



# Parent Handbook

Sonshine Preschool

## **TABLE OF CONTENTS**

1. Sonshine Preschool	Page 3
a. Vision/Philosophy	
2. Programs	Page 3
3. Routine	Pages 4-5
4. Payment	Pages 5-6
a. Registration	
b. Preschool Rates	
5. Programming	Pages 6-10
a. Program Planning Policy	
b. Policies	
c. What to Bring	
d. Outdoor	
e. Birthdays	
f. Multimedia	
g. Parent/Caregiver Relationship	
6. Positive Discipline Policy	Pages 10-11
7. Rules	Pages 11-13
a. Rules	
b. Developmental Screening	
c. Centre Safety Plan-Initiated Withdrawal	
d. Termination Policy	
8. Administrative Policies & Procedures	Pages 14-21
a. Late Pick-Up	
b. Emergency Evacuation	
i. Fire Drills	
ii. Lock Down	
iii. Hold & Secure	
iv. Natural Disaster	
v. Off-Site Activities	
c. Health Policy	
d. Medication Administration	
e. Classroom Usage	
f. Washroom & Diapering	
g. Accident/Illness	
h. Smoking	
i. Nutrition	
9. Supervision Policy	Pages 22-23
a. Procedure	
b. Staff Qualifications	
c. Privacy Policy Regarding Camera	
10. Contacts	Page 24

## **SONSHINE PRESCHOOL**

### **Vision/Philosophy**

The foundation of Sonshine preschool is unconditional, Christ-like (centred) love for all children and their families. We believe that all children are created uniquely by God and need unique interactions and experiences with people around them. We believe that the perfect place for children to learn is in a healthy family environment. At Sonshine preschool, our goal is to create a safe and loving environment for children to grow and develop in. All children will be treated with unconditional love.

Our goal is to create the best opportunity for success in each child's life through staff and parents partnering together. Children will learn about the love of God, the gift of friendship and many valuable life skills through developmentally appropriate experiences. Here we love, laugh and learn together.

### **PROGRAMS**

#### **3-year-old class. Tuesday / Thursday Mornings or Afternoons**

This class runs two days a week throughout the school year from 8:30am-11:45 am or 12:30pm-3:45pm. We are closed on non-school days and statutory holidays. Our class school schedule follows the kindergarten schedule for C.W. Sears school. For your child to be registered in this class they need to be 3 years old by the start date of class. There will be a secondary registration opened up for the Winter term beginning January 2025, for those children who have turned 3 before December 31, 2024. This will be based on availability. We request that your child be potty trained if possible coming into the program. If your child is not potty trained yet they will be joining the other children for bathroom breaks, and will only be changed in the case of bowel movement.

#### **4-year-old class. Monday / Wednesday / Friday Mornings or Afternoons**

This class runs three days a week throughout the school year from 8:30 am - 11:45 am or 12:30pm-3:45pm. We are closed on non-school days and statutory holidays. Our class schedule follows the kindergarten schedule for C.W. Sears school. For your child to be registered in this class they need to be 4 years old by December 31, 2024. We request that your child be potty trained if possible coming into the program. If your child is not potty trained yet they will be joining the other children for bathroom breaks, and will only be changed in the case of bowel movement.

**Please note, all preschool programs will be canceled on No School Days, No Bus Days, and Holidays in accordance to Battle River School Divisions Schedule**

## **ROUTINES**

### **Sonshine Preschool Morning Daily Schedule**

- 8:30 - 9:00 Good morning and free play while we get ready for the day.
  - 9:00 - 9:15 Worship and dance time
  - 9:15- 9:30 Bathroom Break
  - 9:30 - 10:00 Circle Time
  - 10:00 -10:30 Arts/Crafts
  - 10:30 -11:00 Bathroom Break & Snack
  - 11:00- 11:30 Centre Time (sensory, fine motor activity, gross motor activity, literacy, math, STEM and various toy centres)
  - 11:30- 11:45 Bathroom Break & Clean up / Home time
- We will be having outside play and learning once a week (weather permitting). Baking and science activities will be done once a month.

