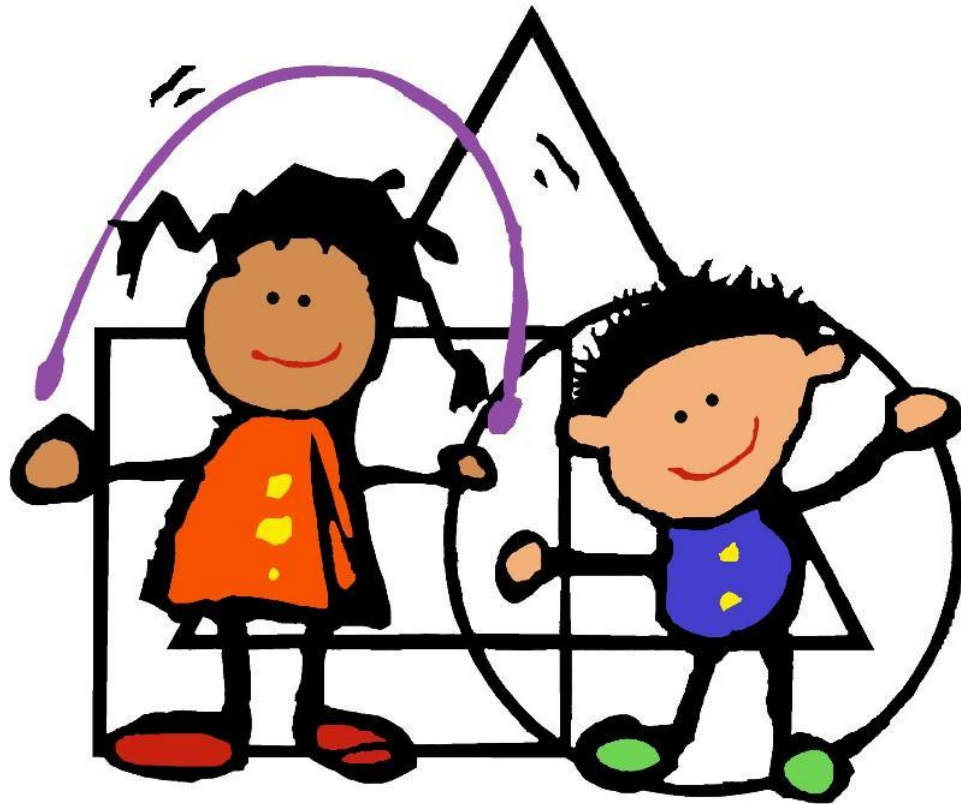




ROSEDALE PLAYSCHOOL

2026-2027

Parent Handbook

Located at:

Wild Rose United Church

1317-1st St NW

Calgary, Alberta, T2M 2S5

403-282-2721

Email: rosedaleplayschool@gmail.com

Website: www.rosedaleplayschool.com

Nature's Way by Lenore Hetrick	3
Rosedale Playschool Vision	4
Rosedale Playschool Belief & Mission Statement	4
Rosedale Playschool Philosophy	4
Educators	5
Rebecca Neale	5
Victoria Talbot	6
Arrivals	7
Sign-In	7
Health & Safety Protocols	7
Punctuality	7
Transitioning Information	7
Departure	8
Sign Out	8
Punctuality	9
Daily Schedule	8-9
Parenting Arrangements	10
Weather & School Dress Code	10
Dress Code for Outdoor Classroom	10
Dress Code & Extra Clothes for Indoor Classroom	11
Daily Snack	12
Art/Projects to Go Home	12
Labels / Lost and Found	12
Special Events	13
Birthdays	13
Field Trips	13
Parent Involvement & Assistance	14
Your "Lucky Duck" Parent Help Day	14
We NEED you!	14
Parking	14
Arrival/Departure Time	14
Siblings	15
Classroom Management	15
Appropriate Behaviour	15
Your Child's Lucky Duck Experience	16

Clean-up Time	16
How the Parent Helper Can Help	16
Parent Committees	17
Parent Responsibilities	17
How Else Can I Help?	18
Playschool/Parent Communication	19
Children's Mail Slots	19
Accident or Illness	19
Feedback	20
Health & Illness Policy	21
Incident Reporting	21
Communicable Disease	21
Supervised Care for Sick Children	22
Guidance Policy	23
Guidance	23
Positive Problem-Solving Techniques (P.S.T)	23
Withdrawal Policy	24
Fire/Emergency Evacuation Plan	25
If I Have a Question... Who Do I Talk To?	26
Appendices	27
Rosedale Playschool Security Policy	27
Smoking Policy	27
Records Policy	27
Children's Records	27
Administrative Records	28
Portable Records	28
Accident & Incident Recording & Reporting Protocol	29
Accident and Incident Procedures	29
Dealing with Accidents or Incidents to Children	29
Suggested Clothing Checklist	31

*'When I walk you to school
tomorrow, I will be the one
who dawdles!'*

Nature's Way by Lenore Hetrick

The little tree by the old road fence
Grew in the summer sun.
"I want to grow tall," said the little tree,
"And growing is so much fun."

The little brook running beneath the bridge
Babbled and sang all day.
"I want to become a river," it said,
"So I'm hastening on my way."

The little bird fluttered from out the nest,
And flew across the yard.
"I'll be a big bird," said she and twittered,
"If each day I'll try real hard."

The little boy stood on his tiptoes and stretched.
"I'm just like the rest," said he,
"I want to grow up and see the big world -
And the sooner the better for me!"

Mother Nature smiles at her fledglings,
But she did not bid them stay.
She knew that to live and grow and age
Is forever Nature's Way.



Rosedale Playschool Vision

To have Early Childcare Professionals, parents and the community come together to provide the highest level of quality care and apply best practices to preschool age children in order to enrich their lives and increase their agency in their lives, their learning and our world.

Rosedale Playschool Belief & Mission Statement

We believe that children learn through play and that children need to be honoured, respected and celebrated. We strive to provide an inclusive environment that celebrates and promotes individual differences, appreciation of individual capabilities, and respect regardless of a person's health, developmental, economic, social status, or cultural background. We value trust, honesty, community and participation in the program. We believe in encouraging and inspiring children to use and strengthen their abilities, to enable them to reveal their potential. We believe there is value in understanding our sense of place and developing meaningful connections with the land.

