



# Parent Handbook

Policies & Procedures

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# About Glendale Community Preschool

## INCORPORATION

The Glendale Community Preschool (GCP) is a program of the Glendale & Glendale Meadows Community Association (GGMCA) and is licensed to operate under them. The Preschool is managed by Executive and Parent Committees comprised of the families with children in the Preschool. The Executive Committee submits an Annual Report and Budget to the Board of Directors of the GGMCA for approval.

If dissolved, any profits or equipment of the Preschool then becomes the property of the GGMCA.

## MISSION, VALUES AND STATEMENTS

### *Mission*

- At the GCP, our mission is to prepare children for kindergarten through high quality play-based preschool programming.

### *Vision*

- GCP is a positive, safe, nurturing, community-focused preschool.

### *Values*

- **Positive:** We are a positive, caring and fun place to learn, work, develop and grow.
- **Safe:** We are committed to providing a safe and healthy preschool environment for all our children, families, volunteers, and staff.
- **Nurturing:** We nurture the physical, intellectual, emotional and social growth of our students.
- **Community-focused:** We value community connection and participation.

## PROGRAM GOALS

### *Positive*

- We value and care for our children.
- We treat all people with respect and dignity.
- We value and support the volunteers who make our program function.
- We recognize and value the professionalism of our teaching staff, and we support their ongoing growth and development.
- We use positive, non-punitive approaches to assist children to develop acceptable and appropriate behaviour patterns.
- We use discipline methods that respect the dignity of our children.
- We believe that open, direct communication and transparency contributes to a strong and positive preschool community and helps to resolve issues.

### *Safe*

- We ensure that children feel safe and cared for.
- We model healthy behaviours, promote health eating, and encourage positive lifestyle choices.

- We safeguard the rights and well-being of all our children, families, volunteers, and staff.

### ***Nurturing***

- We believe that children are born with a sincere and natural desire to learn.
- We offer a semi-structured, play-based program with age-appropriate activities.
- We help children become ready for kindergarten by teaching them literacy skills, fine and gross motor skills, and social/emotional skills needed for school.
- We encourage, comfort and reassure our children as they learn new patterns of behaviour suited to a school environment.

### ***Community-focused***

- We are a parent-run, non-profit organization that relies on volunteers to operate.
- We work together - parents and staff - to ensure a successful program.
- We rely on fundraising initiatives to support our school and programming.
- We build community through family participation and parental volunteering at community events and school functions.
- We introduce children to parts of our local community through field trips.
- We value diversity and welcome all students and families of our community, regardless of socio-economic status, language background, and special needs.
- We acknowledge all holidays and the spirit they invoke.

## **GCP COMMITTEES**

### **POLICY**

There are a number of positions within the Preschool Executive and Parent Committees, all of which are important and require an additional amount of responsibility. Accepting these positions ensures:

- A stable program.
- Resources for the Teacher(s).
- Objectivity regarding classroom decisions.
- Consistency within the program.

The Executive Committee is composed of the following positions:

- A. Chairperson
- B. Co-Chair Chairperson (or Past Chair)
- C. Preschool Coordinator
- D. Secretary
- E. Treasurer
- F. Assistant Treasurer
- G. Registrar
- H. Assistant Registrar

- I. Communications Coordinator
- J. Community Liaison
- K. Fundraising Coordinator

The Parent Committee is composed of the following positions:

- A. Class Coordinator (1/class)
- B. Fundraising Assistants (1/class)
- C. Field Trip Coordinator
- D. Laundry
- E. Scholastic Books Coordinator
- F. Supplies
- G. Recycling
- H. Equipment/Maintenance
- I. Fish Tank Caretaker

Positions will be evaluated annually based on the programming needs of the teaching staff to determine which ones are required for the effective operation of the Preschool.

## EXECUTIVE COMMITTEE

### GOAL

To facilitate the efficient operation of the Parent Committee and Preschool primarily by addressing significant business issues that are time sensitive or that require an elevated level of confidentiality. The Executive Committee will meet bi-monthly in order to address issues within the school in a timely manner.

### DUTIES

Each position on the Executive Committee is for a 2-year term, although shorter terms may be accepted when the need arises. Most business conducted by the Executive will be intended for the review of the Parent Committee body and will then be put to a vote for approval. It is critical that the Executive provide as many decision making opportunities as possible to the Parent Committee as a whole and not function as an isolated unit.

The Executive's primary duties are:

- Developing or revising Policy & Procedures
- Developing annual budget
- Developing long term strategic plans
- Hiring of teaching staff
- Evaluating of teaching staff
- Disciplining of teaching staff

- Terminating of teaching staff
- Developing information/options for decision/approval/acceptance of Parent Committee

### Chairperson

1. Attends and chairs all Parent Committee and Executive meetings.
2. Sets all meeting agendas in consultation with other Committee members and Teacher(s).
3. Distributes agendas to Teacher(s), Committee members and posts on bulletin board at Preschool one week prior to meetings.
4. Maintains close liaison to all Committee members and Teacher(s).
5. Prepares Annual Budget together with Treasurer for presentation at September Parent Committee meeting.
6. Organizes the AGM with assistance from Preschool Coordinator and Registrar.
7. Assists with registration, if necessary.
8. Conducts annual review of Emergency Procedures in preparation for September.
9. Initiates annual review of the Preschool Policy & Procedures and the Parent Handbook.
10. Addresses concerns regarding families with NSF cheques if initial attempts by Treasurer are unsuccessful.
11. Maintains completed Sign-In/Out Sheets for two years.
12. Submits monthly column to newsletter outlining meeting Agendas and outcomes.
13. Presents changes in Preschool Policy, with Preschool Coordinator, to the GGMCA Board for approval.

### Co-Chairperson (or Past Chairperson)

1. Provides support and guidance, as requested by the Chairperson, to ease the volunteer workload for the Chairperson.
2. Co-Chairperson will learn the role of the Chairperson & be expected to stay on as Chairperson the following year.
3. Creates and maintains Volunteer List and parent "Out of Class" service completion information.
4. In any given year, the Chairperson and the Co-Chair can work together as "Co-Chairs" in order to more evenly split the workload between these two positions.

### Preschool Coordinator

1. Attends all Parent Committee and Executive Committee meetings.
2. Maintains close liaison with Chairperson.
3. Coordinates the:
  - Hiring of Teacher(s) and Assistant(s)
  - Evaluating of Teacher(s) and Assistant(s)
  - Terminating of Teacher(s) and Assistant(s)
4. Acts as the contact person for:
  - The teaching staff with matters relating to parent participation or programming
  - Parents with matters relating to teaching staff or programming.

- Parent Assistant Coordinators with matters relating to parent participation.
5. Chairs meetings in Chairperson's absence.
  6. Assists Chairperson in organizing the AGM.
  7. Conducts/Coordinates the annual Program and Teaching Staff Evaluation(s).
  8. Maintains Personnel binder.
  9. Maintains Substitute Teacher Binder
    - Maintains an active substitute teacher list with resumes;
    - Arranges for substitute teacher and notifies Treasurer.

### Secretary

1. Attends all Parent Committee and Executive Committee meetings.
2. Works with Chairperson to distribute meeting agenda prior to each meeting
3. For all meetings, records attendance and records and transcribes meeting minutes.
4. Following each meeting as required:
  - Sends Parent Committee minutes to parent body
  - Sends Executive Committee minutes to executive members
  - Posts copy of Parent Committee minutes on the bulletin board at the Preschool.
5. Reviews and emails out weekly news and reminders from teachers and news and/or reminders from Executive and Parent Committees.
6. Assists other Committee members with the creation and revision of documents as needed.
7. Maintains up to date email lists for all classes in order to send out information emails at the request of Teacher and/or parent volunteers.

### Treasurer

1. Attends all Parent Committee and Executive Committee meetings.
2. Maintains Preschool accounts at designated bank.
3. Organizes the changing of accounts signing authority between June & August for the coming school year and new Treasurer.
4. Prepares Annual Budget together with Chairperson for presentation at the September Parent Committee meeting
5. Presents financial reports, updated budget and financial statements as required for the Parent & Executive Committee meetings.
6. Presents an overview of the financial health of the Preschool at the AGM in May
7. Calculates and pays EI and CPP to Receiver General by the 15th of each month.
8. Calculates and pays Teacher's and Substitute Teacher's salaries at the end of the month.
9. Promptly pays all bills related to the running of the Preschool.
10. Requests replacement monies plus charges on NSF cheques.
11. Manages any government subsidy programs by ensuring payment is received from the government and any applicable tuition reimbursement cheques are sent to qualifying families.
12. Provides Community Association membership fees to the Community Association and obtains membership cards and distributes to families.