Transportation to any outing will be on foot. Your children will not be transported by a vehicle unless an emergency arises – see accident/illness policy.

As mentioned previously, this routine is flexible, to adhere to children’s needs and interests. Every day will be different, but follow a consistent basic routine with regular snacks, circle time and activity schedule. Please feel free to talk to any of our employees with questions or concerns regarding our daily routine.

### **Sonshine Preschool Afternoon Daily Schedule**

- 12:30 - 1:00 Good morning and free play while we get ready for the day.
  - 1:00 - 1:15 Worship and dance time
  - 1:15- 1:30 Bathroom Break
  - 1:30 - 2:00 Circle Time
  - 2:00 - 2:30 Arts/Crafts
  - 2:30 - 3:00 Bathroom Break & Snack
  - 3:00- 3:30 Centre Time (sensory, fine motor activity, gross motor activity, literacy,numeracy, STEM and various toy centres)
  - 3:30- 3:45 Bathroom Break & Clean up / Home time
- We will be having outside play and learning once a week (weather permitting). Baking and science activities will be done once a month.

Transportation to any outing will be on foot. Your children will not be transported by a vehicle unless an emergency arises – see accident/illness policy.

As mentioned previously, this routine is flexible, to adhere to children’s needs and interests. Every day will be different, but follow a consistent basic routine with regular snacks, circle time

and activity schedule. Please feel free to talk to any of our employees with questions or concerns regarding our daily routine.

### **PAYMENTS**

#### **Registration Fee**

Parents are required to make a payment of \$50 that is non-refundable as a registration fee, per child per preschool year. The fee is due at the time of registration. Debit, credit, cheque, e-transfer or cash are accepted as forms of payment for the registration fee. Your child's spot in the program will not be reserved until the registration forms and fee have been completed.

#### **Preschool Rates:**

Preschool rates are as follows and are based on rates for the area and subsidy minus the Affordability Grant of \$75. Subsidy is a possibility depending on your income. More information on subsidy is available on request.

#### **3 year old classes (Tuesday/Thursday)**

\$160 / month minus Affordability Grant =**\$85**

#### **4 year old classes (Monday/Wednesday/Friday)**

\$190 / month minus Affordability Grant =**\$115**

Payments are due by the 20th of each month for the upcoming month of preschool. (ex. September's payment is due August 20th). Parents will be notified of payments through Lillio invoicing. Payments must be made by the first business day of the month or else the child will not be able to attend the program until payment is made. If payment is over a month late the child will be removed from the program due to late payments. If you decide to discontinue your child's care during the school year, one month's written notice must be given. All fees for one month must be paid in full, in the case of short term notice.

Thank you for your cooperation and respect regarding payment.

The following methods of payment can be used;

- Credit or debit card
- Paypal
- Cheque
- Cash
- E-transfer [sonshinebilling@thehouseministries.com](mailto:sonshinebilling@thehouseministries.com)
- Lillio - bank transfers or credit card. Can set up automatic payments

**E-transfer** - Please add \$1.50 to each transaction for processing fees.

**Lillio(HiMama)** - Sonshine Daycare processes tuition payments via direct withdrawal from a bank account. Payment is collected on the 20th of each month in the Lillio app, which we also use for communication. It would be preferred if all families turn on automatic payment to guarantee your tuition is paid on time.

Families will receive an email from Lillio to help them set up your payments in the “invoicing” section of their app.

Recurring online automatic payments - how they work:

Families will receive an invoice in Lillio 10 days prior to the payment due date. If you have any questions or concerns about the amount, please contact the director prior to the payment due date so adjustments can be made.

For bank transfers there is a \$0.60 transaction fee that will be added to your monthly bill. For credit card payments there is a 2.9% transaction fee that will be added to your monthly bill.

Tuition fees will automatically be charged to the bank account registered the same day when the billing period starts. **Please make sure you have sufficient funds before your payment comes due.**

**PayPal** - If parents choose to use Paypal to make their payments each month they will have to pay the additional fees we are being charged as a center to use this service. When a payment is made there will be an additional charge of 1.6% per transaction. If parents choose to use e-transfer there will be an additional charge of \$1.50.