It is our mission to provide a supportive environment that fosters the development of all areas at a pace appropriate to each individual child; to help the child develop self-confidence; to increase their agency in learning; and develop connections with the natural world (both human and more-than-human).

Rosedale Playschool Philosophy

Rosedale Playschool is a play-based, emergent program. We spend much of our time exploring nature in our amazing outdoor classroom, touring our local community and creating in our beautiful indoor classroom. At the centre of everything we do is our view of the child:

We believe children are strong and competent protagonists in their own learning. Children are capable of complex thinking and rich communication. Children are creative, inventive, curious beings who are full of potential and ready to connect with the community and world around them.

To enable the children's learning and development, we take great inspiration from the Reggio Emilia pedagogy and from Wild Pedagogies. Our curriculum follows "Flight"; Alberta's Curriculum framework for Early Learning. Our philosophy towards curriculum is child-originated and teacher-framed. In following this approach, our role is to co-explore the learning experience with the children, to provoke ideas, develop skills for problem solving and conflict resolution, to take ideas from the children and return them for further exploration, to organize the classroom and materials to be thought provoking, and to document children's progress with written, audio, video and photographic observations.



A very key piece to our program is that we view the environment as a third teacher. Using the environment and making it aesthetically pleasing is important. A lot of time is spent organizing and cleaning the room and making it comfortable or developing provocations in our outdoor classroom. The outdoor environment naturally serves as a third educator and we have to be open and willing to listen to the stories and learn from what it shares with us.

As educators we view ourselves as a partner, nurturer, and guide. We make a strong emphasis to actively listen to the children so as to make sure that we are guiding and supporting the children in their play, exploration, and learning.

A focus of our program is using our Atelier and Maker Space to open and deepen the children's learning and play experience; to cultivate and reveal a more intentional investigation. The room is designed for project-based learning where children can explore, test, and provoke new ideas. Children can process what they are learning about the world through art, creative expression and tinkering with the materials/tools in the room.

Educators

Rosedale Playschool takes great pride in the quality of early education we provide to our students. Our program has been cultivated by experienced educators with teaching philosophies that guide students to succeed in the classroom and beyond.

Rebecca Neale

Rebecca is our Administrative Director and Teacher. She will be working in both morning classes. Rebecca completed the Child Studies Degree at Mount Royal University in 2020. We first met Rebecca when she completed her first practicum with us in 2016, and she was such a good fit; she has worked here ever since! Rebecca is the oldest of 4 girls, so she has always had the job of caregiver and role model – and she loves it! She has also worked at the Calgary Arts Academy, helping to facilitate a remedial reading program. While working with children, she found that they have inspired her to be more creative, to enjoy the little things and be silly! In return, she hopes to inspire children to be compassionate, empathetic, and caring. Rebecca's passion and teaching practice centers on social learning, emotional regulation, and helping children discover their potential. Rebecca is very excited to teach and dedicate her time to making this school an inclusive place for all our children.



Victoria Talbot

Miss Victoria is our other teacher and will be taking the lead on Programming in both morning classes. Miss Victoria and Miss Rebecca attended Mount Royal University together and graduated from the Bachelor of Child Studies program in 2020. Rosedale Playschool has a special place in Miss Victoria's heart as she has taught at Rosedale Playschool back in 2020. However, in 2022 she moved to Grande Prairie where she has spent the last 4 years working with children between the ages of 12 months and 12 years. Moving back to her home town of Calgary this past fall has been nothing short of serendipitous as she now returns to Rosedale Playschool. Her heart is so full having the opportunity to reconnect to the most wonderful community of families, and she is very much looking forward to getting to know all of you. She is grateful for the opportunity to be welcomed back and can't wait to see what exciting adventures the rest of the school year has ahead.



Arrivals

Our morning class begins at 9:00 a.m. You are expected to stay with your child until they have been signed in and your child's teacher(s) are present.

Sign-In

If the day is beginning outside you and your child can wait by the patio tables and chairs near the doors of the church. If the day is beginning inside you can wait in the coatroom. There will be an attendance sheet to sign each day.

Health & Safety Protocols

When you sign your child in on our attendance sheet, please note you are also declaring that you have screened (according to our health policy) your child and they are fit to be at school.

Punctuality

Please be as punctual as possible when dropping off your child. If you are late, ensure that you check-in with an educator so we can keep an accurate record of who is in attendance. Signing children into our program cannot happen before 9:00 a.m.

*Note - you can arrange with another parent/caregiver to sign in for your child, if needed.

Transitioning Information

If your child is having a hard time with transitioning, it is very helpful to make your good-byes brief. If your child is upset or afraid, it's important to acknowledge those feelings, but focus them on the benefits and fun of playschool. Our teachers are experts in their field and can help transition your child as you leave. Almost every child will calm down very quickly after your departure and enjoy their class. Often, it's the actual "good-bye" that is hard and is not something we want to prolong. Please remember, prolonging your departure can reinforce their anxiety. If this is a concern for you, please discuss this with your educators at your Meet-the-Teacher meeting in September.



Departure

Please note that our program is 3 hours. The 3-year-old and 4-year-old morning class dismissal is at 12:00 p.m.

Sign Out

If the day is ending outside, children will be dismissed at the gate where they will be signed out upon your arrival. If the day is ending inside we will dismiss them from the classroom door once they have been signed out.

Children will only be allowed to leave after their parent or guardian has checked in or been observed by the educator who is by the classroom door/gate with the sign-out sheet. There will be one educator supervising the children waiting to be dismissed and one educator stationed at the classroom door/gate dismissing children once the parent or guardian has checked-in and the child has been signed out.

Punctuality

Please be as punctual as possible when picking up your child to avoid anxiety for everyone. Your little one shouldn't be worried about you! Any time your child will be going home with someone other than you or a regular caregiver, please be sure to inform the educator through Storypark with their contact information and an attached photo.

Daily Schedule

Our program has been designed with a framework that allows our schedule to be flexible to truly explore an interest or topic. Weather permitting, we begin the day in our outdoor classroom. You will be notified via Storypark if we are unable to begin our day outside. We spend the majority of our class-time outdoors in the Fall and Spring. In the Winter months, 60-70% of our class time remains outdoors. Once children are checked in, we begin our day with a meeting to go over our agenda for the day. The interests and projects we are exploring determine the amount of time we spend outside vs. inside. Whether outside or inside, the children have the opportunity to play with other children, to manipulate objects and materials, to discover what makes things work, to make mistakes, and to imagine and create.

