

A. PROGRAM PLAN

i) What is your program's child care philosophy?

The philosophy of Lessard Community League Playschool is that young children learn best through play based activities. We believe in providing a positive, happy, secure classroom environment where rules, expectations and consequences are clear; one in which the children are comfortable trying and trying again, where respect for self and others is nurtured. We appreciate and celebrate each child's uniqueness!

ii) Describe how your child care program will meet the developmental needs of children.

Our program will strive to meet the physical, social, intellectual, creative, and emotional needs of the children who attend by providing age appropriate circle activities, theme based centres, along with fine and gross motor opportunities. Theme based books and other literature will be available at all times. We will also take part in community based field trips and in-class visitors.

iii) Describe how your program space will be used, including your outdoor play space.

Our playschool will use our space to provide age appropriate centre activities based on themes, tables for snack and an area to come together as a large group for circle time activities. We will also utilize the Community League Playground on days the weather permits us to be outside, or use the Community League hall, for gross motor development. Lessard Community League Playschool is licensed for 20 students and the primary play space is 28' 10" by 35' 6" for a total of 1000 square feet. Please see the attached diagram of our classroom.

iv) Describe how your child care program will use community resources.

Our playschool will use the community resources in and around Edmonton through field trips and in class visitors.

v) Describe the nature and scope of parental involvement in the child care program.

Lessard Community League Playschool is a parent owned and operated cooperative. Our executive board, made up of 9 members are parents of children who attend our school. Each family will be given a Lessard Community League Playschool Parent Handbook at the Fall Annual General Meeting which outlines all policies and expectations. All parents are responsible for being a roster parent once or twice a month. Each class will have two roster parents each day. The Lessard Community League Playschool Calendars with scheduled roster days will be given to each family two weeks before the end of month. Every parent who is not on the executive board will also hold a committee position to help with work that needs to be accomplished within our school. Parent attendance at both the Fall and Spring Annual General Meetings, and any emergency meetings that may be deemed necessary, is required. Parents will receive monthly calendars in their child's mailbox so they are informed about the daily happenings, special events, parties, field trips, special in class visitors,

birthday celebrations and fire drills happening in our class. In addition to the calendar, our "Small Talk" newsletter will be given out each month with memos about important information from the Executive Board and teacher. All calendars and newsletters will also be posted on the bulletin boards throughout the Playschool.

vi) Describe the process for ongoing evaluation and improvement of the child care program.

Parents are encouraged to speak with any member of the Executive Board or the teacher at any time about concerns, suggestions or questions they have about the program. Once a year, all parents will be given the opportunity to complete a formal evaluation of the program. The results from all returned evaluations will be compiled by the President of the Executive Board and presented to all parents. The compilation will be discussed with the teacher and together with the Board, appropriate changes suggested by the parents will be implemented. At the end of each school year, the Executive Board members will evaluate the teacher. The results will be compiled by the President of the Board and presented and discussed with the Executive Board and teacher. Suggestions for improvement will be discussed at this time.

B) STAFFING PLAN

i) Provide a list of staff positions and responsibilities.

Lessard Community League Playschool has a staff of one person in the position of teacher. It is the responsibility of the teacher to plan yearly, monthly and daily plans for theme based, age appropriate activities. These plans must include activities that foster the growth and development of the children in all areas. Children must be supervised at all times by the teacher. The teacher must keep a daily attendance log for each class. Parents will be informed about the happenings in the class by the teacher through the monthly craft calendar and submission to the monthly Small Talk newsletter. The teacher's attendance at monthly board meetings is mandatory. In order to meet the staff to child ratios, Lessard Playschool will also have two parent volunteers in each class.

ii) Describe how staff will receive an orientation to your program's administrative policies and procedures.

All new staff will meet with the President and one other member of the Executive Board for an Orientation Meeting. At this time, the new staff member will be given a contract that will state the responsibilities of the employee, rate of pay, pay dates, policies for vacation, personal leave, professional development and sick days.

The employee will also receive a Parent Handbook and a copy of the school by-laws which the members of the Executive Board will go through to ensure all policies and responsibilities are clear to the employee.

iii) Describe how staff and volunteers will be screened.

All staff and volunteers other than parents whose children are attending Lessard Community League Playschool, will be required to provide a criminal record check, including a vulnerable sector search, dated not earlier than six months prior to the date of commencement with the program and every three years after that date. Parents of children attending Lessard Community League Playschool must sign a waiver form stating what other adult(s) is able to stand in their place as parent to attend their roster days. This will eliminate these volunteers from having to have a criminal record check.

C) ADMINISTRATIVE POLICIES AND PROCEDURES

i) Child Discipline Policy

The disciplinary policy is written in the Lessard Community League Playschool Parent Handbook which every family receives at the Fall Annual General Meeting, or when they join the program. All new staff will receive the Parent Handbook during their Orientation meeting. The policy states:

When dealing with inappropriate behaviour, there must be a high tolerance for the different types of children. Accidents and failure to consider consequences of actions should be accepted calmly and matter-of-factly. Discipline in the program will be consistent with the actions of a kind, judicious, firm parent and be reasonable to the circumstances. Rough or corporal punishment and verbal abuse will not be accepted or tolerated.