**Prepayment and late fees** - Prepayment of monthly fees must be made by the 20th of the upcoming month of care (ex. February’s bill must be paid January 20th). A late payment of \$25 will be imposed as soon as an outstanding bill is one month overdue. Each month that the bill is left outstanding an additional \$25 will be added to the bill. Care will also be terminated until the bill is paid in full or arrangements have been made to have it paid. This policy is in effect for each child with outstanding fees.

### **PROGRAMMING**

The preschool will focus on involving children in activities that meet the physical, social, intellectual, creative, emotional and spiritual needs of the children. Love and respect for one another are core values that will be incorporated into all activities. Some of the activities children will have the opportunity to experience include but are not limited to: cooking/baking, outdoor/indoor games, nature walks, crafts, music, fine motor activities, sensory experiences, circle time stories, and play.

Preschool programming is developed from core Christian values. Love is the most prominent core value we hold at Sonshine Preschool. Love will be the basis for all interactions and will be taught through daily interactions, bible stories, songs, and prayer, in a non-denominational form. There will be special events planned each year for the preschool such as; mothers day, fathers day, field trips, graduation, Christmas and other events that may come up throughout the year. Parents will be notified of these events through monthly newsletters and updates.

Children will be involved in community experiences and development through community field trips to multiple settings, including, but not limited to, long-term care/seniors lodges, the fire station, police department, library, Tofield schools and outdoor playgrounds throughout the year. Community resources will be made available to parents through a parent board, community resource binder and our facebook page in which events, resources, and courses will be posted. Parental involvement is openly welcomed and encouraged through open observation at the preschool. Each year there will be a scheduled open house in which families can come and visit the program before their child starts the program. This helps parents experience the preschool facility for themselves and begins relational development with staff. Open discussion, communication, and relationships will continue to develop through daily interactions between parents and caregivers. Parents are welcome to be a part of their child's classroom at any time to observe or volunteer. Parents will be providing snacks, so they will be involved in their child's nutrition. Staff will offer encouragement, support and teaching upon request from parents in regards to the care of their child(ren). This includes information about discipline, behaviours and loving guidance to development and nutrition. Parenting sessions/workshops for families will be made available throughout the year based on interest. As well, information, reading materials and DVDs are available for families on request.

### **Program Planning Policy**

Program planning is part of meeting the developmental needs of all children at Sonshine Preschool. Staff will look at the six areas of development to incorporate into the program planning for the children. Social, physical, intellectual, creative, emotional and spiritual development will be used to meet the needs of the children.

Social Development - Will include interactions with peers through sharing, turn taking, co-operation and respect for each other. There are dramatic play centers in the classroom that encourage social interactions.

Physical Development – Staff will have activities planned to develop fine and gross motor skills. For developing fine motor skills we will use multiple tools for cutting, drawing, coloring, sensory materials, finger plays, and circle time. As for gross motor the gym will be used for running games, obstacle courses, crawling and jumping. The backyard playground will be used for gross motor activities such as climbing, swinging, running, riding bikes and nature play.

Intellectual Development – Circle time will be used for learning songs, numbers, shapes, and colors. This time can also be used to learn about the world around us and different cultures. Science activities will be used to encourage math, language, problem solving and cooperation skills.

Creative Development – Arts and crafts will be used to encourage the children to be creative and help them develop fine motor skills. Multiple centers in the room such as dramatic play,

science/sensory, block corner will also help the children to expand on their play and allow them to be creative and use their imagination in their play and with others.

Emotional development – Can be achieved through remodelling positive interactions and relationships. Staff will also help children to learn how they are feeling using feeling cards so children can see what feelings look like. Children will also be encouraged to work through their feelings and to problem solve using words not their bodies. Self-help skills will also be encouraged to gain self-confidence.

Spiritual development- The children will be able to take turns praying during snack and saying grace. Learning about God will also be included in circle time through stories. Worship music can be played throughout the day in which the children can dance and sing along too.

### **What to Bring:**

While at Sonshine Preschool we will be engaging in fun, active play. We ask that children be appropriately dressed in play clothes that are both comfortable and functional (girls wearing skirts may want to wear shorts under).

