4AM)

#### ***Three & Four-year old Combined PM classes:***

Tuesday & Thursday: 1:00 pm – 3:30 pm **(2 day PM)**

Monday, Wednesday & Friday: 1:00 pm - 3:30 PM **(3 day PM)**

Monday-Friday: 1:00 pm - 3:30pm **(5 day PM)**

\*Afternoon classes may be altered to accommodate registration numbers

## 2.2 DAILY ROUTINE

This is a glimpse into a typical day at the Playschool; not every day will be exactly the same but we will follow this basic outline:

- Arrival
- Circle Time
- Gym or Outside
- Snack Time
- Centre Activities
- Craft or Large Group Activity
- Dismissal

## 2.3 SCHOOL CALENDAR

A monthly calendar and newsletter are emailed at the beginning of each month outlining the month's topics and any upcoming events such as general meetings, school pictures, skating days, etc. If you need to update the email address of people in your family receiving this newsletter, please contact the Secretary.

## 2.4 SKATING DAYS

From October through March, there will be one day per month designated as a skating day. During the first hour of class (i.e., 9:30 - 10:30 am and 1:00 - 2:00 pm), the teachers will be skating downstairs in one of the arenas – specific arenas for skating will be listed on the TV screens in the Main Lobby on skating days. Children are encouraged to participate in this fun activity, but an adult of your choice must accompany each child on the ice. If your child does not wish to skate, you may bring the child to class after skating has finished. Class begins, following normal routines, at times amended as follows: 3AM & 4AM at 10:30 am, and 2 day PM, 3 day PM & 5 day PM at 2:00 pm. Please make sure that your child has the proper equipment for skating: warm clothes, mittens, proper fitting skates, and a winter sport helmet. Siblings are welcome to join in but must wear appropriate equipment. Infants/toddlers buckled into strollers are not required to wear a helmet. **NO BIKE HELMETS** will be allowed on the ice.

## 3.0 REGISTRATION

### 3.1 REQUIREMENTS

Registrations are completed online date and time-stamped upon completion.

Each child is accepted and processed in the order the registration was received.

All children registering in the three-year-old program must be 3 years of age on or before December 31<sup>st</sup> of the school year. A child who has not yet turned 3 at the start of the school year, but will turn 3 prior to December 31<sup>st</sup> may have a spot paid for and held for them. The child may then begin attending school on their 3<sup>rd</sup> birthday.

All children registering in the four-year-old program must be 4 years of age on or before December 31<sup>st</sup> of the school year. They must not turn 6 prior to July 1<sup>st</sup> of the school year.

### 3.2 POTTY TRAINING REQUIREMENT

As per Alberta Health Services Guidelines around Diapering, children **MUST** be fully potty-trained prior to the first day of class. **No Pull-ups or diapers** are permitted at Playschool.

### 3.3 FEE SCHEDULE

Those choosing to volunteer:

Fee Description	Amount	Notes	PAD Date
Registration Fee	<b>\$75.00</b>	Non-refundable. Paid through Pre-Authorized Debit. <i>(Please refer to 3.4).</i>	<b>July 1st (or date of registration if after July 1<sup>st</sup>)</b>
Volunteer Bond	<b>\$250.00</b> Bond only	This will not be taken if volunteer job is fulfilled until the end of school year. <i>(Please refer to 4.2).</i>	<b>June</b>
Monthly Tuition	2 day/week program: <b>\$150.00/mth</b>  3day/week program: <b>\$195.00/mth</b>  5 day/week program:	One calendar months' written notice is required for withdrawal. <i>(Please refer to 6.2).</i>  All payments are through Pre Authorized Debit. <i>(Please refer to 3.4).</i>	1 <sup>st</sup> of every month of the school year

	<b>\$350.00/mth</b>		
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**Those choosing not to volunteer:**