An example of our daily routine is on the following page:

Daily Schedule and Routines

9:00am: Drop off, Meeting, Lucky Duck Introductions

- Arrival/parent drop off and child sign in outside in outdoor play area or coatroom. We also have, if needed, the upstairs gym available for gross motor play.
- Five minute transition period from parent/caregiver to being under the care of our teachers. At 9:05am, the Lucky Duck will ring the bell for the first meeting of the day with teachers. This meeting sets the intentions for the day and highlights what the educators have planned to explore with the children. There will be a combination of free play with specific materials for children to explore, small or large group projects and opportunities to explore the natural environment on nature walks.
- If we stay outside for a significant portion of the class, the snacks will be brought outside for the children to eat during the free-play period.

10:15-10:30am: Transition to Indoor Time (if we choose to go inside)

- Line-up and go inside to the coatroom (remove outdoor clothes, put on indoor shoes).
- Once outdoor gear is removed, students wash their hands at the classroom or bathroom sink.
- Transition to carpet meeting time: sit quietly and read books on the carpet while waiting for the remaining students to enter the classroom. Children can also chat quietly with the educators or with their peers.
- Class Meeting (aka carpet/circle time): have class discussions and prepare for indoor projects. Similar to the meeting outside, this sets the children up to play, ask questions, investigate, explore and be creative with the materials in the classroom.

10:30-11:45am: Free-play, Exploration & Project-Based Learning

- Free play in the classroom: there is a sand table, water table, art center, science center and touch table, manipulative table, puzzle and games area, play-dough table, block center, dramatic play center, book corner (quiet carpet), and snack center.
- Children bring their own snack and are free to eat it whenever they feel hungry. They can eat some, put it away and eat more later if they choose. Prior to cleaning up, educators will check in with children to ensure they have had a chance to eat before it must be put away for cleanup time.
- Any art or learning projects developed by educators or students will be discussed at our class meeting and then implemented at free-play. During this period, we use the Art Studio and Maker Space for any projects or small group investigations.

11:45am: Clean up, End of Day Meeting, Goodbye Song

- Cleanup bell and clean up song.
- Transition to meeting time (if outdoors: circle time on the stumps) by reading books and having quiet conversations with educators or peers.
- End of day class meeting: review of the day, highlights from Lucky Duck,; "Thank you" to the parent volunteer.
- Good-bye song.

12:00pm

- Dismissal/parent pick-up and child sign-out.



Parenting Arrangements

In the event that the parents of a child have, or are in the process of, legally or otherwise separating, the parents, at the request of the school, must provide the teachers with a copy of a written parenting agreement between the parents with respect to the arrangement for all school related activities, which includes, but is not limited to, drop-off, pick-up, persons (such as relatives) who are permitted to act on behalf of each parent, and volunteer roles. If the parents of a student fail to provide a copy of such agreement upon request by the school, the school may, at its discretion, prohibit attendance by the child or children of the parents until the copy is provided.

In addition, only one volunteer role per student is permitted, including Lucky Duck Days which are allocated per student with no additional days being provided for parents who have or are in the process of legally or otherwise separating.

Weather & School Dress Code

We will always aim to have at least 60% of our day outside, even if it is raining or snowing. It is only when the temperature is unsafe or there is a windchill colder than -20 will we remain inside. Always send children with proper outdoor gear even in those conditions as the weather may improve enough to go out by the end of the day.

Please review and use the information below during the school year to ensure your child is properly dressed for our program. A checklist has been included at the end of this document for further reference.

Dress Code for Outdoor Classroom

Fall / Spring

A sun hat, splash pants, lightweight toque, lightweight mittens AND waterproof mittens must be in your child's backpack at all times. A fleece sweater and a wind or rain jacket are appropriate layers for this time of year. Sturdy outdoor shoes and/or rubber boots will be needed. If the forecast calls for rain, please make sure your child wears or brings their rain gear, including rubber boots.

Winter

With the colder weather, we recommend packing extra layers for your child. A base layer of wool or synthetics is best to wick moisture and keep bodies warm and dry. A second layer of fleece underneath a winter jacket is optimal. The children also need to have snow pants, warm toque, neck warmer, insulated mittens, wool socks and insulated winter boots. It is important to note that Bogs do not generally keep the children's feet very warm. A second pair of warm mittens and warm socks should be in their backpacks.



Please remember to LABEL new clothing and check the lost and found regularly for items. To help build independence we recommend that children help pack their own backpack each day. This will help them recognize their own belongings and help during pack up times at school.

Dress Code & Extra Clothes for Indoor Classroom

A labelled, full change of clothes that includes: underwear, shirt, pants/bottoms and socks must be available in your child's backpack.

Due to the nature of education and play we encourage, it is possible your children's clothing will get soiled; please send them to school in play clothes that they can comfortably move around in and get dirty.

Children are required to have a pair of rubber soled indoor shoes that will be worn at all times while inside.

We will be working on "learning to dress ourselves" skills, so it's best to keep clothing items simple and easy for children. For example, mittens are easier to put on than gloves, velcro or slip-on shoes are easier than laces and elastic waistbands are easier than drawstrings.

Daily Snack

Children are to bring a nutritional snack to school every day. Please use a labelled snack bag (plastic bags are choking hazards and not permitted), and store snacks in reusable containers vs. individually packaged snacks in order to reduce waste. It is recommended that two food groups be included such as yogurt and sliced watermelon. Please note grapes should always be sliced in half, preferably lengthwise.

Snacks should be placed in the baskets provided by the gate or door each morning/afternoon and picked up from the gate or classroom doors at the end of school.

Due to potential allergies and health regulations, our playschool is **nut free**. Snacks must not contain tree nuts, peanuts, peanut oil, nuts or nut oils. **PLEASE READ ALL LABELS FOR NUT/NUT OIL CONTENT.**

Although it's fine for your own child, please do not bring any homemade or baked goods for the class parties due to potential allergies and health regulations.

What makes a good snack?

1. It looks good and tastes good.

2. There is enough to eat, but not too much.
3. It has nutritional value.
4. Children can help prepare it at home.
5. Families might prepare it at home.
6. It is not the same every day.
7. It is fun to eat.