13. Prepares Record of Employment for Teacher(s) at school year end.
14. Prepares T4 and T4 Summary for Teacher(s) on record from January to December at school year end.
15. Finds an Auditor to audit books at year end for Community Association.
16. Trains and assists incoming Treasurer(s).

**Please note: An accounting background is recommended.** If a qualified person outside the program is required then the Treasurer's duties will be shared.

#### Assistant Treasurer

1. Attends all Parent Committee meetings.
2. Presents financial reports at the Parent & Executive Committee in Treasurer's absence.
3. Assists Treasurer as needed.

#### Registrar

1. Attends all Parent Committee and Executive Committee meetings.
2. Handles inquiries from prospective families pertaining to the Preschool program.
3. Prepares Pre-registration and Registration packages in advance of registration dates.
4. Ensures that Registration is managed according to Registration Policy.
5. Prepares/maintains Class Lists for incoming/current year upon completion of Registration. Includes allergy and pertinent medical information and birth dates in class lists.
6. Prepares an Allergy List for classroom.
7. Ensures all registration forms and fee cheques are returned prior to start of school. 11.  
Provides pre-registration cheques and monthly tuition cheques to Treasurer
12. Distributes Class Lists to respective classes, Teacher(s) and Parent/Executive Committee.
13. Organizes coloured registration forms in respective binders kept in the classroom.
14. Provides Class Aide information to Parent Assistant Coordinators if necessary.
15. Informs Teacher(s) and Committee members of changes to Class Lists.
16. Maintains waiting list of prospective participants for the year and tries to replace any withdrawals.

#### Assistant Registrar

1. Attends all Parent Committee meetings.
2. Assists Registrar as needed.

#### Community Liaison

1. Attends all Community Association meetings
2. Attends all Parent and Executive Committee meetings
3. Responsible for booking Community Centre for Preschool events as determined by the Executive
4. Presents any Preschool issues requiring GGMCA input to the GGMCA and vice versa
5. A high degree of diplomacy is required in this position.

### Communications Coordinator

1. Attends all Parent Committee and Executive Committee meetings.
2. Advertises Preschool to the Calgary community throughout the year (i.e. Glendale Thumper, Calgary's Child, Calgary Herald, Bold signs, Glendale School and poster ads).
3. Ensures the GGMCA's GCP Website contains current information.
4. Develops and manages the interactive components of the GCP Website.
5. Carries out the annual Program and Teaching Staff Evaluation (to be completed by February 28<sup>th</sup>) with Preschool Coordinator and prepares final report for Executive Committee.
6. Provides information arising from the Parent Committee meetings to Teacher(s) for inclusion in the Newsletter
7. Places the Preschool advertising sandwich board signs in different Community locations as necessary.

### Fundraising Coordinator

1. Attend all Executive and Parent Committee meetings.
2. Suggests, plans and organizes all fundraising activities for Preschool (ie FundScrip, Parents Night Out)
3. Plans and organizes Snow Day family fun event
4. Maintains close contact with Provincial and Municipal Government Departments regarding grant monies available to Preschools.

## PARENT COMMITTEE

### Class Coordinator(s) (1/class)

- Class coordinator strongly encouraged to attend all Parent Committee meetings
- Class coordinator assigns all families to their classroom volunteer rotation schedule and ensures the schedule is shared equally amongst families. Ensure schedule is posted in the boot room and sent to the class via email
- If the scheduled volunteer does not arrive, the coordinator will need to contact the scheduled volunteer and remain at the preschool until a volunteer is provided.
- Class coordinator phones/emails classroom parents on direction of teacher(s), Preschool Coordinator or Chairperson when required
- Class Coordinator supports the teacher and Preschool Coordinator when needed to address volunteer absences
- If the primary teacher calls in sick, the Class Coordinator will be contacted and be required to volunteer for their class (acting as the assistant teacher), while the assistant teacher will then act as primary teacher
- If the assistant teacher calls in sick, the Class Coordinator will be called upon to act as the assistant teacher, while the primary teacher remains in the class
- The Class Coordinator will be required to complete a police check (paid for by the preschool)
- The Class Coordinator posts snack sign-up sheets for any class parties if required by the teacher(s) (i.e. Halloween, Christmas, year-end picnic)

- The Class Coordinator supports the teaching staff in the organizing of special events or parties such as Christmas and the year-end picnic

#### Assets for the Role:

- Flexible schedule to cover for an absent volunteer or to cover a teacher's shift
- Access to Microsoft Office for scheduling
- Ability to manage conflict resolution

#### Fundraising Assistants (1/class)

- Assists Fundraising Coordinator in organizing each class for various activities - ie. Scheduling volunteers for Snow Day, organizing donations for Snow Day, assists with order collection for other fundraising events such as Fundscrip etc.

#### Supply Coordinator

- Strongly encouraged to attend all Parent Committee meetings.
- Purchases Preschool supplies at request of Teacher(s)
- Submits purchase receipts to Treasurer for reimbursement.
- Coordinates requests for donations to the Preschool (e.g. books and toys).

#### Field Trip Coordinator

- Strongly encouraged to attend all Parent Committee meetings.
- Researches possible field trip locations and provides same to Teacher(s).
- Makes all arrangements for field trips at request of Teacher(s).
- Books location
- Creates sign-up sheets to determine total attendance
- Arranges payment, in advance, with Treasurer
- Provides particulars of field trips to Parent Assistant Coordinators, Preschool Coordinator - one month in advance, if possible.
- Evaluates each field trip and recommends changes to Teacher(s) as required.

#### Laundry Coordinator

- Strongly encouraged to attend all Parent Committee meetings.
- Responsible for washing paint shirts and towels, rags, etc. as needed.

#### Scholastic Coordinator

- Strongly encouraged to attend all Parent Committee meetings.
- Distributes Scholastic Books order forms
- Collects completed order forms and cheques and submits to Scholastic

- Distributes books when received from Scholastic

### Recycling Coordinator

- Strongly encouraged to attend all Parent Committee meetings.
- Responsible for taking out the classroom recycling and maintaining the recycling area.

## COMMITTEE MEETINGS

### Policy

Agenda items and final decisions must be agreed upon by Committee. Items that require greater accountability will be put to a vote, with Chairperson having no vote. In the event of a tie vote, the Chairperson shall be permitted to vote.

### Procedure

1. Parent Committee meetings will be held approximately every two months (September, November, March & May with changeover meeting in June). Dates are set by the Executive Committee before the school year starts.
2. Executive Committee meetings will be held every two months (October, December, February, April). There will also be at least one meeting in the summer before school starts to set meeting dates, discuss registration, etc.; Executive Committee members also attend Parent Meetings.
3. The Teacher (or if more than one teacher, a teacher representative) must attend each Parent Committee meeting.
4. All parents are invited to attend Parent Committee Meetings. All Support Positions are strongly encouraged to attend all Parent Committee Meetings. Executive Committee Positions must be in attendance to at least 80% of all Parent Committee Meetings.
5. Teacher(s) do not have a vote at Parent Committee meetings.
6. A quorum at Parent Committee meetings shall consist when a minimum of 5 of the Executive positions and at least 2 Support positions are in attendance.
7. Voting procedures as follows:
  - Introduce item
  - Discuss item
  - Put forward a motion
  - Second the motion
  - Vote
  - Item is carried or not depending on vote results

# CLASSROOM OPERATION

## POLICY AND PROCEDURES

1. 2-day classes will be 2 hours in length, 3-day classes will be 2.5 hours in length. The times of these classes will be determined by the Parent Committee prior to registration information being distributed.
2. For all classes, children are to be brought to school **no earlier** than 10 minutes prior to starting times and **must not** be left unsupervised.

The classroom door may be kept shut until this time to ensure Parent Volunteers are able to consult with the Teacher about the day's activities prior to attending to children.