<b>Fee Description</b>	<b>Amount</b>	<b>Notes</b>	<b>PAD Date</b>
Registration & Fundraising	<b>\$75.00</b>	Non-refundable <i>(Please refer to 3.4).</i>	<b>July 1st (or date of registration if after July 1<sup>st</sup>)</b>
Monthly Tuition	2 day/week program: <b>\$175.00/mth</b>  3day/week program: <b>\$220.00/mth</b>  5 day/week program: <b>\$375.00/mth</b>	One calendar months' notice is required for withdrawal. <i>(Please refer to 6.2).</i> All payments are through Pre Authorized Debit. <i>(Please refer to 3.4).</i>	1 <sup>st</sup> of every month of the school year

**3.4 PRE-AUTHORIZED DEBIT AGREEMENT**

The Playschool accepts Registration and Fundraising Fees as well as tuition payments via Pre Authorized Debit (PAD) transactions. Payers are required to fill out our PAD Agreement online. Amounts and transaction dates will follow the schedule above as selected by the payer on the Agreement. By completing the PAD Agreement, the payer is bound by the terms and conditions set forth in the Agreement, and by our NSF and withdrawal policies. *(Please refer to 6.1 & 6.2).*

All tuition payments are accepted exclusively via pre-authorized debit. If you are unable to pay tuition through pre-authorized debit, please contact the Treasurer.

In order to cancel the PAD Agreement, the Playschool requires 1 calendar months' written notice to the Treasurer at [treasurer2@chestermereplayschool.com](mailto:treasurer2@chestermereplayschool.com).

**3.5 CRCA MEMBERSHIP**

In accordance with the Chestermere Regional Community Association (CRCA) regulations and the terms of our lease agreement, a valid CRCA membership is required for attendance at the Playschool. Memberships are valid July 1<sup>st</sup> through June 30<sup>th</sup> and may be purchased as of June 1<sup>st</sup> at the CRCA Main Office during regular business hours. Alternatively, you may purchase one through their website at [www.chestermerecrca.com](http://www.chestermerecrca.com).

A CRCA membership for your child must be obtained prior to September 30th, or one month after your child starts playschool. Failure to comply will result in the immediate suspension of your child from our program. Your child will not be allowed to return to class until a membership is purchased, and if one is not purchased before October 31<sup>st</sup> or the end of their second month of enrollment, the child will be considered to have voluntarily withdrawn from the program effective November 1<sup>st</sup> (or the following 1st of the month), owing the following months' tuition, as per our withdrawal policy. *(Please refer to 6.2)*

## **4.0 VOLUNTEER**

### **4.1 REQUIREMENTS IF VOLUNTEERING**

The Playschool is a parent-run, not-for-profit organization. We rely on the support and assistance from our members in our program. The Volunteer Bond is used to ensure that we have enough volunteer commitment from our Playschool families who choose to volunteer and take advantage of the \$250 savings in order to make our Playschool run smoothly.

We have a limited number of volunteering opportunities for families and these are assigned on a first-come, first-served basis (number and position titles subject to change). You may either choose to volunteer on the parent Board of Directors OR as an out-of class volunteer. All volunteer jobs require the full year commitment.

The Volunteer Coordinator will track volunteer duty completion

### **4.2 BOND**

Please note: A portion of your bond **WILL NOT BE RETURNED** to you for completing only a portion of your required job. Should you need to withdraw your child from the program, you may be required to pay out a portion of your bond. *(Please refer to 6.2).*



### 4.3 OPPORTUNITIES

#### ***Volunteer Board Members:***

In order to keep our playschool going, we require a board of parent volunteers to run the day-to-day operations behind the scenes. There are eight positions available that require fulfillment year to year; this involves a commitment for the year to attend monthly board meetings and fulfill various duties within your role. *(Please refer to 10.1).*

#### ***Out-of-Class Volunteers:***

We have several other volunteer opportunities (e.g., play-doh maker, laundry, recycling, handyman, etc.) to assist you in obtaining your required volunteer position. Please note: these positions are open to a limited amount of families on a first-come, first-serve basis. During our Registration meeting in April-May, we choose board members for the following school year, as well as a parade volunteer. During the Annual General Meeting (AGM) in mid-September, the remaining out-of-class volunteer jobs will be distributed. Please be sure to attend both meetings, as all volunteer positions are assigned during these meetings. Please visit our website or watch for emails regarding the Registration and AGM meeting dates and more details. All volunteer jobs require the full year commitment.