- All children require slippers or shoes for inside and Velcro shoes are encouraged for outdoor play as it promotes independence.
- An extra set of clothes, seasonally appropriate, will be required – in case of spills/accidents. Please keep these in your child's backpack and replace these as they are used.
- Diapers in case of bowel movement
- Snacks in respect to Canada's recommended food guide, water bottle and utensils as needed.
- Seasonally appropriate outdoor clothing

### **Outdoor Policy**

We feel it is necessary for children to have outdoor play. Children need daily exercise to run off excess energy and to experience nature as God created it. Outdoor play will include planned experiences and free play. Active play will also be part of developing a habit of being active, which will carry with them through life.

Preschool will go outside weekly on Wednesday and Thursday weather permitting. Otherwise they will have gym time.

Please apply Sunscreen and bug spray at home when needed before coming to preschool.

Even in cooler temperatures, we expect that children bundle up and get even a few minutes of fresh air. When the weather is very hot, we feel it best to go out early in the morning and also take advantage of fun ways to cool down in our backyard and throughout the town. ***We have a safe temperature range of -20 to +30 degrees Celsius. Please ensure that children are dressed appropriately for the weather.***



Our outdoor play space will comply with standards set out by Alberta Child Care licensing regulations *with respect to space, meeting the developmental needs of children, use of appropriate equipment/play material.*

- Any plants or trees will be non-toxic and used for shade or learning purposes for the children.
- Children will not use climbing structures with any scarves around their necks.
- Sand and water play will be encouraged outside. Sandboxes will be covered with a tight fitting lid when not in use to avoid contamination. Water tables
- Children will wash their hands upon coming back into the center after outdoor play.

### **Birthdays:**

Birthdays are important events in a child's life. Parents are welcome to bring a sharing snack for the children on this day. This will be shared at snack time. Please see staff for allergy concerns and to let us know that you will be bringing in a snack.

### **Multi-Media Policy:**

At Sonshine Preschool our goal is to maintain positive communication with families and children through multiple resources. Our focus is on developing and maintaining relationships with children and their families through the following media:

- Face-to-face communication
- Email
- Parent Meetings (Group)
- One-to-one parent teachings/meetings
- Lillio App (Himama)
- Telephone/text-message
- Newsletters
- Evaluations (written/verbal)
- Surveys

Staff do not share personal information or photos of children from Sonshine Preschool on social media sites without prior written permission.

Sonshine Preschool does have a website and Facebook on which images and/or videos of your children may be uploaded under the following parameters:

- Images of individuals or groups of children are not used on facebook, the website or for advertising without prior written permission from parents each time we request the use of photos or videos.

We do request to use photographs of your children at The House Ministries for, but not limited to, the following purposes:

- prayer cards
- slideshows

- crafts
- decoration/atmosphere within classrooms
- Monthly newsletters
- Lillio

\*Please be advised that the program premise of the Preschool is video monitored\*

A consent form is to be signed for each child upon preschool application/registration providing consent for photography to be used only within The House Ministries of Tofield Alberta.

**Parent/Caregiver Relationship:**

Please bring forward any concerns in any area regarding your child’s care at Sonshine Preschool. We would like to develop a relationship with you and your child (children). Please inform us of any issues at home as well, so that we can provide the best care possible to your child by having an understanding of other/deeper issues in your child’s life.

**POSITIVE DISCIPLINE POLICY**

This policy will be provided to all parents during application for preschool as part of the application package. Staff will be made aware of the policy through the orientation process and training. Children, where developmentally appropriate, will learn about the discipline policy and rules during orientation and on the first day of attendance at preschool.

The purpose of guidance and discipline is to provide a safe, secure and healthy environment for each child to develop and grow in, at an individual level. The word discipline is derived from the word disciple and describes the learning process by which children develop socially acceptable and appropriate behavior as they grow to maturity.

Any child guidance action taken is to be reasonable given the circumstances and must never inflict or cause to be inflicted any form of physical punishment, verbal, physical degradation or emotional deprivation; deny or threaten to deny any basic necessity, use or permit the use of any form of physical restraint, confinement or isolation.