Art/Projects to Go Home

There will be an opportunity for children to explore art on a regular basis. Completed artwork is often temporarily displayed on our gallery walls and will eventually be sent home. Artwork will be sent home in children's backpacks and in the case of larger or 3D projects we will arrange to handover to the parent/guardian during the drop off procedures at the beginning of class. We will aim to send home art on a weekly to bi-weekly basis.

Labels / Lost and Found

All items brought by the children from home must be labelled with your child's name. This includes snack bags, juice containers, toys, backpacks, clothing, etc. All the classes share the coat room hooks; all personal belongings must return home at the end of every class. Children's belongings do go missing on occasion in which case they are displayed on the shelves in the coatroom. We appreciate your help with this issue. We have an ongoing fundraiser with Mabel's Labels and Loveable labels. These name stickers work great for labeling all your child's belongings.

Special Events

We love celebrating special events throughout the school year at Rosedale Playschool. Some of the consistent events we celebrate are birthdays, and holidays. We also aim to take the children on field trips around the community.

Birthdays

At Rosedale playschool, we celebrate your child's birthday. We encourage you to select your child's birthday as one of your Lucky Duck days, too! The teachers will make sure that your child always feels extra special on their birthday or during their birthday week.

Field Trips

Specific written parental permission will be obtained prior to departing for any off-site trips requiring bus transportation. During the registration process you had the opportunity to sign our



forms for nature walks around the school. Only registered students and parent helpers may attend the field trips and ride the bus hired to transport our students on an outing. Parents will be notified in advance of any outing either by our family communications platform, emails, newsletter, coatroom notice board and verbal notification prior to sign-in. Parents will be asked to sign and return a permission form that will outline the details of the trip. Staff will be required to take portable records (see records) on any off-site excursions as well as a first aid kit and sign in/out attendance forms.

Generally, we plan several nature walks around the community and, if possible, a few trips to the local playground/ice rink during the year for special social events. We aim to have a larger field trip later in the school year.

Parent Involvement & Assistance

Rosedale Playschool is a parent-assisted playschool. We depend on parents to take an active role and assist the educators in the running of the school. This will give you an opportunity to experience your child's learning first-hand and allow the playschool to meet Alberta Childcare licensing requirements and apply best practice to our adult:child ratios.

Your "Lucky Duck" Parent Help Day

Parents are required to volunteer in the classroom ("Lucky Duck" Parent Help Day) approximately 4-6 times per year (per child, not per family). Parents are also required to sign up for a committee position to help in the smooth operation of the school. If you need to discuss your volunteer role, please connect with our Volunteer Coordinator via email at volunteer.rosedale.playschool@gmail.com.

You will see a separate handout in your Welcome Package outlining in further detail the roles and tasks of the Lucky Duck.

Upon entering the indoor classroom, an educator will give the Lucky Duck a checklist of tasks that they will be required to perform in order to help keep the classroom clean. Not to worry, there will still be opportunities to engage and interact with your child and the other children during your Lucky Duck day (especially outside). Parent helpers are asked to review the duties prior to the beginning of class and clarify any questions with the teachers.

We NEED you!

If you or your child is sick on your Lucky Duck day, it is YOUR responsibility to find a replacement volunteer. Call someone on the parent list to trade your day - or help you out - or as a last resort, call the Lucky Duck Coordinator for your class. The teachers DO NOT have a master copy and can't help you.



Parking

Parent helpers, please remember that there is limited parking out front. If you cannot find parking in the church's lot, there is parking on the street that requires a permit for more than 2 hours or you can move your vehicle when a spot opens up in the parking lot. To receive permitted parking, please head to the church office and the office administrator will enter your license plate into the online parking system.

Arrival/Departure Time

Arrive by 8:55a.m. or before to ensure a prompt opening of the Playschool Teacher will hand you your Lucky Duck checklist and answer any questions you may have about your duties for the day

Lucky Ducks are required to stay at the Playschool until 12:15p.m. or until the educators have given permission to leave. This will enable you to help the educators clean up and do all the sterilization required after each class.

Siblings

A note about siblings - we love to meet them - but not on your Lucky Duck day. Alberta's Child Care Regulations require that a strict adult/child ratio be maintained as a provision of our license. If you bring an extra child, you do not count as a supervising adult. Please do not approach the teachers for exceptions to this rule as it places them in an awkward and unfair situation. There are many families with younger siblings and we understand that childcare can be difficult. We recommend that parents arrange to trade off childcare for each other for Lucky Duck days.

Classroom Management

In helping with the supervision of the room you may come across a conflict between students. The educators may be involved with other students around the room and you will be the supervising adult to help the children work through the conflict.

We employ Positive Problem-Solving Techniques (P.S.T.) in the program. You can help educators by identifying the problem (having the children identify and explain the problem is preferred).

Through this process, their feelings and thoughts are acknowledged. Alternative possibilities of conflict resolution can be presented by the child and/or adult and can then be discussed. Alternative solutions may include re-direction of children's activity, providing choices of activities and/or spaces, supporting a conversation between the children involved, or ignoring the behaviour when appropriate. Role-modelling and positive reinforcement of appropriate behaviour are also encouraged. If you are not comfortable handling the situation, it is always best to get the attention of one of the educators immediately.

Appropriate Behaviour

Keep in mind each child is a unique individual who comes from their unique context and this age group displays a wide range of behaviours. To most effectively function as a group in the Playschool environment, we encourage the children to accept each other as individuals and important members of our group. This includes learning to:

- Share equipment and space
- Wait one's turn
- Cooperate with peers and teachers
- To self-regulate
- Develop a sense of self, of others and place
- Take responsibility and care for one's belongings

We have 5 expectations derived from one rule: **We will treat everyone and everything in the school with kindness and respect.**

Expectations:

1. We keep our hands to ourselves (we respect the space other's need).
2. We use walking feet and indoor voices inside the classroom.
3. We listen to each other.
4. We develop a respectful relationship with the toys and materials in the school & world.
5. We clean up after ourselves (clean up snacks, clean up toys when done) and reduce any negative impact on our natural environment.

Your Child's Lucky Duck Experience

When your child is the "Lucky Duck" they will have a dedicated time at the end of the day to share about their favourite part of the day, a thought, an idea, a creation, an experience; what did they enjoy, what did they discover? The intention is to help the other children understand their classmates better and develop community.