3. To facilitate programming, parents and caregivers are asked to say goodbye to their child in the mud room. Parents and siblings of registered children are asked not to enter the classroom unless they are the scheduled parent volunteer for that day.
4. Parents are responsible to be on time for their child's pick-up, and must call the school if they are running late. Arrival after 5 minutes after pick-up times is considered late. If late pick-up of a child is a recurring problem, continued participation in the program may be at risk.
5. The entrance doors will be locked 5 minutes following the start of class and will remain locked until 5 minutes prior to the end of class. People requiring access to the classroom during this period will be required to ring the doorbell for assistance. Late arrivals can be disruptive to the class. Therefore, the Preschool reserves the right to refuse admission for the school day.
6. Parents must record the attendance of their children in and out of the Preschool. A sign in and out sheet will be provided for them to do so. These sheets are to be kept on file for two years, and then may be destroyed.
7. In planning for emergencies, the Teacher(s) must have an alternate emergency contact phone number and address in the event either parent or guardian can not be reached. This information will be obtained through the applicable registration form.
8. Classes will not be cancelled due to inclement weather. However, if there are outbreaks of illness, classes may be cancelled to clean and disinfected the classroom.
9. If information needs to be shared, this is to be done when class starts. Example: "Grandma is picking up Susan today."
10. In consideration of the physical space of the Preschool and requirements of daily operations, no more than 5 adults may be in regular attendance in the classroom during class time. The Lead Teacher, Assistant Teacher, parent Volunteer comprise 3 of these 5 adults; additional adults may be allowed regular attendance with prior approval by the Lead teacher, in consultation with the Executive Committee.

Exception may be made on a short-term basis to accommodate special circumstances such as learning or behavior assessments performed by an external organization during class time.

Exceptions will be made only with prior approval by the Lead Teacher, and in consultation with the

Executive Committee.

11. GCP reserves the right to terminate or suspend services for the failure to make required payments, for behaviors or circumstances that prevent the GCP staff from meeting its mandate and teaching philosophies, or for other situations as deemed appropriate by the Executive Committee

## **IN-CLASS VOLUNTEERING**

### POLICY

In-Class Volunteers are required to assist the Teachers in areas of classroom organization, clean-up, general maintenance, and preparation of snack time. Volunteers required for class parties/events (i.e. Mother's day tea, Christmas party, etc) and field trips will be scheduled as needed, as part of the rotation period.

Classroom volunteering is a requirement for registration with the GCP. Families are expected to volunteer once per rotation period (every 6 – 8 weeks) for each class in which they have a child registered (i.e. if a child is registered in both the 2-day and the 3-day afternoon programs, families are required to volunteer once per rotation in each of the two classes).

Adult Volunteers are not required to provide police clearances/background checks, therefore, it is Glendale Preschool Policy that at NO TIME will an adult volunteer be in a situation where they are alone with any child(ren) enrolled in the Preschool. It is always the responsibility of the Teaching Staff to assist a child with toileting, or any other activity that requires some degree of privacy. The Adult Volunteer's role is primarily to remain in the classroom with at least one member of the Teaching Staff to assist in a variety of classroom learning activities. If a child requests the assistance of an Adult Volunteer for something that could be construed as 'private' (i.e. toileting), the volunteer will refer the child to a member of the Teaching Staff for assistance.

With respect to volunteer commitments, the Parent Committee does recognize the various extenuating circumstances that a parent may find themselves in and therefore are willing to assist towards an equitable solution. COMMUNICATION IS VITAL AND IT IS THE RESPONSIBILITY OF THE PARENTS HAVING THE DIFFICULTY TO CONTACT THE CLASS COORDINATOR, PRESCHOOL COORDINATOR OR THE CHAIRPERSON

### PROCEDURE

Parents are required to find their own replacements in the event of illness, or vacation. A class phone/email list will be made available the first week in September.

### ADULT TO CHILD RATIOS

1. Alberta Childcare Licensing Regulations are mandated to ensure proper ratios exist within the preschool environment. The GCP prides itself on having a 1:6 & 1:7 adult to child ratio. To maintain these ratio, there must be one adult volunteer each school day. Failure to meet this condition will result in the cancellation of that class.

2. The Adult Volunteer is permitted to bring a maximum of 2 children (regardless of age), providing they are not a disruption to the class and the Volunteer is able to focus their attention and time on the classroom activities and students. At no time are extra children to be left within the class without the guardian in attendance.
3. Failure to remain within the appropriate ratios will cause the class to be cancelled.
4. As per Alberta Childcare Licensing Regulations, children must always be accompanied and never left unsupervised in common areas.

### VOLUNTEER TIME IN THE CLASSROOM

To ensure our program runs smoothly and to continue with the caliber of program that exists, it is important that:

- Volunteers arrive 10 minutes before the class starts in order to be briefed by the teacher about the day's planned activities.
- Volunteers must be prepared to stay 15-30 minutes at the end of the class to help clean the facility and to ensure all children are picked up.
- Volunteers who anticipate being late are required to call the Teacher in the classroom (403-246-5015), as parents are not to leave until the assistant is present (due to previously outlined ratio requirements).
- Parents will be provided with information pertaining to the general assistant role and possible/expected duties. This information will also be posted in the classroom.

### IF CLASSROOM VOLUNTEERING OBLIGATIONS ARE NOT MET

If a parent does not fulfill their assigned Classroom Volunteer time and does not find a suitable replacement for their scheduled day they will be charged \$100.00 through the Pre-Authorized Debit (PAD) Agreement and required to fill 2 days in the next rotation. If those requirements are not met in the next rotation, or a scheduled volunteer time is not met a second time, issue resolution steps will be taken and the student may be removed from the program.

### LEAVE OF ABSENCE FROM CLASSROOM VOLUNTEER OBLIGATIONS

Temporary leaves of absence from classroom volunteer duties may be granted and will be considered by the Parent Committee for the following circumstances:

- Maternity leave to a maximum of 2 months surrounding the due date. A parent may take the month of/prior to the due date in addition to the month following the due date or may choose to request 2 months following the birth.
- Sick leave to a maximum of 8 weeks. A written request from the family must be provided.

### OTHER VOLUNTEER SITUATIONS

The Parent Committee of the Preschool may determine that it is necessary to participate in fundraising efforts to balance its budget or to meet specifically identified needs. The Parent Committee may also

solicit volunteers to support the fundraising efforts of the GGMCA in general. All families are strongly encouraged to participate in these activities as they arise.

## **OUT-OF-CLASS (Event/Committee) VOLUNTEERING**

The GCP is a parent-run, not-for-profit organization. As such, the School relies on family involvement in administrative tasks, as well as in fundraising. Fundraising efforts support GCP programs by providing funding for field trips, special guests, replacement and upkeep of activities, games and equipment, as well as enabling the addition of new activities that enrich GCP programs and teaching goals.

To ensure that the needs of the school are met, families are required to volunteer with events or committees in one of the following three capacities:

- Fill a position on the Executive Committee for the year;
- Fill a position on the Parent Committee for the year;
- Volunteering at Snow Day (service hours);
- Volunteering at the GGMCA Casino (service hours)
- Volunteering for the GGMCA (service hours)
- Volunteering for class cleaning (service hours, potentially made available on non-casino years)

If a family does not fulfill their assigned Out-Of-Class (Event/Committee) Volunteer time, they will be charged \$200.00 through the Pre-Authorized Debit (PAD) Agreement.

## **FUNDRAISING**

Parents are also encouraged to contribute by participating in special events and fundraising initiatives offered throughout the year. Fundraising makes possible the field trips, interaction with community groups, and special events, such as graduation, that enrich our students' preschool experience. A strong commitment from the parent body is critical in making these initiatives a success.

### SNOW DAY

Snow Day is an annual family fun event held at the Glendale Community Center in February each year. The Fundraising Coordinators will determine a schedule for the day's events, and organize a volunteer sign-up that will detail areas requiring assistance, and the duration of each shift.

The Fundraising Coordinators will provide the Executive Committee with verification that the volunteering commitment has or has not been met.

## **SNACK**

Each parent is responsible for sending a healthy snack and a water bottle with their child each day in a snack bag labelled with their name.

- It is suggested that the snack include at least two and up to four food groups.
- A filled water bottle should be sent to school with each child.
- **ALL NUTS** (including peanuts, peanut butter, and nut oils) **ARE NOT ALLOWED** due to possible allergic reactions.
- Popcorn is considered a choking hazard and is not allowed.
- An allergy list will be posted in the classroom and will be reviewed with the parents on the orientation day.

## FIELD TRIPS

A minimum of 2 and a maximum of 6 field trips will be organized per class per year. Participation is left to the discretion of the parents.

Each parent is responsible for their own child's transportation and supervision on Field Trips.