Additionally, we welcome parents, caregivers, and family members to provide their assistance in the classroom as an opportunity to see a day of playschool with your child. These hours will not count towards your volunteer requirements.

#### ***In-Class Volunteers:***

**\*\*NOTE\*\*** To give your child an opportunity to adjust to his/her new classroom setting, in-class volunteering will not be permitted for the first month following your child's first day of preschool.

One classroom volunteer is welcome for each class. A sign-up calendar is provided outside the classroom on the parent board at the beginning of the month. You can also contact the Volunteer Coordinator to request future dates not yet posted. On the day you signed up to volunteer, please show up 5 minutes before class and knock on the classroom door. The teachers will invite you and your child into the classroom and go over your duties for the day. If you are the scheduled classroom volunteer and are unable to attend, it is your responsibility to notify the teacher or the Volunteer Coordinator as soon as possible, to ensure another classroom volunteer can be found if needed. Please note: Siblings of the students, or other children in your care, are not permitted in the class when you are the in-classroom volunteer. Parents need to be

willing and active participants in the classroom for various functions. All In-Class volunteers must obtain a Criminal Record Check with Vulnerable Sector Search from their local RCMP/Police detachment prior to volunteering.

***Emergency In-Class Volunteers:***

Preschool licensing requires that there be a specific ratio of adult supervisors to children in the classroom at all times. If an unforeseen circumstance results in these ratios not being met (e.g., teacher illness), the Playschool would be at risk of closing for the day. In this instance, the Playschool will request an emergency volunteer from the caregivers dropping off children that day to stay. When possible, an email will be sent asking for an Emergency Volunteer.

**4.4 CRIMINAL RECORD/VULNERABLE SECTOR CHECK**

All persons who will be volunteering in class are required to submit a Criminal Record/Vulnerable Sector Check. The request form can be found online or requested from the Volunteer Coordinator. There is a \$10 processing fee for Chestermere residents and can be done at our local RCMP detachment, located at 156 East Chestermere Drive. For Calgary residents, please contact the Police Information Check Unit at 403-428-2052 or by email at [cps-picunit@calgarypolice.ca](mailto:cps-picunit@calgarypolice.ca).

In-class volunteers must have a valid Criminal Record/Vulnerable Sector Check completed and handed into the teachers before their scheduled in-class volunteering shift. If a check is submitted and notes an infraction, appropriate documentation may be requested to allow the Board of Directors to assess the relevance of the infraction to activities within the classroom. A Criminal Record/Vulnerable Sector Check is valid with the Playschool for one school year (i.e., July 1<sup>st</sup> – June 30<sup>th</sup>). If your child is a returning student, you will be required to have another check completed for the current school year. Please visit our website for a current request form.

**5.0 TAX & SUBSIDY**

**5.1 TAX RECEIPTS**

The Playschool is a government licensed as an “Early Childhood Education” program, and not as a “Child Care” program. Please consult your tax specialist to determine if you are eligible to use fees paid to the Chestermere Playschool towards the Child Care Expense tax deduction. If you have any questions or concerns regarding the above, please contact Canada Revenue Agency (CRA) at 1-800-959-8281 or review tax form T778 online at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca).

We will issue a receipt for each student at the end of the school year, reflecting all payments made to the Playschool for the current school year.

## 5.2 CHILD CARE SUBSIDY PROGRAM

We currently receive the Alberta Affordability Grant for each registered student and receive \$75 per month per child; this is automatically discounted from the monthly tuition.

In addition to the grant, parents with a family income under \$180,000/year can also apply for additional subsidies up to \$125 per month (depending on class and fee schedule). If you have further questions, please visit the link provided below or email the treasurer at [treasurer2@chestermereplayschool.com](mailto:treasurer2@chestermereplayschool.com).