First Lucky Duck: For your child's first Lucky Duck Day of the school year, they will have the opportunity to share about their family. We ask that you please send through email or Storypark, a family photo that the educators will arrange to have printed and hung on our Family Wall. You may also bring in your own printed picture but please let the educators know if this is your plan. This first share time will be dedicated to your child sharing the photo and telling the class about their family. Your child may require guidance from you if they feel uncomfortable talking in front of a group. In the case of your child having two households, you can send in two photos. Please connect with the educators if you have any questions.

Please note that children will not be sharing or bringing items from home.



Clean-up Time

Clean up time is signaled by the 'cleanup' bell.

Encourage the children to help tidy up the space. While the children are cleaning the room, you can start cleaning by:

- Cleaning the tables and chairs with a spray solution.
- Sweeping under snack tables, art tables, and high traffic areas.
- Tidying areas of the classroom (block center, playhouse, etc.).

How the Parent Helper Can Help

Help a child who asks for your help by guiding; please try to avoid doing things for them. Children's class time is an opportunity to demonstrate what they already know and what they are curious about – to develop autonomy and agency in their learning. Show interest in whatever the children are doing; listen to them, talk with them, laugh with them, and play with them. Have FUN!

Is there something you could add to enrich their play? For example: If a child asks you to read him/her a book, please do so. Find a cozy spot (keeping in mind the class overview) and very likely other children will join you. You may thus create a beautiful time for listening, for a talk, a song, an enactment or whatever may develop from this opportunity.

OR

Join children who are building on the floor or at a table, and build something yourself with the blocks (it is more fun than you may think!). Children will enjoy your play and the demonstration of your respect for their play. Parallel or group play may develop... and so on. The most important objective is to have a fun time, particularly with your own child - because for him/her it is a very special day! Lastly, don't give out answers, instead ASK LOTS OF QUESTIONS – help the children put thought into what they are doing and playing with. Help the children investigate and learn how to critically think. Ex. What do you think will happen next? Why do you think that? What would happen if...? What do you think?

Parent Committees

Your assigned committee position is important to the smooth functioning of the Playschool and is your responsibility to manage. Please ensure that you:

- Are fully aware of and understand the requirements of your position.
- Are able to meet and fulfill these outlined responsibilities.
- Make alternate arrangements with the Volunteer Coordinator via email



volunteer.rosedale.playschool@gmail.com if you are unable to meet your commitment or require a reassignment of responsibilities.

Parent Responsibilities

1. It is the responsibility of the parent to get a criminal record check done so that they can be the Lucky Duck with their child. Please visit <https://policeinformationcheck.calgarypolice.ca/> to complete this step.
2. If choosing a monthly payment plan, It is the responsibility of each family to ensure that the Playschool fees are paid in full before the beginning of each month. It is the responsibility of each family to ensure that Playschool fees are paid on time. A \$25.00 late payment fee will apply to any payment that remains outstanding more than 30 days after the due date.
3. It is the responsibility of each parent to keep informed by reading the updates on the family communication platform and “Parents Bulletin Board”. Items on that board include:
 - Alberta Childcare Licensing Inspections
 - Emergency/Fire Drill Procedures
 - Parent Help (“Lucky Duck”) Schedules and Parent Outline
 - Minutes from Executive Meetings and General Meetings. (Executive meetings are open to the General membership. If you wish to attend any, please contact the vice-president for details.)
 - Playschool Newsletter
 - Agendas for upcoming meetings
 - Information on special events, etc.
4. If your child has any allergies/medical conditions, you are required to meet and discuss thoroughly with the educators prior to your child starting. There is a special form you need to fill out if they require medical assistance or medication for their condition.
5. It is the responsibility of the parent/guardian and child to check the mailbox for communication or artwork.

How Else Can I Help?

We encourage parent involvement in the classroom. Parents or relatives who have special talents acquired through work or hobbies may wish to come in and share. For example:

- Do you paint, build buildings, or repair fridges?
- Do you work in a garage, office, or park?
- Does your job involve animals, bandages, or vegetables?
- Do you want to show and tell us about your special interest?

The class would love it if you shared your special talent. Please let the educators know and we can plan an “event” together.



Some events may require taking the children off premises (e.g. field trip). This means more parent volunteers are needed that day. Please join us when you can. As a parent-assisted playschool, you will be participating in the committee that you chose on registration day, but extra help is always welcome. Please make sure you have your police clearance done ahead of time.

Playschool/Parent Communication

The playschool maintains contact with the parents through the following:

1. Storypark (a separate notice will be included in the Welcome Package)
2. Parents' attendance at orientation and our annual general meeting
3. Year end survey
4. Arrival and Dismissal times
5. Email and parent/teacher meetings (booked as needed throughout school year)

It is important to note that this school has many families and therefore parents need to help in maintaining communication with teachers. If you are wondering how your child is doing at school you need to simply ask the educators. The educators are always willing to schedule a phone call or parent/teacher meeting whenever you would like an update. If there are any concerns that you are uncomfortable approaching the educators about, you may direct them to the Program Director or President of the Playschool Board of Directors.

It is inappropriate to promote or solicit any business or activity other than Playschool business during Playschool hours, including the drop-off and pick-up periods. Please respect the privacy and personal information in the class contact list for any commercial or fundraising activity as well. The class lists are provided for facilitating committee communication and arranging playdates and other child-focused communications.

Children's Mail Slots

Each child has his/her own mail slot contained in a file box for completed crafts and preschool communications. Children or educators will pack any items and notes for home in their backpack as they prepare for going home. We will make arrangements to hand over any items that are too big to pack with the parent/guardian during the drop off or pick up times.

Accident or Illness

In the case of an accident or illness of a child while attending Rosedale Playschool, the educators will attempt to reach the child's parents by phoning the provided contact information. If the educator is unable to reach the parents, 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 one of the teaching staff. It will be the responsibility of the teaching staff to ensure a child who has been involved in an accident or has become seriously ill receives any necessary medical attention as soon as possible. Please see the Appendices for more details about our Accident and Incident protocols.

Feedback

Our playschool program does not provide a formal evaluation of your child (ex. Report cards); however, we understand your need to get feedback about your child's adjustment to playschool. As previously mentioned, please feel free to approach the educators with any questions you may have regarding your child. They are more than happy to schedule some time outside of class hours to discuss your issues or concerns.