The children will be involved and encouraged to come up with the rules of the class during the first days of school through age appropriate discussions and direction from the teacher. Rules will be discussed again as needed with the group or individual children.

ii) Off-site Activity and Emergency Evacuation

All parents will be notified of off-site events through the monthly calendar and the Small Talk Newsletter. Each family will also receive a permission slip with all the information about the field trip and will be required to return the bottom half of the form with a parent signature stating their child has permission to attend the off-site event. The teacher will be required to take the records of each child, which includes all parent and emergency contact information, to the off-site event in the case of an emergency situation or evacuation.

iii) Accident or Illness

In the case of an accident or illness of a child while attending Lessard Community League Playschool, the teacher will attempt to reach the child's parents by telephoning the home first. If the teacher is unable to reach the parents, she will try calling the parent's cell phones, and then the work numbers. If these attempts are unsuccessful, the child's emergency contacts, which are listed on the child's registration forms, will be called. Continuous attempts to reach the parents will be done by the teacher or a Board Member. It will be the responsibility of the teacher or Board Member to ensure a child who has been involved in an accident or has become seriously ill receives medical attention as soon as possible. When an accident or illness occurs, the teacher is responsible to fill out and sign an accident report. The teacher will have the parent sign the accident report, copy it, giving the copy to the parent and keeping the original with the child's registration form.

iv) Incident Reporting

It will be the responsibility of the teacher or member of the Executive Board of Lessard Community League Playschool to report all incidents of an emergency evacuation, program closure due to an emergency, an intruder on the program premise, a child removed from the program by a person without parent/guardian consent, an injury requiring medical attention, a lost child or a child left on the premises after operating hours to licensing staff. All serious incidents will be reported to licensing staff within two working days.

v) Communicable Disease

Any child in attendance at Lessard Community League Playschool who is suffering from a communicable disease will be required to leave the school immediately. A parent or emergency contact will be called to come remove the child from the school. The ill child will be kept away from the rest of the children until their parent or emergency contact arrives to take them home. We also ask that parents of any child who becomes ill with a communicable disease after school hours, contact the school as soon as possible so other families may be notified.

vi) Supervised Care for Sick Children

Any child who is feeling ill at school will be kept as far away as possible from the other children in the program while waiting for a parent to come to school to pick them up.

The sick child will stay within the classroom, in a quiet space while waiting in order to be supervised by the teacher and roster parents.

vii) Administration of Medication

It is the policy of Lessard Community League Playschool to administer medication only if the child's parent has given written consent on the registration form, the medication is in the original, labelled container with all directions for administration on the label. All medication must be stored in a locked box or cupboard, out of the reach of all children. Emergency medication will be stored out of the reach of children, but still within easy access to staff. When medication is administered, it is the responsibility of the teacher to record the date, time, name of medication, dose given, circumstances as to why the medication was administered and sign the record. It is also the responsibility of the teacher to inform both the child's parent(s) and members of the Executive Board that an emergency situation occurred where the administration of a medication was necessary.

viii) Health Care

Lessard Community League Playschool may provide or allow for the provision of health care to a child only when the written consent of the parent has been obtained, or when the health care provided is in the nature of first aid.

ix) Smoking

It is stated in the Lessard Community League Playschool Parent Handbook that smoking is not permitted. This applies to all staff, volunteers and guests within the Playschool, on the school grounds, on Playschool fieldtrips, or any place where child care is being provided.

x) Nutrition

It will be the responsibility of the Roster Coordinator from the Executive Board to assign a snack to each roster parent to bring on their duty day. Snacks will follow the Canada Food Guides categories of fruit, vegetables, baking or dairy. The children will have snacks from two food groups each day. Snacks will be served approximately half way through the class, between 10:15 - 10:30 AM or 2:15 - 2:30 PM.

xi) Children's Records

Records for each child will be kept up to date and within the playschool at all times. Records that must be completed for each child include the following:

1. A completed Lessard Community League Playschool registration form which includes the child's name, date of birth, and home address, parent's name, telephone numbers for home, work and cell phone, and home address, telephone numbers and addresses of emergency contacts, Doctor's name and phone number, child's Alberta Health Care number, allergies, particulars of health care provisions, immunizations, and a current community league number.
2. Emergency Medical Release Form – signed by the parent.
3. A permission Form signed by the parent.

Parents will be reminded to provide the teacher with any changes of or updates to any information provided on any of the forms through the Small Talk Newsletter. All records will be accessible to the Licensing Staff at all times and to parents at reasonable times.

xii) Administrative Records

Up to date administrative records will remain on the school premises at all times. They will be available for licensing staff at all times, to parents at reasonable times and will be retained for a minimum of two years. The administration records will include the following:

1. Particulars of the daily attendance of each child, including arrival and departure times.
2. The child care certification of each staff member.
3. A current first aid certificate.
4. A criminal record check for each staff member, including a vulnerable sector check.

xiii) Portable Records

Lessard Community League Playschool will maintain a portable record of emergency information that includes each child's completed registration form which has parent names and all telephone contact information, emergency contact names and phone numbers and all relevant health information, allergies and immunizations. A list of telephone numbers for local emergency response services, poison control center and nearest hospital will also be a part of the portable record.

xiv) Emergency Procedures

A list of all emergency numbers will be posted by the telephone in the school so they are readily available. Emergency procedures are stated in the Lessard Community League Playschool Parent Handbook so staff, parents and volunteers can familiarize themselves with them. Emergency procedures will also be discussed with the parents at the Fall Annual General Meeting and with new staff during their orientation meeting. It

will be the responsibility of the teacher to conduct monthly fire drills to help the children understand the emergency evacuation plan. During fire drills, the teacher will take the portable record and take attendance to make sure all children are with the group.

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