Our goals are to assist each child in developing self-control, self-confidence, self-discipline, and sensitivity in their interaction with others. We recognize that making mistakes is a normal part of a child’s development and we offer guidance to help your child gain confidence and problem-solving skills. We will offer each child an opportunity to restore relationships after an incident, understanding that making amends requires time and forgiveness.

All of the children will receive positive encouragement and support to develop relationships with peers and staff. The preschool staff will strive to model appropriate behavior. This will include demonstrating loving attitudes and showing respect for the children, parents and co-workers and their environment. Parents can expect the staff to:

- Demonstrate affection and love and be caring to each child. This will be done through appropriate forms of physical and verbal interaction
- Maximize opportunities for appropriate and positive behavior through programming and activities
- Supervise the children at all times

### **RULES**

Our rules are limited in number and discussed with the children so that they understand the rules and the reasoning behind them.

Our staff will:

- Provide clear and simple limits regarding behavior within the centre
- Consistently enforce these limits
- Give verbal direction as the main means of guidance and discipline
- Redirect the child's activity or circumstance which is causing inappropriate behavior
- Provide a self-reflection opportunity when necessary. The children will be given the choice to change their action/behavior or reflect on their action/behavior. This will occur when children are overstepping limits and not responding to verbal direction
- Allow natural circumstances to fall into place where appropriate
- Take reasonable disciplinary actions in all circumstances

According to Alberta Child Care Licensing Standards our staff will not:

- 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.

All parents are encouraged to discuss any disciplinary situations they are unclear about with staff as soon as possible. We feel that open communication is key to help us provide the best care possible to your children. Persistent areas of development will be discussed with parents. Consistent home discipline and teaching will be encouraged.

### **Developmental Screening Policy**

Children may be developmentally screened upon entering our preschool program. To do this we provide the Ages & Stages Questionnaires, Third Edition (ASQ-3), and Social Emotional (ASQ-SE), to help parents keep track of their child's development. Parents will be notified of our screening and monitoring program within 6 months of enrolment to the program. Parents will sign a consent form for staff at the preschool to have access to the information enclosed in the

questionnaire. Primary staff members are also able to complete and use the questionnaires for planning purposes in their classrooms. All children upon observation and consent can be developmentally assessed regardless of the amount of time the child spends at the preschool. A questionnaire will be given to parents every 6-months to a year period around their birthday unless there is a concern. If there are concerns the child will be monitored and screened again every 1-2 months. Parents will be asked to answer questions about their child's communication, gross motor, fine motor, problem solving, and personal-social skills. Upon completion of the questionnaire, the director will contact the parents with the results and discuss whether any further action is required. Information will only be shared with other agencies with parents written consent.

### **Centre Safety Plan -Initiated Withdrawal**

Ongoing evaluation of child progress and the family's support of and integration within the Sonshine Daycare, OSC and Preschool environment is made by the teaching and administration staff of the Centre. Children are provided with a 2-week settling-in period before observations begin.

During their time with the Centre, issues may be noted with the child's progress, ability to settle in the environment, or with achieving developmental targets that allow them to operate safely within the environment without causing harm to themselves, staff, or others. In these cases, the teaching team will progress to the following, depending on the severity of the situation:

- Working directly with the child on alternative approaches
- Send an email home to the parents
- Discuss the situation with the parents at the door, as well as through one or more meetings
- Send the child home for the day to the parent's care and need to set parameters as to when this will occur. Set out in individual behavior plan for child
- Shift the child between classrooms or programming areas/schedules within the Centre, with parent awareness
- Review issues during parent-teacher interviews and develop an action plan
- Send a letter home with the child
- Make in-Centre appointments to sit and review the concerns with the family
- If possible, connect the family to external support resources such as PUF funding or offer the family the chance to have their child attend with a private-paid aide **FSCD**

### **Termination Policy**

In some cases, there may be issues with adherence to Centre policies or with the family's integration into Centre life (i.e. regularly not wearing clothing within our dress code, non-payment of fees, speeding in the parking lot, in the appropriate language to staff or other children, etc.). In these cases, the administrative staff will use all the following to address the concerns:

- Sending an email home to the parents
- Discussing with adults at pick-up
- Scheduling a meeting with the family
- Sending the child home for the day to the parent's care
- Sending a letter home with the child
- Make outside-of-center appointments to sit and review issues with the family

In some instances, it may be decided that:

- The Centre is not the ideal fit to ensure the safety and/or the best educational future and/or healthy development of the whole child
- The family approach is not congruent with the approach of the Centre
- Situations which are grounds for termination at the discretion of the Centre include: We will never do immediate termination without a conversation first. There will be a verbal warning and then 2 written. We always try to do things by relationship first.
- The child is causing repeated harm to self or harm to others, that cannot be supported or corrected within a reasonable amount of time by staff (i.e. running away from staff while inside and/or outside; attempting repeatedly to leave the premises; hitting their head on the floor or equipment in a repetitive manner; involuntary breath holding; striking out at others; biting; inability to communicate with staff verbally or nonverbally; refusal to drink and/or eat while in care, intentionally breaking property of the centers or others, throwing, smashing, kicking furniture and/or others)
- The family directly violates policies of the Centre intentionally and without reasonable action to correct
- A child is performing ongoing and documented/witnessed conscious actions that violate the Code of Conduct of the Centre (hitting, swearing, bullying, running away)

In these cases, the Centre will issue a notice of termination of the provision of services via email, and/or hand-delivered letters to the family. Refunds of partial and/or remaining fees for the month are not guaranteed; administration reviews each case independently and refunds or credits at the Centre's discretion based on our cancellation policy.

Children who have been terminated from services by the Centre will receive an effective date which will be indicated in communication. All Centre materials must be returned within 10 days of the effective date of removal to the Centre or the family will be charged the current market value for the items. The Centre will return all materials belonging to the family/student within 10 days for pickup outside of the front doors of the campus the child attended. If personal belongings are not picked up after 10 days, they will be donated unless other arrangements have been made.

### **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Late Pick-up Policy**

All families and authorized pick-up persons must pick up their child by 11:45 am. / 3:45 pm (afternoon class) If an emergency arises the authorized pick-up person is required to notify the staff of the preschool as soon as possible and make alternate arrangements for pick-up of their child no later than 12:00 pm./4:00 pm (afternoon class)

#### **Procedure:**

- Parent will be notified that his/her child has not been picked up and the center is now closed
- Emergency contact person(s) will be notified to pick-up your child if you cannot be reached
- If there is no contact with parents/guardians or emergency contacts by 12:30 /4:40pm, Tofield RCMP will be contacted.
- If late pick up is a repeated problem, where the staff and parent cannot find a solution, the Preschool Board of Directors will address the problem. After two late pick-ups, a fee of \$1.00 per minute past 11:45 am/3:45 pm will be applied until the Board of Directors can meet to address the problem. Notice may be given for termination of services if an alternative solution cannot be reached.

### **Emergency Evacuation and off-site Activity Policy**

Fire drills will be practiced once per month to familiarize the children (as developmentally appropriate) with safely exiting the building in an emergency situation. It is the responsibility of the staff to see that all children are safely outside the building in the event of a fire/emergency evacuation. Last staff member leaving the preschool in the event of an emergency or off-site activity will take portable records in respect of each child. Head staff in rooms must have their cell phones on them at all times and are in hearing range for emergency use.

#### **Procedure:**

##### **A) Evacuation: Fire Drill**

- Children are to be signed in to the facility daily by a parent/authorized pick-up person. On the Lillio App, which can be accessed on your personal phones and an ipad located on the sign-in tables in the hallways. As well, parent/emergency contacts (portable record) will be available in every classroom.
- The nearest and safest exit is to be taken. Then proceed to the lobby of the Sunshine Villa located across the parking lot.