Please visit the Alberta website for the most current government subsidy information. <https://www.alberta.ca/child-care-subsidy.aspx>

## 6.0 NSF & WITHDRAWAL POLICY

### 6.1 NSF FEES

In the event of a non-sufficient funds (NSF) transaction, the amount in arrears plus the administration charge must be paid within 7 days. Failure to comply will result in the immediate suspension of your child from our program. Your child will not be allowed to return to class until the full payment is received, and if payment is not received in another 7 days, the child will be considered to have voluntarily withdrawn from the program and tuition will be owed for the current month, the next month and the NSF administration charge, as per our withdrawal policy. *(Please refer to 6.2).*

NSF Type	Administration Charge
Pre-Authorized Debit	\$10.00

### 6.2 WITHDRAWAL POLICY

To withdraw your child without financial penalty, the Playschool requires one calendar month's written notice to the Treasurer. Withdrawals **MUST** be submitted to the Treasurer. When one calendar month's written notice is not given, the tuition fees for one month will be withheld. Please contact the Treasurer if there are extenuating

circumstances relevant to your child's withdrawal. In certain situations, penalty fees may be reviewed by the Board of Directors and dismissed. If the full year's tuition has been paid, any balance owing will be withheld and the remaining funds will be refunded via cheque within 30 days. Please note: If appropriate notice is given, and your child's last day is prior to the end of the calendar month, a portion of that month's tuition will not be refunded.

If you wish to withdraw your child prior to the first day of school, written notice to the Treasurer must be given by August 1<sup>st</sup>. Again, withdrawals **MUST** be submitted to the Treasurer at [treasurer2@chestermereschool.com](mailto:treasurer2@chestermereschool.com). Please note: If written notice is received prior to August 1<sup>st</sup> of the current school year, the Registration/Fundraising Fee is non-refundable. If written notice is not received prior to August 1<sup>st</sup> of the current school year, one month's tuition will be withheld. If the full year's tuition has been paid, the remaining funds will be refunded via cheque within 30 days.

At the joint discretion of the teacher(s) and the Board of Directors, if a child is considered by the teacher(s) to be irreconcilably disruptive to the class, he or she may be asked to withdraw. All practical avenues must be explored between the teacher(s) and the child's parents. In the event of a required withdrawal, the Board of Directors must give written notice to the parents outlining the reasons. No further fees will be charged and any prepaid tuition will be refunded for the balance of the term. The volunteer bond will not be cashed regardless of volunteer job completion.

## **7.0 PLAYSCHOOL EXPECTATIONS**

### **7.1 DROP-OFF & PICK-UP**

Punctuality is expected at drop-off and pick-up to minimize disruption. Parents are asked to wait in the hallway until the teacher opens the door at both the beginning and the end of class. If your child will be late or absent from class please call 403-273-9208 and leave a message, messages will not be returned. Please do not use email to notify teachers about a student's attendance.

#### ***Drop-Off:***

The teachers will leave the classroom door open for approximately 10 minutes into the beginning of class. Once the door is closed, you will not be able to drop your child off, unless you have communicated with the teachers prior to class that your child will be late. The teachers will not admit children who come to class late otherwise. Students will enter the classroom while parents stay in the hallway.

**Pick-Up:**

If you are going to be late or unavailable to pick up your child at the end of class, please make other arrangements as late pick-ups will not be tolerated. Children who are left any later than 10 minutes after the conclusion of class, without prior communication to the teachers, will receive an incident report, as per our licensing requirements.

**Late Pick-Up Incident Reports:**

**1.** The parents or caregivers will be informed that the late pick-up constitutes an incident and that they will be required to schedule a meeting to discuss an appropriate strategy. The child involved in the incident will not be allowed to return to the classroom until this meeting is complete.

**2.** If there is a second incident, the parents or caregivers will again be informed that the late pick-up constitutes an incident and that they will be required to schedule a second meeting to discuss another appropriate strategy. The child involved in this incident will not be allowed to return to the classroom until this meeting is complete.