The Preschool will pay for the admission for the enrolled child and any required parent volunteers for that trip. Additional adults or siblings attending will do so at their own cost.

Selection of field trip locations will be made cooperatively between the Teaching Staff and the Field Trip Coordinator. It is suggested that the field trips tie into the current programming themes or activities in the classroom.

Field trip facilities should be asked if they have any procedures that are to be followed by visiting groups or if they have any visit preparation hints. Any information provided should be shared with families in a timely manner.

Sign-up sheets should be posted on the bulletin boards in order to anticipate attendance for each field trip (students, siblings & parents).

An on-site meeting place must be established and clearly communicated with all families. This is especially important if there is more than one entrance to a facility.

An on-site meeting time must be clearly established and clearly communicated with all families. This is especially important if the field trip times are different in any manner from the regular class time.

Payment arrangements must be made in advance. The Field Trip Coordinator must discuss the payment options with the Treasurer in advance of the trips.

## SPECIAL EVENTS

GCP acknowledges all holidays and the spirit they invoke; some holidays/special events that the Preschool may recognize are: Thanksgiving, Halloween, Christmas, Valentine's Day, Easter, St. Patrick's Day, last day of school, etc. These special days may be marked by special themed activities during the classroom time. Some days may be celebrated with parties that family members are invited to join.

We recognize that there will be children from all backgrounds, and that their involvement in these

activities is left to the discretion of their parent/guardian.

## BIRTHDAYS

The Preschool recognizes that Birthdays are a special time for a child. If a parent would like to bring a special treat to share with the class, please do so after class in the boot room. The snack or treat must be nut-free and parents must bring an allergy free option for children who have allergies in the class.

## **EMERGENCY SITUATIONS**

### EVACUATION PROCEDURE

1. In case of a fire, pull the fire alarm.
2. Teacher, teacher's assistant and parent volunteer should organize the children for an orderly exit from the building.
3. The teacher will take the class Sign in/Out binder and emergency contact book when leaving the building if it is safe to do so, and take attendance after leaving the building.
4. The parent volunteer should check all areas of the classroom for children and lead them outside from the nearest exit.
5. Do not touch the light switches.
6. Close doors and windows when leaving the room if it is safe to do so.
7. Use exit closest to your location at the time of signal of evacuation.
8. After the children have been evacuated, telephone 911 and tell the operator the nature of the emergency and the address. The nearest cross street is 25 Avenue and Glenmount Dr SW.
9. The teacher's assistant will meet the fire officials.
10. The teacher and parent volunteer should escort the children to the prearranged evacuation location and remain with the children until all children have been picked up by their guardians.
11. The teacher's assistant or parent volunteer should phone all attending children's parents or alternate emergency contacts to notify them of the situation and give them the evacuation address for pick up.
12. Evacuation location: Glendale Elementary School 2415 Kelwood Drive SW Tel: 403-777-8330
13. The Preschool Coordinator must be advised of any evacuation as soon as it is possible to do so. The Executive Committee and the GGMCA board will be advised of the evacuation by the Preschool Coordinator.

### MEDICAL EMERGENCIES

If an ambulance must be called to deal with a medical emergency, the teacher's assistant will accompany the child in the ambulance. The teacher and parent volunteer are to stay with the class. The parent volunteer should contact the injured child's parents or alternate emergency contact.

## CONTACTING THE SCHOOL

- If your child will be absent from school please call the Preschool at **403-246-5015**. This will let the teachers know not to expect your child.
- If you call the Preschool and have to leave a message, clearly indicate your child's name, class, your name, and a number at which you can be reached. Voicemail is checked on a regular basis.
- If you know in advance that your child will not be at school for a considerable length of time (more than one week), please inform the teachers before or after class or call the preschool.

## **CHILD HEALTH AND ILLNESS**

We ask your co-operation in providing an environment which promotes good health and well-being. The following guidelines may assist in determining whether or not to bring your child to school. Should you have questions or concerns which go beyond these general guidelines, we encourage you to consult with your physician and to follow their recommendation.

Children do get sick and often it is unavoidable, however children may feel better in their own home than in a classroom when ill.

You know your child best. Please use your best judgement when your child is ill.

COLDS: The period of infectiousness of different cold viruses range from approximately one to three days; the safest course of action is to wait for three days after your child has a new cold before bringing him/her to school. For parents who see children in class with a "runny nose," it is important to remember that allergies and other non-contagious conditions may cause these symptoms.

BACTERIAL CONJUNCTIVITIS ("Pink-Eye"): Once antibiotic treatment has started, bacterial conjunctivitis is not generally communicable. There is however, a second type of conjunctivitis associated with a viral infection that is highly contagious for several days. It is recommended that a physician be consulted before bringing a child to school who is ill with conjunctivitis.

STREP THROAT: Twenty-four hours after antibiotic treatment has started, the child is no longer considered communicable. However, it is important to note that even though the child may not be infectious, children often do not feel well enough to participate in class after the 24-hour period. Families will need to take into consideration both the child's physical vigor and the infectious possibilities related to a strep throat infection.

FEVER: A child with a fever above 100° F should remain at home until he has been without fever for at least 24 hours. It is important to note that during the early morning hours, a fever will often register as normal, whereas later in the afternoon the temperature may rise again. This is one reason why it is extremely important to give the child at least a 24-hour period when he/she is completely free from an elevated temperature before returning to class.

VOMITING/DIARRHEA: At least 24 hours free from vomiting or diarrhea would be in all the children's best interests. Children who have been suffering from vomiting or diarrhea should be given a period of time to regain strength before returning to class.

COUGHS: It is important to note that lingering coughs associated with Cystic Fibrosis, and following bronchitis are not contagious. Families should be sensitive to the cause of the coughing that the child is experiencing in order to decide whether or not attendance is wise.

HAND, FOOT, AND MOUTH: Generally, a person with hand, foot, and mouth disease is most contagious during the first week of illness. The usual period from initial infection to onset of signs & symptoms is 3 to 6 days. A fever is often the first sign, followed by sore throat and sometimes a poor appetite and malaise. 1 to 2 days after fever begins, painful sores may develop in the front of the mouth or throat. A rash on hands and feet can follow within 1 or 2 days. Although your child is most contagious with hand-foot-and-mouth disease during the first week of the illness, the virus may be in their bodies for weeks after signs and symptoms are gone. Keep children with hand-foot-and-mouth disease out of school until fever is gone and sores have healed.

In general, all children with viral infections should not attend preschool until there has been no symptoms for 24 hours. People can sometimes be contagious for days or weeks after symptoms go away. Talk with your healthcare provider if you are not sure when your child should return school.

Please discuss any medical needs/situations with Teacher, as other Parents may become alarmed and/or make inaccurate assumptions, i.e.: continual runny nose, chronic cough, etc.

### HANDLING HIV INFECTION AND AIDS IN THE PRESCHOOL

No one may discriminate against a child, family, caregiver or provider of Preschool services based solely on infection with HIV virus or having AIDS.

A manual entitled "Guidelines for Handling HIV Infection and AIDS in Day Care Services" is kept in the present filing case for use by the Preschool for purposes of education and management if a situation should arise.

Children's health concerns are treated with confidentiality and sensitivity.

### ALLERGIES

The Preschool has a nut-free policy regarding snack, and is a nut-free zone. However, it is important to note that a number of community organizations and other groups do use the Community Hall and its facilities. Glendale/Glendale Meadows Community Hall does not maintain a nut-free policy for the hall.

If a registered child has a nut allergy that requires an EpiPen, please consult with the Teacher.

### FIRST AID / CPR

Teaching staff are required to have First Aid and CPR training, and to keep their training current through workshops and courses.

Classroom volunteers are not required to have First Aid or CPR training.

In the event that a child requires medical assistance, the Teacher or Assistant Teacher shall administer treatment as appropriate.

## **BEHAVIOR**

### POLICY

GCP encourages personal growth by fostering students' skills and abilities in age-appropriate activities, including but not limited to, social play with peers, cooperating with peers in achieving group tasks, and following instruction by the Teachers.

Should a situation arise where a child is having behavioural difficulties in the classroom, open and direct communication will be encouraged between parents, teaching staff and the Executive Committee.

If a child displays behaviours that interfere with his or her own learning, the learning environment of other students, or the teachers' abilities to maintain an effective learning environment for the class as a whole, the parents, teaching staff and, if necessary, the Preschool Coordinator will work together to ensure that classroom standards are upheld for each student according to GCP's Philosophy.