- The last staff member leaving the daycare is to take the portable record in respect of each child and check the room as leaving and/or a cell phone with the Lillio app downloaded. Once the room is completely evacuated, close the door behind you.
- Attendance is to be taken while walking over to the Villa, and once again when reaching the Villa, to ensure all children are accounted for.
- Staff will call 9-1-1
- Staff will notify parents of the emergency once located in the Sunshine Villa.
- If unable to make it to Sunshine Villa, staff will take children to seniors lodge.

### B) Lock Down:

- Head staff will always have a cell phone on them at all times for emergency use.
- Staff will text or call other staff in other rooms with the code word, “Mr. Black is in the building”.
- Staff will immediately close and lock classroom doors. The lights will be turned off and the blinds drawn.
- Children and Staff will go into an area of the room that cannot be viewed from the outside as directed by staff members
- Children and Staff outside a classroom will go into the nearest room that has locks on the door. Once children are safe in a room, supervising staff in all rooms will call 9-1-1. DO NOT assume that other staff members have done so, it is safer to have more than one call made than none at all
- Children and Staff may see police in the building helping to make recommendations to the program
- Children and Staff will remain quiet and still until cleared by directors or supervisor to resume
- Staff will be debriefed and we will notify parents once advised by the police. We will provide support to families and kids if it has been a traumatic event for them.

### C) Hold & Secure

- Hold & Secure will be put in place if there is a threat to a child in our care or to a staff member.
- If there is a threat to your child(ren) such as a non-custodial parent, you will be asked to pick up your child as soon as possible.
- You will be notified right away if the threat is against your child(ren).
- If the threat is to a staff member, we will make arrangements to have them dismissed until the issue is resolved.
- Head staff will always have a cell phone on them at all times for emergency use.

- The Directors will text or call all staff in other rooms to let them know they are to remain in the building.
- Children and staff can move throughout the building.
- All outside doors will be locked
- Phone numbers of the directors and/or office will be posted on the doors.
- Only approved parents will be permitted in the building.
- Police will be called as soon as the outside doors are all locked and it's safe to do so.
- Children and Staff may see police in the building helping to make recommendations to the program
- Staff will be debriefed and kept up to date until the hold and secure is lifted.
- Parents will be notified once the threat is over, as per police recommendations through either email, message or phone call.
- We will provide support to families and kids if it has been a traumatic event for them.
- The safety of all children and staff in our care is always our top priority.

#### D) Natural Disasters:

- Head staff will always have a cell phone on them at all times for emergency use
- In the case of a tornado or earthquake staff will do a headcount of all children, and immediately move them to a room without windows in the building. Safest rooms are Shooting Stars and the Gymnasium. Staff will have portable records in respect to each child on them, and will complete a head count of children once arrival to room.
- Staff will keep children calm by engaging them in circle time, songs and stories.
- Staff will notify supervisor of the situation as soon as possible and the supervisor or staff will phone 9-1-1 if necessary
- All staff will assess the children for visible signs of injury, and contact the authorities as necessary
- Parents will be notified and updated of their children's whereabouts and safety as soon as possible.
- In the case that children and staff are off-site, staff will take children to the nearest public building that is grounded with a solid foundation and they will notify a supervisor of their location.

#### E) Off-Site Activities:

- Permission/signed consent for all children will be received for regular scheduled off-site activities with a daycare application package. Parents will be made aware of the regular scheduled activities with application. Other field-trips (off-site activities) will require



received permission/signed consent 3-5 days prior to activity that include the location, supervision and transportation arrangements. Last staff member leaving the daycare in the event of an emergency or off-site activity will take portable records in respect of each child.

- During off-site activities all children will be accounted for by taking attendance prior to leaving on activity, during the trip, and upon arriving at destination.
- Supervision will be maintained during off-site activities by frequent head counts, scanning the area, and making sure staff can see children at all times. Staff will also take into account the child's emotional state as a part of supervision.
- Attendance will be taken again when leaving the off-site area and upon return to program premises.
- Emergency Records per child will be transported with staff for all off-site activities.
- Staff will have cell phones on them for emergency uses. Head staff should always have a phone on them at all times.
- In the case of an emergency while off premise, staff will assess the situation and determine whether to phone 9-1-1, or to phone the supervisor / director to inform them of the situation.
- On the recommendation of the police, staff will then take children inside the nearest public building to ensure their safety while the police and director / supervisor arrive.
- During this time staff will take attendance of the children and will keep them calm. Calming strategies include; circle time, songs and games.
- Staff and children will remain inside the public building until they have been cleared by the police or director / supervisor.