**3.** If there is a third incident, the parents or caregivers will again be informed that the late pick-up constitutes an incident. The child will then be withdrawn from the program. *(Please refer to 6.2).*

**Permission to Release:**

If someone other than yourself will be picking up your child, please ensure that person has been listed on the Permission to Release form when filling out the online registration or your child will not be allowed to leave. Please contact the teachers to update the form as required. Please note: The Permission to Release form **MUST** have both parents/guardians listed, as well as the emergency contact person identified on your Registration form. If a new person is picking up your child and is on the Permission to Release form, the teachers will ask for ID to confirm.

**7.2 ILLNESS**

Parents are asked to keep their child at home if he or she has an illness that has a required antibiotic treatment (e.g., bacterial infection like strep throat, pink eye, etc.). Parents are also asked to keep their children at home if someone else in the home has, or is suspected of having, an illness that is considered highly contagious (e.g. chickenpox, measles, etc.). Parents are asked to seek advice from a doctor to determine if/when it is ok for the child to return to school with minimal chance of

passing on the illness. It is recommended that the child remains at home for at least 24 hours after starting antibiotics (please confirm with a health professional). Also, a child who has experienced fever, vomiting, diarrhea, unexplained rash, coloured discharge from the nose or eyes, and/or a productive cough should be kept home until the symptoms have ceased for at least 24 hours. A medicated fever is still a fever. A child may return to class if a doctor's note is provided indicating that the child does not pose a health risk. Alternatively, a child may return to class if the teachers are satisfied that a child no longer poses a health risk to other children, caregivers or staff. If a child becomes ill while at school, the teachers will call the parent/guardian to pick up their child.

Additionally, we are following all Covid-19 guidelines as set out by the Alberta government. <https://www.alberta.ca/k-12-learning-during-covid-19.aspx>

If your child will be late or absent from class please call 403-273-9208 and leave a message, these messages will not be returned. Please do not use email to notify teachers about a student's attendance.

### **7.3 PERSONAL ITEMS**

#### ***Labeling:***

Please ensure all personal items are visibly labeled with your child's name (e.g., backpack, indoor shoes, outdoor clothing, etc.).

#### ***Clothes:***

While at school, the children may get their clothes dirty during craft/playtime with paint, glue, water, etc. Please send your child to school in play clothes appropriate for these activities. Additionally, please provide a complete change of clothing to be kept at the school (i.e., shirt, pants, socks and underwear). Parents are also required to provide appropriate outdoor clothing should the children go outside during class (e.g., hat, mitts, boots, coat and snow pants on cold days; sunhat, bug spray and/or sunscreen on sunny days). Please note: as per our licensing, the teachers are not permitted to apply sunscreen and/or bug spray to your child. Please ensure that you have done so for your child ahead of the class on warm days. We will do our best to let you know ahead of time if we will be going outside to play.

#### ***Indoor Shoes:***

For the safety of your child, footwear must be worn at all times while at the Playschool.

To keep the carpets and floors clean, “indoor” footwear must be worn and kept at the school. Please do not send shoes with laces if your child is not able to tie their own shoes.

### ***Personal Items:***

Please do not send personal items to school with your child (e.g., toys or stuffed animals, Lego, jewelry, lip gloss, hand sanitizer, etc.). The Playschool is not responsible for lost or broken items.

## **7.4 SNACK**

Each child is asked to bring a small, nut-free, nutritious snack and a reusable water bottle. Snack time is limited to fifteen minutes so please send only one or two snack choices for your child. **NO JUICE BOXES** are allowed, but refillable drink bottles/cups are encouraged.

## **7.5 EVACUATION**

In the event of an emergency requiring evacuation, the children will be walked to the Muster Point located along the fence of the North Field. If needed, the Secondary location will be:

A&W Restaurant  
200 – 20 John Morris Way  
Chestermere, AB  
403-235-1811

Parents will then be contacted via phone to pick up their child.

## **7.6 SCHOOL CLOSURES**

If the Rockyview buses in Chestermere are NOT running due to bad weather, the Playschool will be closed. Emergency school closures (e.g., poor weather) will be communicated to families via email and posted on our Social Media pages no later than 8am.