Your Lucky Duck Day is a perfect time to observe your child in the playschool environment. Below are a few questions that may help you observing your child in the playschool setting:

1. Is your child having fun?
2. Is your child responding to the educator?
3. Is your child interacting with the other children and the environment?
4. Is your child participating in the activities at playschool?
5. Is your child exploring and questioning ideas? Are they using their imagination?

Lucky Duck days are great for observing how your child is doing however please refrain from trying to engage teachers in serious discussions concerning your child during class time. Also, any feedback concerning the Program is also welcome. **Please don't wait until the year-end survey to voice your concerns;** we are very open and willing to hear and address concerns you may have that can improve yours or your child's experience with our program.



Health & Illness Policy

This policy was developed in accordance with Alberta Licensing Regulations and the Government of Alberta health guidelines. Our policy is as follows:

If the educators of Rosedale Playschool know or have reason to believe that a child is exhibiting signs or symptoms of illness, as set out below, the educators must ensure:

1. That the child's parent arranges for the immediate removal of the child from the program premises.
2. That the child does not return to the program premises until the Program Director is satisfied that the child no longer poses a health risk to persons on the program premises.

The following key signs or symptoms of illness exhibited by the child are:

- Cough, shortness of breath or difficulty breathing
- Runny or stuffy nose with a nasal discharge
- Sore throat or painful swallowing
- Headache, chills, muscle or joint aches
- Gastrointestinal symptoms (such as nausea, vomiting or diarrhea)
- Loss of sense of smell or taste
- Pink eye
- A new or unexplained rash or cough
- Medicated by Tylenol or Motrin, etc.
- A child requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- A child having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.

If your child will not be attending due to illness, please notify the educators through Storypark or email teachers.rosedaleplayschool@gmail.com.

Sending a Child to Playschool

1. Child must not enter the school if he/she exhibits any of the symptoms listed above.
2. Child will not attend school immediately if they have travelled outside of Canada; this is dependent on travel destination. Contact Teachers for further clarification.

During School Hours

Children will be provided with opportunities to wash their hands regularly throughout the classroom hours. Staff will monitor children for any developing symptoms.



Should a Child Become Symptomatic

If the educators of Rosedale Playschool know or have reason to believe that a child is exhibiting signs or symptoms of illness as set out below, they must ensure:

1. That the child is isolated immediately from the other children.
2. That the child's emergency contacts are called and arrangements are made for the prompt removal of the child from the program premises.

Return to School

In accordance with the Province of Alberta's screening requirements for child care settings, a child will not be permitted into the school until the following criteria is met:

1. Anyone (adult and child) exhibiting symptoms of illness is to refrain from attending the program from the start of symptoms until they resolve. These symptoms include: fever, cough (new or worsening chronic cough), shortness of breath or difficulty breathing (new or worsening), sore throat.
2. If the child has other symptoms than the ones listed above, they must stay home until the symptoms have resolved for a minimum of 24 hours.

Incident Reporting

It will be the responsibility of the Program Director or lead educator of the Rosedale 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 our Alberta Licensing Officer. All serious incidents will be reported to the licensing officer within two working days. *See appendices for more details on Rosedale Playschool's Accident and Incident Protocol

Communicable Disease

Any child in attendance 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 and remove the child from the school. The child will be isolated from the other children until their parent or emergency contact arrives. We also ask that parents of a child who becomes ill with a communicable disease after school hours, contact the school as soon as possible so other families may be notified. All families in attendance at the preschool will be notified verbally and/or by written notification without disclosing any personal information of the children involved.

Supervised Care for Sick Children

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

(See playschool communication for emergency contact procedures).

Guidance Policy

The Playschool learning environment strives to foster independence and self-control and to build self-esteem. The program and staff promise not to inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation; to deny or threaten to deny any basic necessities; or use or permit the use of any form of physical restraint, confinement or isolation.

We have 5 expectations derived from one rule: We will treat everyone and everything in the school with kindness and respect.

Expectations:

1. We keep our hands to ourselves (we respect the space other's need)
2. We use walking feet and indoor voices inside the classroom
3. We listen to each other
4. We develop a respectful relationship with the toys, materials & world
5. We clean up after ourselves (clean up snacks, clean up toys when done) and reduce any negative impact on our natural environment.

Guidance

Expectations within the classroom are outlined clearly, simply and consistently. Role-modelling and positive reinforcement of appropriate behaviour are used throughout the program. The educators review expectations to ensure that they are age appropriate (meaning that they recognize differences in age, temperament and experience, and anticipates each child's unique needs). Guidance techniques in the playschool classroom vary, depending on the situation. At all times the child's dignity will be respected. Physical punishment by the teachers or parent helper(s) is prohibited in the Playschool. Hitting or pinching, for example, is not permitted. Similarly, mental and emotional abuse of a student is prohibited. The use of demeaning language is not permitted. Any guiding action taken must be reasonable in the circumstances.

Positive Problem-Solving Techniques (P.S.T)

We employ Positive Problem-Solving Techniques (P.S.T.). The problem is identified and then discussed with the children while acknowledging their feelings. Alternative possibilities of conflict resolution can be presented by the child and/or teacher, and can be discussed. Alternative solutions may include re-direction of children's activity, providing choices of activities and/or spaces, or ignoring the behaviour when appropriate. Role-modelling and positive reinforcement of appropriate behaviour are also utilized.



Withdrawal Policy

The registration fee is non-refundable.

For withdrawals before Playschool begins, the Playschool must be notified on or before August 1st in order for full tuition fees to be refunded. For withdrawals after August 1st, September fees will not be refunded.

A student may be withdrawn from the Playschool by giving written notice to the Registrar & Treasurer stating the effective date of the withdrawal (ie: the last day the child will be attending). After it is given, the notice is irrevocable unless approved by the Registrar.