### PROCEDURE

1. In the event that the Teacher observes behaviour(s) in a child that interfere(s) with classroom operations, it will first be discussed with the child's parents directly.
2. If a child's behaviour continues to interfere with the learning or teaching environment, the Teacher, parent(s) of the child, and the Preschool Coordinator will discuss strategies for managing the behaviour.

Should it be deemed appropriate by the Teacher and the Preschool Coordinator, an adult may be asked to attend class with the child to assist with behaviour management, until the Teacher considers it no longer necessary. A document will be given to the adult outlining exact requirements of their assistance.

If an adult assistant is deemed necessary and the classroom is already at full capacity of 5 adults (as per Classroom Operations policy), the Preschool will make reasonable effort to accommodate the student and adult assistant in another age-appropriate class.

3. If a child's behaviour does not improve within reasonable time following the implementation of management strategies, the student may be asked to leave the program, without prejudice. In the event that a child is withdrawn from the program by the Executive Committee, a full refund of the Registration deposit will be given.

## **SPECIAL NEEDS AND ESL**

Children with special needs, and English as a second language (ESL), shall be admitted on a one-month trial basis. A non-refundable registration fee will apply, as will the Community Membership Fee. Please note that for ESL children, basic communication skills are required for teachers to help address their needs. If basic communication is not present, at the request of the GCP, parents/guardians of ESL students may be required to attend class or stay on site during class to help their child adjust. Parental

aide for ESL students may include:

- Learning the schedule of the preschool day and following the routine i.e. Circle Time: sitting down with other children and focusing on teacher, and correcting inappropriate behaviour during that time
- Assist ESL child in performing activities initiated by the teacher

In the final week of the trial, the family will discuss with the Teacher & Preschool Coordinator the child's progress in the program.

If the family or Preschool Coordinator, in consultation with the Teacher, does not believe the program meets the unique needs of the student, the student may be withdrawn without prejudice and their deposit returned.

### STUDENTS WITH EDUCATIONAL AIDES OR ASSISTANTS

Children that require an Educational Aide or Assistant during class will be admitted providing availability of space and classroom capacity.

As per Classroom Operation policies, a maximum of 5 adults may be in regular attendance in a class. The Teacher, Teacher's Assistant and Class Volunteer comprise 3 of these adults; the remaining 2 may be filled by educational aides or assistants, in consultation with the Teacher and, if necessary, the Preschool Coordinator.

If the family's preferred class is already at capacity for adults, the Preschool will make reasonable effort to provide the child with a spot in another age-appropriate class in which space is available.

### ASSESSMENT OF SPECIAL NEEDS DURING THE ACADEMIC YEAR

If a child's learning needs change during the year and an educational aide has been recommended, the child's continuation in the class with an aide will be reviewed by the Teacher and Preschool Coordinator upon consultation with the family, the organization recommending an aide, and with respect to classroom capacity.

If the class is already at capacity with 5 adults in regular attendance, the Preschool will make reasonable effort to provide the child with a spot in another age-appropriate class in which space is available. If this option is not available, the child may be withdrawn from the program by the family, or by the Executive committee without prejudice.

## **DISCIPLINE**

### POLICY

The GCP aims to provide a safe and positive play environment for all children attending the school. The intention of a Discipline Policy is to assist children in becoming self-disciplined as they learn appropriate and acceptable behavior patterns. Discipline is based on a positive, non-punitive approach to assist children in developing self-control, self-confidence, and ultimately, self-discipline and sensitivity in their interactions with others.

We rely on the experience, insight and professional opinion of our Teaching Staff to assess the situation, speak with the child (or adult) involved and make an informed decision as to how the situation will be handled. In some cases, a redirection of the children involved will suffice. Severe behavior (i.e. biting, spitting, emotional/physical harm) which endanger other children or adults' safety will not be tolerated.

The Preschool will ensure that child discipline methods utilized in the program are communicated to parents, staff, and children, where developmentally appropriate, and any child disciplinary action taken is reasonable in the circumstances.

The Preschool/Preschool Teacher(s) will not, with respect to a child in the program inflict or cause to be inflicted, any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

Parents/guardians are asked to advise the Teacher of any changes at home, such as a death in the family, separation or divorce, sickness, etc., which may affect the child's behavior at school. All information regarding a family's personal situation and/or the incident will be dealt with sensitively and in a confidential manner

## PROCEDURE

If there is an incident/accident in class, the Teacher will document the occurrence on an Incident form and inform the appropriate parent/guardian at pick-up, unless the situation is urgent and requires immediate attention. The Teacher will outline the situation, inform the parent/guardian how it was handled, and discuss any potential learning opportunities for the future. In the case of a severe behavior incident or repeat behavior, the Teacher will also advise the Preschool Coordinator of the situation and follow these steps:

1. If necessary, a meeting will be scheduled between the parents, Teacher and Preschool Coordinator to discuss strategies for resolving the behavior. The following would be discussed:
  - What significant factors are contributing to the undesired behavior?
  - What physical or emotional behavior is unacceptable?
  - How is/will the parent be involved in improving the behavior?
  - What observations has the Teacher made that may help direct the process?
  - What are the short term objectives? (i.e. next class, this week)
  - What learning strategies will be employed? (i.e. enlisting classroom volunteers to help encourage children to "use their words").
  - What will be the indicators of success?
2. At the discretion of the teacher, an action plan will be written and agreed to between the teacher and the parent/guardian to support the children involved in learning new positive ways of behaving.
3. The situation(s) will be documented to ensure that all the facts are collected and perspectives captured for all parties involved. Any written documentation will be kept by the Preschool Coordinator for the duration of the school year. At the end of the school year, all information will be returned to the parent/guardian of the children. The intention here is to ensure that an incident not "follow a child" from year to year, but that it is dealt with in a manner that promotes resolution and allows the child to learn appropriate and acceptable behavior patterns

4. If the behavior continues after the action plan between the parent/guardian and teacher has been put in place, the parent/guardian will be asked to attend class with the child until the inappropriate behavior stops. If these methods prove ineffective in resolving the inappropriate behavior, the Preschool Chair, the Preschool Coordinator and the Teacher will initiate discussions with the family regarding the child's departure from the program.

## **ISSUE RESOLUTION**

The GCP strongly believes that open, direct communication contributes to creating a strong and positive preschool community for our children, the parents, the Executive Committee and our teaching staff. Issues or problems can best be resolved if they are discussed with the teaching staff and/or the appropriate Executive Committee Member as soon as possible.

Issue Resolution is used when someone believes, rightly or wrongly, that the administration of a policy, procedure or rule, or that a decision made by the Executive or Parent Committees or the teaching staff, has negatively impacted an individuals' experience within the preschool program.

The Issue Resolution process would be followed in the following example situations:

- If a family feels that the teaching staff are not addressing the needs of their child,
- If a family has a concern about specific programming in the classroom,
- If a family fails to fulfill volunteer responsibilities (i.e. not volunteering, failing to find a replacement, regularly arriving late, etc.)
- If a family refuses to follow any key GCP policy or procedure as outlined in the Parent Handbook,
- If a family is reluctant to partner with the teaching staff to improve a child's behavior in the classroom.

## **PROCEDURE**

The following outlines the desired procedure for resolving issues that concern policies, procedures, and programming decisions.

This procedure has been written from the point of view of the parent having a concern; however, this procedure shall be applied should teaching staff, Executive or Parent Committee members express concerns.

1. Before initiating any kind of formal complaint, the individual is encouraged to speak directly to the Teaching staff to outline the concerns and gain context of the situation.

Should the individual not feel comfortable speaking directly with the teaching staff, they are encouraged to contact the Preschool Coordinator. This person acts as a key advocate and liaison between our Teaching staff, the parent community and the Executive Parent Committee. Their primary responsibility is to assist in the resolution of issues related to the Preschool and can be contacted at any time.

2. If the issue cannot be resolved through informal discussion with the Teaching staff, the individual

should contact the Preschool Coordinator to outline their concerns and discuss possible solutions. The Preschool Coordinator will investigate the complaint and possible solutions. It may be necessary to raise the issue with the Executive Committee and teaching staff to come to an appropriate resolution. The parent will then be advised of the decision.

3. Should the parent not be happy with the resolution provided by the Preschool Coordinator, the issue will then be brought to the attention of the Chair of the Executive Committee, who will investigate and discuss with all parties. A decision will be made as soon as possible. All information at this stage will be documented in writing for all parties.