## **7.7 MEDICAL INFORMATION**

Parents must provide their child’s current allergy and/or medical information when

filling out the online registration (e.g., asthma, epilepsy, food and insect allergies, etc.). You must inform the teachers, in writing, of any changes in medical information that occur during the year. Also, please inform the teachers of any significant incidents that may have psychological effects on your child (e.g., a death in the family, change in the family dynamic, loss of a pet, etc.). If medication is required while at school, parents must fill out a Medical Information Form and a Request for Administration of Medication Form. If medicine is given, the teachers will complete a Medication Administration Form and give a copy to the parents.

## **7.8 COMMUNICATION**

As a parent in our Playschool, your input is welcome and necessary. The Playschool's primary form of communication is through email; however, notices may be sent home in your child's backpack or posted on the parent board located in the hallway outside the classroom. Other forms of communication include Facebook and Instagram. Parents are asked to read all notices and newsletters emailed, sent home, or placed on the parent board in order to keep informed of the playschool activities.

## **8.0 CLASSROOM MANAGEMENT POLICY**

### **8.1 CHILD GUIDANCE**

#### ***Prevention:***

By setting up basic classroom rules, the children are in a predictable environment and know what is expected of them. The rules and limits will be stated in a clear, concise way. The teachers will state requests in a positive manner, give advance notice of what the children are to do next, and give choices whenever possible. We are allowing children to develop their social skills through sharing, cooperating, dealing with frustration in appropriate ways, taking responsibility for their actions, using their words rather than physical contact to resolve disputes and joining in group activities. Children are encouraged to solve their own conflicts and assistance will be provided if needed. Teacher expectations will be age and developmentally appropriate. Children will be treated with dignity and respect at all times and positive behaviour will be equally acknowledged.

#### ***Intervention:***

Children causing harm to themselves or others will be talked to and redirected immediately into more appropriate behaviours. Aggressive and/or continued unsafe behaviour, such as not following classroom rules/expectations, will not be tolerated. These behaviours may result in removal from the Playschool as it is imperative that we ensure the safety of all the children in our care. However, we will make every



effort to work with the child and family first.

In all incidents, children will first be given a warning; a chance to change their current behaviour after being told it is inappropriate, unsafe, or unexpected. A warning will be given using clear language, communicating the rules, frequent reminders and positive role modeling.

If the behaviour continues, consequences will be clearly discussed with the child prior to redirecting him or her. Redirecting involves either removing the object and/or requiring the child to move to another area of the room, after a discussion of why the behaviour was inappropriate. Teachers will use this time to have a private conversation with the child regarding the feelings of all involved and ensure the child knows they are cared for regardless of their behaviour. If the behaviour still continues, some time away from the stimulus with the teacher may be required in order to give the child time to consider the choices he or she is making before being given a new chance to make any appropriate changes.

## **8.2 INCIDENTS & PARENTAL INVOLVEMENT**

The Playschool has a zero-tolerance policy for verbal or physical abuse. Realistic limits are set to protect the children and to maintain orderliness in their learning environment. Each child must understand what the limits are. It is important to maintain the program's goals when setting limits, all the while understanding that each child is an individual and has specific needs. Behaviours that are not acceptable will be dealt with consistently.

Unacceptable behaviour will result in an incident report (i.e., aggressive and unsafe behaviour). Examples of unacceptable behaviour include but are not limited to: biting, kicking, punching, running away, and not following directions. To address each incident, the Playschool has implemented the following 3-step system:

### ***Step 1:***

If an incident occurs, the parent will be contacted immediately to remove their child from the class. A meeting will need to occur between the parents/guardians and the teachers before the child is allowed to return to class. A behaviour plan will be discussed and strategies will be put in place to deal with the challenging behaviour(s). If/when the incident occurs again, these strategies will be used to try and work through these behaviours.

### ***Step 2:***

If the unacceptable incident continues to occur despite the behaviour plan and

implementation of the strategies, the parent will again be contacted to remove their child from the class. A second meeting will need to occur between the parents/guardians and teachers before the child is allowed to return to class. Another behaviour plan will be created with different strategies. If/when the incident occurs again, these strategies will be used to try and work through these behaviours.