A prorated refund will be given for the remaining full months of tuition following the effective date of the withdrawal, provided that:

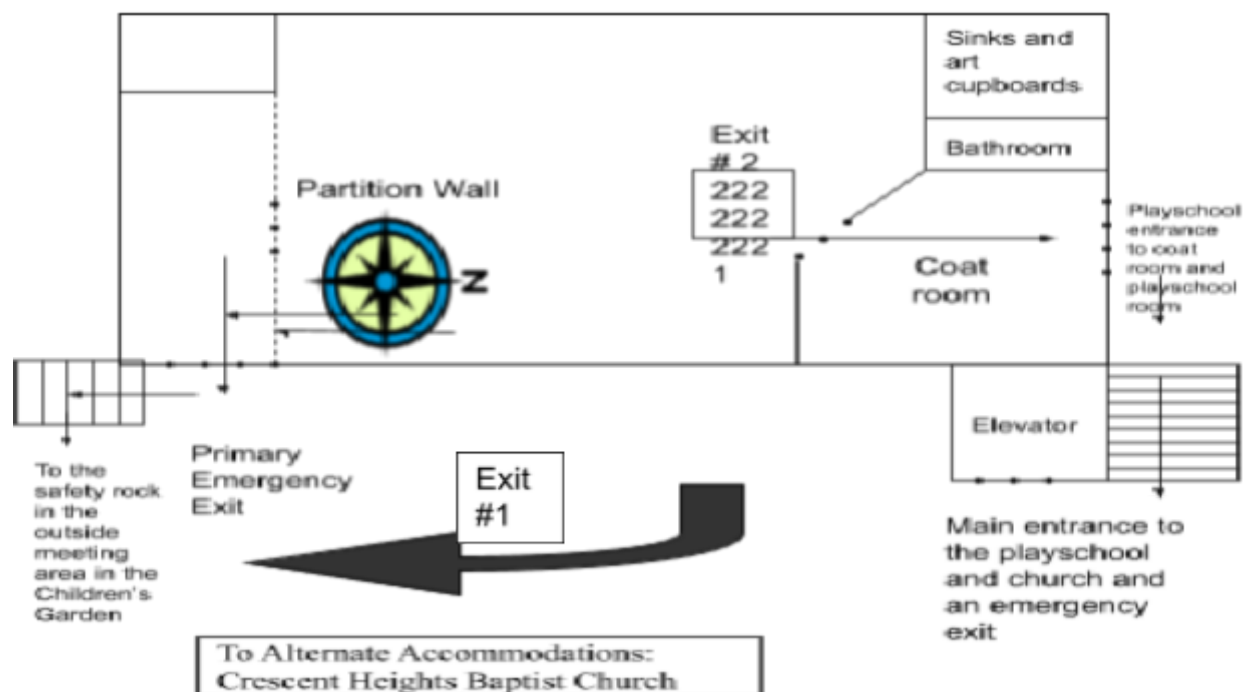
- The notice is given at least 30 days prior to the effective date;
- The notice is given on or before the first day of March; and
- The effective date of the withdrawal is before the first day of April.
- Withdrawals that take place April 1st or later will **not** receive a prorated refund for the fee due for the remainder of the school year.

All other fees are non-refundable.

For further information on how to withdraw a student, please contact the Registrar at registrar.rosedaleplayschool@gmail.com.

Fire/Emergency Evacuation Plan

1. Fire alarm sounds/Emergency bells ring (teacher).
2. All activities stop, attention is directed towards educators.
3. Children are directed to one of two exits (depending on danger and their location).
4. Educator takes attendance records and emergency phone cards, if possible.
5. Parent helper checks the room and follows the children.
6. All go outside together.
7. Educator does head count and checks attendance outside.
8. All proceed to Crescent Heights Baptist Church when re-entry is not possible.
9. Parents will be contacted for pickup when necessary.



Evacuation:

Children, staff, and volunteers will evacuate through one of two emergency exits/regular exits. The primary emergency exit is on the east wall leading up the stairs and out the emergency exit door by the parking lot. The secondary emergency exit is on the north wall leading up the stairs and out the main entrance doors. The meeting space outside will be the safety rock in the Children's Garden.

Alternate accommodations in case of emergency:

Crescent Heights Baptist Church, 1212 – 1st St. NW Ph: (403) 277-1831



As per the Municipal fire and safety standards, children will be required to practice the emergency evacuation plan monthly and will receive the orientation for the drill procedures in the first week of school. All staff will be orientated to the procedures during the program prep days before the start of the school year.

Emergency procedures will also be discussed with the parents at the orientation night and with staff during the prep days prior to the commencement of school.

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 from the sign in/out sheet to make sure all children are with the group.

If I Have a Question... Who Do I Talk To?

1. **If you have an issue concerning your child or someone else's**, please direct these comments to the educator. They are knowledgeable in child development and committed to confidentiality. They will be happy to assist you with any problem or concern. If a mutually agreeable solution cannot be found, they may suggest a meeting with the board.
2. **Issues concerning the program** should be directed to the Teachers. It is the Teachers role to coordinate all aspects of the program/curriculum and ensure it is running smoothly. Please remember that when they plan the program, they do so with all aspects of early child development in mind. Preserving the respect and dignity of all children is paramount in the daily planning and execution of the playschool program. We respect your comments and concerns and are happy to discuss your observations.
3. **Issues concerning your volunteer position** should be addressed to the Volunteer Coordinator. If your role is not suitable or you need more information, please discuss this with her as soon as possible. The teacher may also make suggestions or requests from time to time.
4. **Issues concerning your Lucky Duck days** should be directed to the parent help committee position - this is another volunteer parent role. Please remember that it is your responsibility to find a replacement if you are not able to be Lucky Duck on your day. The school must have the proper adult / child ratio to operate within licensing guidelines.
5. **Issues concerning the finances of the playschool** should be addressed to the Treasurer. They are the person to see if you need to submit a receipt for reimbursement for supplies or other money spent for the school, as well as any other financial concerns.
6. **Issues concerning registration** should be addressed to the Registrar or any member of the board.
7. **Issues concerning the policies and procedures** of the playschool may be directed to the President or Administrative Director.



All board members are approachable and committed to the smooth running of the school. Please remember that board members are parent volunteers. Together with the support and dedication of parents and educators, we can make Rosedale Playschool a great place for children to grow and learn.



Appendices

Rosedale Playschool Security Policy

The safety of the children is of paramount importance to Rosedale Playschool. As such, the following measures have been implemented to ensure that children are kept from harm:

- The front door of the school will be locked when class is in session.
- Children will be blocked from ready access to the back door by a partition wall.
- The back door to the playschool room will be alarmed. Periodic testing of batteries will be conducted to ensure the alarm is functioning.
- At no time are the children left unsupervised.
- Educators conduct a sweep of the outdoor play area prior to class to ensure that the area contains no harmful debris.
- Educators teach road safety rules to the children and ensure that the children cross the laneway in a single file when it is safe to do so.
- A sign in/out board will be used at the beginning and conclusion of each class.
- Children can be picked up by non-parents, but educators must be advised by a parent that this is planned.
- All classroom volunteers shall have a criminal record check completed.
- Children will be taught emergency procedures.
- Confidential information about the children is kept in a locked filing cabinet and digitally on secure, protected devices.
- Periodic Crime Prevention through Environmental Design (CPTED) reviews shall be conducted by the playschool in conjunction with the Calgary Police Service.