## **EVALUATION OF STAFF AND PROGRAMMING**

The families registered with the GCP will have the opportunity to evaluate the performance of individual Teaching Staff and the program. This evaluation is intended to assist in the provision of effective programs for students and the professional growth and development of the Teaching Staff.

The purpose of annual review is to:

1. Provide feedback to the Teaching Staff by recognizing excellence in instructional method and programming; assist in professional development; identify areas in which performance or programming requires improvement or change.
2. Provide documentation for personnel records.

Evaluation of the Teaching Staff and the program will be done annually, coordinated by the Communications Coordinator and Preschool Coordinator.

1. The program and the teaching staff will be evaluated by families through a survey process during March.
2. New members of the Teaching Staff will be evaluated between November 15th and the holiday break (or within 90 days of becoming active in the classroom). Additional evaluations may be initiated at the request of the Teaching Staff at other times.
3. One copy of the results of the evaluation will be kept in the strong box maintained by the Chairperson. A second copy of the evaluation will be presented to each Teaching staff member. A synopsis will be presented to the Executive Committee. It must be noted that the confidential nature of the information be maintained.
4. The evaluation will be kept for five years, and then destroyed regardless of whether the Teaching staff remains employed by the GCP.

### **EVALUATION RESULTS**

Results of the survey will be compiled by the Communications Coordinator, and reviewed by the Executive Committee. The Preschool Coordinator will review the evaluation with the Teaching Staff,

discussing strengths, as well as areas in which performance or programming requires improvement.

The Teaching Staff and the Preschool Coordinator will develop a reasonable timeline for implementation of improvements/changes, and arrange for follow-up and review.

### APPEALS

If the Teaching Staff wish to appeal the results, this must be done in writing to the Chairperson of the Parent Committee within four (4) weeks of the evaluation completion. The letter must clearly state the purpose of the appeal and all areas of discrepancies. The matter will then be addressed and resolved by the Executive Committee.

## **EMPLOYMENT OF TEACHING STAFF**

1. New teaching staff are interviewed by representatives of the Executive Committee.
2. Teaching staff do not require Community memberships.
3. Teaching staff (defined as those already on the payroll), shall be given first opportunity at any staff opening before it is opened to the public.
4. New Teaching staff will be on a four (4) month probationary period, at which time an evaluation will be done by the Executive Committee.
5. All Teaching staff are required to sign a yearly contract (usually in May) and can be voided by either party with four (4) weeks' notice.
6. Teaching staff are paid on their last teaching day of each calendar month (standard deductions to Revenue Canada apply).
7. Teaching staff are entitled to sick days as outlined in their contracts. For any additional approved time off, the amount of the Substitutes' salary is deducted from the Teaching staff's salary.
8. Teaching staff will be reimbursed 100% of the cost of any courses taken pertaining to the Preschool, upon prior approval of the Executive Committee.
9. The Teaching staff shall NOT administer medication to children, except in an emergency situation (i.e.: allergic reaction). The parent's or guardian's written approval on a designated form must be given to the Teaching staff if the child requires medication.
10. Teaching staff must be trained in Child First Aid and CPR.

### TERMINATION

Teaching staff will be notified four (4) weeks prior to the start of the school year as to the status of enrolment and the number of classes that will be held. If a position is lost due to lack of enrolment, the employee will be notified as soon as possible in writing.

Any employee to be terminated with cause must be notified in writing by the Executive Committee of the details. (S)he will be given two weeks' severance pay. (Cause must be documented in the personnel file).

Employees leaving at their own discretion would do so in writing, giving four (4) weeks' notice

## **BUDGET**

1. Preschool Budget will be submitted in September to the GGMCA Board of Directors, and be utilized by the Executive Committee in reviewing the fees for the forthcoming school year.
2. An amount equal to a maximum of 25% of the cash surplus at the beginning of the year will be set aside for new equipment for the coming year, and will be spent by December of the same year.
3. Signing authority at the designated bank shall be changed between June and August.
4. Signing authority will be assigned to the Treasurer, Chairperson, Assistant Treasurer and one other Executive member.
5. GCP will close the accounting books by July 31 of each school year. The books are to be audited by an auditor or accountant, or by two parents of the Preschool (only one being a member of the Parent Committee), by August 31st of each school year. This is to be done by volunteers.
6. The Preschool will strive to maintain a surplus equivalent to two months salaries plus the equivalent of the tuition fees for one month of full enrolment.

## **GIFTS OR HONORARIUM**

It is Preschool policy that Parent Volunteers and Committee members do not receive thank you gifts. If the Committee feels there has been significant contribution made by an individual, a written thank you may be sent.

The Preschool will purchase Christmas gifts for all school children and any siblings attending the Christmas party, as well as Christmas gifts/cards for associated personnel at the school.

## **ABUSE POLICY**

### INTRODUCTION

The purpose of the GCP Abuse Policies and Procedures section of the Parent Handbook is to provide a guideline as to the operation of the organization. This policy is further intended to safeguard the well-being and rights of all persons involved with operational aspects of the GCP.

These policies shall govern, unless there is a conflict with any federal, provincial, or municipal act, regulation, or bylaw, or the Charter of Human Rights; in that case, the appropriate government legislation will have jurisdiction.

### POLICY: GENERAL

The GCP will not tolerate any form of abuse of anyone affiliated with the GCP's worksite. Abuse includes

but is not limited to: physical abuse, sexual abuse, emotional abuse, exploitation, neglect and verbal abuse. The GCP promotes abuse prevention through its hiring, supervision and education practices.

The Preschool Coordinator will review policies and procedures outlined in the Parent Handbook with newly hired staff prior to commencement of work with the GCP.

Each employee of the GCP is required to review the GCP Abuse Policies and Procedures Manual upon commencement of employment. A signed statement indicating that s/he has read and understood the GCP Abuse Policy will be kept in their personnel file.

Families registering a child in a GCP program are required to sign a statement indicating that the parents/guardians of the child have read and understood the GCP Abuse Policy. This signed statement shall also serve as an acceptance of the terms of this Policy for Volunteers, as defined below. The family's signed statements will be kept with their child's registration forms on GCP premises, and will remain valid for the school year.

Executive Committee members, as families with a child registered in a GCP program, are required to be familiar with all policies and procedures outlined in the Parent Handbook.

The GCP Parent Handbook, which includes the Abuse Policy, shall be kept in a common area where any employee, practicum student, class volunteer, or affiliate of the GCP may refer to it at any time. Any staff member or class volunteer may submit a request for change, alteration, or modification of the manual to the Chairperson of the Executive Committee. This, in turn, may be submitted to the Executive Committee for review and then, if necessary, for ratification to the Parent Committee. Any member of the Parent Committee may bring a change to the Chairperson of the Executive Committee for consideration.

## DEFINITION OF TERMS

### PURPOSE:

The purpose of these definitions is to standardize terminology and to ensure that there is a common understanding of our references among all employees, practicum students and volunteers.

### DEFINITIONS:

1. Definition of the term "**Abuse**"  
Abuse occurs when an individual exerts power, intentionally and knowingly, in order to take advantage of another. It means to use or treat someone wrongly or badly, and includes but is not limited to: physical abuse, sexual abuse, emotional abuse, exploitation, neglect and verbal abuse.
2. Definition of the term "**Emotional Abuse**"  
Emotional abuse includes intentional and unjustifiable acts or omissions that cause or are likely to cause conduct, cognitive, affective or other mental disorders, emotional stress or mental anguish including but not limited to rejection, ignoring, degrading, humiliating, intimidating, or terrorizing of a person.
3. Definition of the term "**Exploitation**"

Exploitation includes acts that take advantage of a person's vulnerabilities, including but not limited to financial and material abuse, as well as persuasion to do things that are illegal or not in the individual's best interest. Financial and material abuse involves perpetrating a fraud on an individual (unauthorized cashing of cheques, or cash withdrawals, theft of a person's possessions or funds, or borrowing of a person's personal possessions or funds without permission).