**Step 3:**

If the unacceptable incident continues to occur despite the second behaviour plan, the parent will be contacted to remove their child from the class. A third meeting will then occur and the child will then be withdrawn from the program. *(Please refer to 6.2).*

Sometimes a child is just not ready for a school setting. The Playschool needs to ensure the safety of all its students, teachers and volunteers, and that is why after all options have been exhausted, the parents will be asked to withdraw their child.

## **9.0 PRIVACY PROTECTION POLICY**

The Playschool has a Privacy Officer that will act as the contact person for the members and employees when privacy issues arise.

The Vice President will be responsible for the storage, security, and disposal of all registration documents containing personal information during their year on the Board of Directors. This would include Registration forms, employee documents, and any other documentation that is acquired over the year. The Board members will have access to the names and phone numbers of the registered participants for contact purposes, and this information will be stored on a secure Google drive or in the classroom for seven years, as per the Alberta Early Learning and Child Care Regulations. The teachers will also have access to the personal information of the participants for contact purposes, as well as using the information to aid in the planning of the classroom programs and activities.

All persons who have access to personal information will be instructed as to their use of this information, and the expectation of privacy.

No private information will be released to the public or any other organization without the consent of the member but may be released to other members for the purpose of Playschool business as seen reasonable and necessary (e.g., school closures, special meetings, change in activity, etc.).

All information collected will be used only for its intended purpose as stated on each form.

Activities, where your child’s personal information may be used, are:

- The use of individual or class photographs, taken at the school, for display in the school, or on social media
- The use of photographs taken at school-sponsored activities for display in the school, or on social media (e.g., Christmas concert, Halloween party, etc.).

Please note: Photographs/videos of school activities that are open to the public (e.g., concerts, graduations, parties, etc.), may be taken and used for purposes outside of the Playschool. The Playschool may not be able to restrict such photographs/videos taken at these events from being used.

If you have any questions or concerns with the privacy policy of the Playschool, please contact the Privacy Officer.

## **10.0 BOARD OF DIRECTORS**

### **10.1 BOARD POSITIONS & CONTACT INFORMATION**

#### ***President:***

Duties include but aren’t limited to – provides oversight to our teaching team, partner organizations and handles all licensing and permit applications.

Contact – [president@chestermereplayschool.com](mailto:president@chestermereplayschool.com)

#### ***Vice President:***

Duties include but aren’t limited to – coordinates the registration process, liaison to Sportball, and Mabel’s Labels Contact –

[vicepresident@chestermereplayschool.com](mailto:vicepresident@chestermereplayschool.com)

#### ***Treasurer:***

Duties include but aren’t limited to – manages the finances, handles withdrawals and oversees class waitlists. Contact –

[treasurer@chestermereplayschool.com](mailto:treasurer@chestermereplayschool.com)

#### ***Volunteer Coordinator:***

Duties include but aren’t limited to – organizes parent volunteers, both in and out of the classroom. Contact –

[volunteercoordinator@chestermereplayschool.com](mailto:volunteercoordinator@chestermereplayschool.com)

***Special Events Coordinator:***

Duties include but aren't limited to – handles classroom special events and coordinates special guests. Contact – [specialevents@chestermereplayschool.com](mailto:specialevents@chestermereplayschool.com)

***Privacy Officer:***

Duties include but aren't limited to – coordinates all publicity and oversees privacy practices. Contact – [privacyofficer@chestermereplayschool.com](mailto:privacyofficer@chestermereplayschool.com)

***Secretary:***

Duties include but aren't limited to – coordinates the agenda and takes minutes for monthly Board meetings, coordinates communication to registered families, and manages the website.

Contact – [secretary@chestermereplayschool.com](mailto:secretary@chestermereplayschool.com)

***Past Parent:***

Duties include but aren't limited to – steps into any vacant Board position and provides Board continuity. Contact – [pastparent@chestermereplayschool.com](mailto:pastparent@chestermereplayschool.com)

If, at any time, you have questions or concerns regarding the Playschool, please feel free to contact any member of the Board of Directors via email or the teachers through the "Contact Us" link on our website.