Smoking Policy

Rosedale Playschool requires that no person shall smoke or vape on the program premises or that no staff member shall smoke at any time or place where childcare is being provided. The program premises include the entire property of Wild Rose United Church.

Records Policy

Children's Records

We are required to keep the following records on premises at all times that the children are present. All reasonable efforts will be made to keep the information confidential, while still being accessible to staff. Parents are able to inspect the contents of their own child's record by making arrangements with the Administrative Director to do so at a reasonable time. Records for each child will be kept up to date and complete for each



child including the following information:

1. Child's name, Date of Birth and home address.
2. A completed registration form;
3. The parents name, home address and telephone number;
4. if medication is administered, a current and complete medication form
5. Any other relevant health information (Alberta Health Care number
Doctor's name and phone number, Allergies, Health Concerns, etc.)

Parents will be reminded to keep this information current via reminders in our quarterly newsletter.

Administrative Records

We are required to keep the following records on premises at all times that the children are present. All reasonable efforts will be made to keep personal information confidential, while still being accessible to staff. Parents are able to inspect the contents of their own child's record by making arrangements with the Administrative Director to do so at a reasonable time. The administration records will include the following:

1. Records of Daily attendance for the current year and past year (2 years) including in/out times for each child.
2. Evidence of Staff Qualifications, posted and visible to the room.
3. Evidence of current First Aid and CPR for all staff, posted and visible to the first aid station.
4. A declaration that a criminal record check has been processed for all staff, posted and visible to the room.
5. A declaration that a criminal record check has been asked of all adult classroom volunteers, posted and visible to the room.

Up to date administrative records will be kept current while the child is registered in the program and will be retained for a minimum of two years after the child has left the program.

Portable Records

Rosedale Playschool will maintain a portable record that will include the following information:

1. The child's Name, DOB and Home address
2. The parents name, home address and telephone number
3. Name address and Phone number of the emergency contact

4. Any other relevant health information provided by the child's parent including the child's immunizations and allergies if any.

Also included in the portable record will be current telephone numbers of the local emergency response services (911), child abuse hotline and poison control centre.

Accident & Incident Recording & Reporting Protocol

We follow the guidelines of the Reporting of Incidents and Illnesses as specified by our Child Care Licensing Regulations and Family Services licensing office. Child protection matters or behavioural incidents (without injury) between children are not regarded as incidents for this purpose and recorded separately.

Accident and Incident Procedures

What is the difference between an accident and an incident?

An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury; for example tripping over and hurting your knee. An incident is an event or occurrence that is related to another person, typically resulting in an injury for example being pushed over and hurting your knee.

Definitions of severity:

- Medical attention: Includes a visit to a registered medical practitioner or attendance at a hospital.
- Medical emergency: An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.
- Minor Accident or Incident: An accident or incident that results in an injury that is small and does not require medical attention

Dealing with Accidents or Incidents to Children

We keep written records of all accidents, incidents or injuries to a child together with any first aid treatment given. The procedure is as follows:

1. Accident Severity is identified by educator:
 - Children involved in minor accidents or incidents will continue to be monitored to ensure the condition or injury does not worsen.
 - In the event of a serious injury that is a medical emergency, the child's injuries will be attended to, emergency services will be called, and the child's parents/guardians will be called.
2. The educator who witnessed the event completes an Accident/ Incident Report.
3. The educator informs the parent or guardian about the accident or incident.



4. The educator must ensure the report is signed by the parent or guardian at pick-up. In the event of an Accident/Incident Report not being signed by a parent or guardian on the same day, the member of staff must make a note of how communication was handled. The staff member must then ensure that the parent or guardian at the next possible opportunity signs the Accident/ Incident Report.
5. Once completed and checked, Accident/Incident Reports are filed in the designated Accident/Incident Binder. The information contained in the binder enables us to:
 - Review how many accidents or incidents happen in a term.
 - What types of accidents or incidents occur.
 - Identify any potential or actual hazards.
 - Identify any patterns in children having a higher rate of accidents or incidents.

We review the Accident/ Incident File with our Licenser during inspections. Critical incidents as outlined below are to be reported immediately to our local child care Licensing office.

The educator will attempt to reach the child's parents by calling the main numbers listed in the child's student records first. If the teacher is unable to reach the parents, the teachers will move on to calling the child's emergency contacts, which are listed on the child's registration forms. Continuous attempts to reach the parents will be done by one of the teaching staff. It will be the responsibility of the teaching staff to ensure a child who has been involved in an accident or has become seriously ill receives any necessary medical attention as soon as possible.

If an incident and accident occurs without an educator witness, the above procedure applies but with the following change:

- The member of staff dealing with the accident must gain an account of what happened from the child, and any other children, if they are able to verbalize this or communicate in any other way. The member of staff must record the child's account of events on the Accident/ Incident Report and clearly state that the accident was not witnessed.



Suggested Clothing Checklist

Remember to label all items being sent to school. We have a wonderful partnership with Loveable Labels that provides Rosedale Playschool with 20% of all orders placed. Please check our Lost and Found on a regular basis.

FALL/SPRING

- ☐ Sturdy outdoor shoes
- ☐ Rubber boots
- ☐ Light jacket
- ☐ Wind or rain jacket
- ☐ Fleece or warm sweater
- ☐ Splash pants
- ☐ Sun hat
- ☐ Lightweight toque
- ☐ Lightweight mittens
- ☐ Waterproof mittens
- ☐ Sunscreen

WINTER

- ☐ Warm insulated winter boots (Bogs generally do not keep little feet very warm)
- ☐ Warm wool socks
- ☐ Winter jacket
- ☐ Snow pants
- ☐ Warm toque
- ☐ Neck warmer
- ☐ Warm, insulated mittens
- ☐ Base layer of wool or synthetic clothes
- ☐ Second layer of fleece to be worn under jacket
- ☐ Spare warm mittens and socks in backpack

INSIDE

- ☐ Clean, rubber soled shoes
- ☐ Spare change of clothes (shirt, pants, underwear, socks)