4. Definition of the term "**Neglect**"  
Neglect occurs when an individual gives less care or attention to people or things that are her/his responsibility than is reasonably required by the circumstances.
5. Definition of the term "**Physical Abuse**"  
Physical abuse is the deliberate, inappropriate application of force or an agent of force (e.g. weapon, chemical, etc.) to another's body. It includes physical acts of assault such as striking, punching, kicking, biting, throwing, burning, or violent shaking that causes or could cause physical injury.
6. Definition of the term "**Sexual Abuse**"  
Sexual abuse includes sexual assault. Sexual assault is touching of a person's sexual features without consent.
7. Definition of the term "**Sexual Harassment**"  
Sexual harassment is any conduct, comment, gesture or contact of a sexual nature, including invitation to sexual touching and initiating an individual's unauthorized exposure to sexually explicit material/activity, likely to cause offense or humiliation to an individual.
8. Definition of the term "**Executive Committee**"  
The Executive Committee is responsible for the policy development, overall direction and financial stability of the organization. The committee is comprised of parent volunteers who serve in the positions of: chairperson, Preschool coordinator, secretary, community liaison, treasurer, registrar, and communications coordinator. The roles and responsibilities of these positions are detailed in the Committees section of this document.
9. Definition of the term "**Employee**"  
An employee is any individual in the organization whose work and/or services are under the direct control of the organization and who regularly receives compensation for such services. Currently the GCP employs a Lead Teacher, responsible for curriculum development and direction of the GCP programs, and the Assistant Teacher, who provides curricular support, and assists the in daily activities of the program.
10. Definition of the term "**Employer**"  
The employer is the GCP, a program licensed under the Glendale/Glendale Meadows Community Association. Administration of the GCP is undertaken by the combined efforts of the members of Executive Committee, under the leadership of the Chair and the Preschool Coordinator.
11. Definition of the term "**Parent Committee**"  
The Parent Committee is the group of parents who hold specific volunteer positions within the Preschool, such as classroom coordinators, field trip coordinator, etc.

12. Definition of the term “**Volunteer**”

The Volunteers are the parents/guardians (or a designate, such as an aunt or grandparent) of the Preschool children. Volunteers help in the classroom on a daily basis under the direction of the Teacher. One parent volunteer is required each class; this responsibility is shared among registered families on a scheduled rotation. Volunteers are never left alone with any of the children.

13. Definition of the “**Preschool Coordinator**”

The Preschool Coordinator is the parent volunteer on the Executive Committee who oversees the teachers at the preschool and handles conflict resolution for teachers and parents. The Preschool Coordinator acts as the GCP authority in cases relating to abuse, although the Preschool Chairperson can act as the GCP authority in the Preschool Coordinator’s absence.

14. Definition of the “**Preschool Chairperson**”

The Chairperson (Chair) is the parent volunteer on the Executive Committee who oversees Executive and Parent Committee meetings and administration of the **GCP**. The

Chair will assist the Preschool Coordinator in conflict resolution in the event that the Preschool Coordinator is absent, or unable to perform his/her responsibilities due to conflict of interest.

15. Definition of the “**GCP Authority**”

The GCP authority refers to the individuals responsible for overseeing investigation, reports, and resolution of alleged incidents of abuse. In most cases this will be a collaboration of the Lead Teacher and Preschool Coordinator. In the event of a conflict of interest or inability to perform due to absence, the GCP authority will be determined according to the Reporting Structure outlined below.

### ABUSE POLICY APPROVAL AND REVIEW SCHEDULE

This policy was first approved and implemented by the Executive and Parent Committees in April 2013.

1. The Executive Committee will review and affirm or modify this **GCP policy** once every five (5) years.
2. The Executive Committee will approve any changes required to this Policy and seek acceptance from the GCP Parent Committee initially and thereafter with respect to any changes to the Policies.

**Date of last review:** January 1<sup>st</sup> 2018

**Reviewed by:** Dara Schmidt (Chair, 2016-2018 academic year) & 2017-2018 Executive Committee Members

### **GCP AUTHORITY: REPORTING STRUCTURE**

#### PURPOSE

The purpose of the reporting structure is to clearly outline the responsibilities of committee members and staff of the GCP community in the investigation, reporting and resolution of an alleged incident of abuse. The members who lead the investigation and resolution may change, according to circumstances outlined below.

## POLICY

Witnesses of an alleged incident of abuse shall report to the GCP Authority. The GCP Authority will follow the General, Reporting and Resolution procedures outlined by this policy.

The GCP Authority will consist of the Lead Teacher and the Preschool Coordinator unless:

- If the incident involves an allegation against the Lead Teacher, the witness will take their concerns and report directly to the Preschool Coordinator.
- If the incident involves an allegation against the Preschool Coordinator, the witness will take their concerns and report first to the Teacher, who will then provide a verbal report to the Chairperson.

## PROCEDURE: GENERAL

1. When an employee or volunteer becomes aware of, or witnesses abuse, the individual will keep calm and assess the risk to herself/himself and others. It is critical that individuals do not overreact. Remain neutral and refrain from demonstrating strong emotion so as to ensure appropriate responses can be made.
2. When witnessing or suspecting abuse, the employee or volunteer will:
  - i. Secure her/his personal safety and the safety of those persons in the area:
    - Contact the police immediately for assistance, if the situation is considered unsafe.
    - Stop the abuse if the situation is considered safe.
    - As soon as it is appropriate, ensure the safety of the alleged victim as well as all other children at the Preschool, provide first aid and/or transport the alleged victim to a safe environment as needed.
  - ii. Verbally notify the appropriate GCP authority: the Lead Teacher and the Preschool Coordinator.
    - If the incident involves an allegation against the Lead Teacher, the individual will bring his/her concerns directly to the Preschool Coordinator.
    - If the incident involves an allegation against the Preschool Coordinator, the individual will bring his/her concerns directly to the Chairperson.
  - iii. The GCP authority will verbally notify the parent/guardian if the alleged victim is a child (unless the parent/guardian is causing the abuse) and advise the parent/ guardian to consult a health professional of their choice for treatment or referral
3. When experiencing abuse, the employee or volunteer will:
  - i. Secure her/his personal safety
  - ii. Inform the alleged abuser that the behavior experienced is offensive, as applicable and if the situation is considered safe
  - iii. Keep a personal record of the incident (date, time, location, possible witnesses, what happened, employee responses). A personal record is not required in order to file a complaint, but such a record can strengthen the case and help the employee remember details over time.
  - iv. Verbally notify the applicable GCP authority as per the GCP Authority Reporting Structure.
4. The GCP Authority will ensure that the alleged abuser is removed from contact with vulnerable persons pending the outcome of investigation into allegations of abuse.
5. The GCP Authority will proceed with the Reporting Procedure

## PROCEDURE: REPORTING

All alleged abuse must be reported to the GCP authorities even if the information is, or is believed to be confidential. Confidentiality shall be in accordance with Item 5 of this section. Responsibility for reporting cannot be delegated.

1. Any employee or volunteer who has knowledge of an alleged abuse, whether by witnessing an incident of abuse, through the person's own disclosure or behaviour, or physical evidence, or by a third party report, must immediately, verbally advise the applicable GCP authority who is not implicated.

**Failure to report abuse or suspected abuse is subject to disciplinary action, which may include dismissal.**

2. The employee or volunteer will complete a GCP Incident Report, documenting date and time, what was witnessed or heard, the actions taken, who was spoken to and what was said. The individual will keep the information confidential and remind others involved to keep the information confidential. The written report will be given to the Preschool Coordinator or if necessary the Chairperson of the Executive Committee.
3. The Preschool Coordinator will assist the employee or volunteer with additional reporting of the alleged abuse, as deemed appropriate, which may include contacting the Calgary Police Services.
4. The GCP seeks to protect children from abuse. Therefore, consistent with the Child, Youth and Family Enhancement Act, when abuse of a child is suspected, it will be reported to Child & Family Services by the appropriate GCP authority, who will then complete an Incident Report with the employee or volunteer. In addition, based on the advice of Child & Family Services, a Calgary Police Services complaint may be required. The appropriate GCP authority will notify the child's parents or guardian, provided they are not the alleged perpetrators.
5. All information is subject to the privacy provision in the Freedom of Information and Privacy Act and every effort will be made to maintain confidentiality of the alleged victim, the anonymity of the person reporting the matter, and the rights of the alleged abuser. Any report of abuse will be handled in a confidential manner with information released only on a "need to know" basis.

## PROCEDURE: RESOLUTION

All allegations of abuse will be promptly investigated by the GCP authority and its delegates as appropriate, in an unbiased manner, in accordance with this policy.

1. The GCP supports and encourages police involvement in investigating incidents and exploring options for follow-up if appropriate. Advice of the Police may be sought to minimize the chance of further risk of exposure and injury while not compromising the investigation.
2. If abuse involves a child, the GCP acts consistently with the Child, Youth & Family Enhancement Act, fully disclosing all information to Child & Family Services.

It is critical that the alleged offender is not confronted or made aware of the suspicions or accusations against her or him.

In the event that the Calgary Police Services file charges, the investigation shall become the responsibility of the Police department.

3. The GCP authority will determine corrective actions to be taken should the investigation find allegations of abuse to be valid.

Employee or volunteer actions considered abusive will result in immediate disciplinary action.

A copy of the Incident Report and report regarding the outcome of investigation will be placed in the employee's personnel file/ volunteer's registration file.

Disciplinary or corrective actions may include, but are not limited to rehabilitation/ counselling, termination of employment, prosecution, or any combination thereof.

The appropriate GCP authority will undertake an evaluation process to monitor the effectiveness of the organizations' applicable policies and procedures, and provide recommendations to the existing approach.

4. If there is a disagreement between the employee or volunteer reporting the abuse and the GCP authority as to whether the incident constitutes abuse, the employee or volunteer shall report the abuse to Calgary and Area Child and Family Services or Calgary Police Services for formal investigation.
5. Should the GCP Authority find the allegations are not substantiated, disciplinary action will not be pursued against the alleged abuser. Any reference to the complaint will be removed from the alleged abuser's employee file.
6. In the case of an unsubstantiated complaint made with malicious intent, disciplinary action will be taken. This may include rehabilitation/counselling, termination of employment, termination of GCP services/ registration in GCP programs, prosecution, or any combination thereof. Any reference to the complaint will be removed from the alleged abuser's employee file.
7. The Chairperson of the Executive Committee must immediately notify the GCP insurance carrier if a situation could result in a claim.
8. A copy of the report, investigation and outcome will be kept on file by the Preschool Coordinator, and in the strong box maintained by the Chairperson.

### WHISTLEBLOWER'S PROTECTION

No action will be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

### REASONS FOR DISCIPLINARY ACTION

It is not the intention of the GCP to restrict the rights of anyone, but to define and protect the rights of all, to ensure a good and healthy working relationship. It shall be our policy to be as fair and equitable as possible and to protect anyone who reports incidents described herein - except in the case of malicious intent.

Committing any of the following infractions will be sufficient reason for disciplinary action resulting in reprimand, suspension, and/or discharge from the GCP and its programs.

- The abuse of any person involved in the operation of the GCP.
- Failure to report witnessed or suspected abuse to the Lead Teacher, or Preschool Coordinator (as appropriate).
- Failure of the GCP Authority to report the incident to Police and/or Child and Family Services, as per Reporting and Resolution procedures outlined herein.
- Intentionally causing or threatening to cause bodily harm to another employee.

These violations do not include all of the offenses for which an employee may be subject to disciplinary action.

## PROGRAMS & REGISTRATION

### POLICY

1. The 2-day morning program (Tues.-Thurs.) is designed for children 3 years of age. The 3-day programs (Mon.-Wed.-Fri.) are designed for children 4 years of age. The 2-day afternoon program is designed for a mixed class of 3 & 4 year olds. 5-day option: Children registered in a 3-day program may additionally register in the 2-day afternoon program at the discretion of the Teacher and Registrar.
2. Age Requirements:
  - In the 2-day program, children must be 3 years old by December 31st of the school year & must not be 5 years old by December 31<sup>st</sup> of the school year. Children turning 5 before December 31<sup>st</sup> are not eligible to register in the 2-day program or the 5-day program.
  - In the 3-day and 5-day programs, children registering in the 3-day program must be 4 years old by December 31st of the school year.
  - All children **must** be toilet trained. Children who arrive to class with a diaper or pull-up will be sent home. The Preschool understands that accidents may happen with fully toilet trained students and ask that students have a change of clothing in their backpack. The Preschool reserves the right to ask that a child withdraw if toileting becomes a challenge.
  - If a child is experiencing difficulties adjusting to the demands of Preschool, the teacher may ask the parent to attend with the child to assist with transition. This will be determined in consultation with the parent after the teacher gets to know the child in September.
3. A Minimum enrolment shall be 8 and a Maximum enrolment shall be 18 children per class.
4. To qualify for Preschool, families must become members of the Glendale/ Glendale Meadows Community Association. Membership must be valid for the school year and not the time of registration.

5. Part-time students are not permitted unless extenuating circumstances arise. In these cases, the Executive Committee and the Teacher will decide whether a child is admitted.
6. All parents of registered children will be given the opportunity to participate on the Executive and Parent Committees. Job descriptions and email contact of the Executive Committee will be made available to all parents.
7. Enrolment accepted to replace a child withdrawing from a program will occur with consideration given to the age of the child concerned, position on the waiting list, and at the discretion of the Registrar, with preference given to children eligible for ECS in September.
8. Children of the Teacher shall be admitted free of charge.
9. Children with special needs, including English as a second language, shall be admitted on a one-month trial basis. A non-refundable registration fee will apply as will the Community Membership Fee. Families are required to submit a trial request in writing to the Preschool Coordinator. In the final week of the Trial, the family will discuss with the Preschool Coordinator their plans to continue or withdraw. If the child is continuing, the family will be required to provide the non-refundable deposit in the amount of one month's tuition and PAD agreement to the treasurer prior to continuing
10. Registrations will generally not be accepted for the current session after March 31, at the discretion of the Registrar.

## **TUITION FEES**

### MONTHLY TUITION COSTS

- Please refer to the Parent Guide and Registration Package on the Preschool website.

### OTHER FEES

- Please refer to the Parent Guide and Registration Package on the Preschool website.

### PAYMENTS

- Monthly tuition fees are paid by Pre-Authorized Debit (PAD) on the first day of every month for the months of September to May. The PAD agreement is required with the completed Registration forms.
- The non-refundable Registration Fee and the Community Association Membership Fee are paid in one PAD payment taken on August 1.
- The tuition deposit is paid by PAD payment taken on August 1<sup>st</sup>.
- There is a \$25 charge on any NSF cheques. Two NSF cheques from the same family requires certification of cheques or cash for the remainder of the year.

**PLEASE NOTE: For ongoing registration throughout the year, the registration fee, membership fee, tuition deposit, and first month's tuition are all due at the time of registration.**

## RATES

- Preschool fees are to be established by the Parent Committee and reviewed annually at the November Parent Committee Meeting. Tuition fees are to be reviewed by the Community Association Board prior to final approval.

## **REGISTRATION**

- Registration dates are determined by the Executive Committee no later than the November meeting for the next school year.
- Placement in classes and waitlists is on a first-come, first-served basis, with priority given to residents of Glendale/Glendale Meadows.
- If a child's information, learning needs or class preference changes following submission of registration information, that child's placement in a class or on a waitlist may be subject to change.
- Please contact the Registrar as soon as possible with any changes in information or circumstances.

## PRE-REGISTRATION

- Pre-registration will occur on January 15<sup>th</sup> for those children currently in the program and their siblings.

## OPEN REGISTRATION

- Registration for new families begins on February 1<sup>st</sup>. Alumni families (who have had a child registered in the preschool program in previously) are given priority until February 8<sup>th</sup>.
- Members of Glendale/Glendale Meadows Community will be given the first priority for remaining space, followed by those from surrounding communities.
- Registration is ongoing on a first-come first-served basis until classes are full.
- Waiting lists are compiled for those wishing to be advised if a spot becomes available.

## WITHDRAWAL / TERMINATION OF SERVICES

1. One full month's written notice must be given to the Registrar or Chairperson on or before the first of the month when withdrawing a child from the Preschool. With required notice, the tuition deposit paid upon registration will be applied toward the tuition for the final month in attendance.
2. Failure to provide one month's notice of withdrawal will result in forfeit of the tuition deposit.
3. No refunds will be issued for the month of June for any withdrawal requests that are made on or following May 1st.
4. Registration fees and Community Association Membership fees are non-refundable.

5. GCP reserves the right to terminate or suspend services for the failure to make required payments, for behaviors or circumstances that prevent the GCP staff from meeting its goal and teaching philosophies, or for other situations as deemed appropriate by the Executive Committee. All outstanding fees must be paid upon termination / withdrawal from the program.

## PROCEDURE

Please refer to the Parent Guide and Registration Package on the Preschool website.