### **Health Policy**

For the health and safety of all children at preschool, we ask that sick children be kept at home. The license holder may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

Children experiencing any of the following symptoms within 24 hours of being in the preschool must be kept at home until symptoms subside. An ill child is defined as a child that has any of the following symptoms:

- Vomiting
- Diarrhea
- Fever
- New unexplained rash or cough
- Sore throat or difficulty swallowing
- Infected eyes
- Severe itching of the scalp or diagnosed/suspected head lice

- Requires greater care and attention that can be provided without comprising the care of the other children in the program
- Has other symptoms that lead a staff member to believe that the child poses a health risk including any known/suspected communicable disease

The local licensing office must be contacted if a program has to contact emergency medical services for a child and/or the child requires overnight hospitalization. This is considered a reportable incident.

Under the *Public Health Act*, programs must report all incidents of communicable diseases to Alberta Health Services

A license holder/staff must be satisfied that a child no longer poses a health risk to persons on the program premises, and includes staff, children, and caregivers.

If your child is brought to preschool with any of the following symptoms our staff will kindly request that you take your child home.

Procedure:

If any of these signs or symptoms develop over the course of the day the following steps will be taken:

- Assessment of child's symptoms by a primary staff member will include assessing oral/axillary temperature by a thermometer, observation of child's behaviors/signs (scratching, rubbing ears, irritability), interviewing child were developmentally appropriate
- Where a staff member knows or has reason to believe a child is exhibiting the signs or symptoms of an illness, they must ensure that the child's parent arranges for the immediate removal of the child from the program premises
- The sick child will be kept on the mat/couch in the corner of the room, as far away as is practicable, from the other children, where the child will be directly supervised by a primary staff member. The child may be moved to another room, staffing permitting, where the child will be directly supervised by a primary staff member. Health care will be provided to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.
- Parents will be notified immediately by phone if their child is sick. They will be required to remove their child from the program as soon as possible.
- If unable to contact parents, emergency contacts will be contacted to pick the child up as soon as possible.
- The program will record and document children who are ill including the name of the child, date the child was observed to be ill, name of staff member who identified the child was ill, time the parent was initially contacted, name of staff person who contacted the

parent, time the child was removed from the program and the date the child returned to the program.

- Parents are responsible for notifying the daycare if there are any contagious illnesses in the family (such as chickenpox).
- A child who was removed from the program because they were ill is not to return until the license holder is satisfied that the child no longer poses a health risk to other persons on the program premises. Children must be symptom-free for 24 hours before returning to daycare. Staff may request a Doctor's note indicating the child is healthy for return to daycare if the return is questionable.

Children with the following symptoms need not be excluded:

- Minor upper respiratory symptoms – runny nose, infrequent cough – without fever
- Are on antibiotics for at least 24 hours with minor symptoms
- Have a chronic symptom, such as cough, that has been diagnosed as non-infectious (ie: allergies)

**Medication Administration Policy**

Medication may be administered to a child by staff when necessary. It may be required regularly or in an emergency situation (ie: anaphylactic reaction).

Written consent by the parent must be obtained for each medication.

Procedure:

- Written consent by the parent must be obtained for each medication to be administered.
- Medications are to be given to staff by parents upon arrival/drop-off. Families are to ensure no medications are left in children's bags upon drop off. Staff will check bags for medications before bags are put away. If any medications are found in bags, medications are to be removed and locked up for the day. Staff will notify the family of medication found in the bag. Incident report to be completed for parents if medications are found in a bag.
- The medication must be brought in its original labeled container and will be administered according to those labeled directions.
- All over-the-counter medications, other than Acetaminophen (Tylenol) and Ibuprofen (Advil) require a prescription label prior to administration. This also includes all supplements and homeopathic remedies. Acetaminophen (Tylenol) and Ibuprofen (Advil) are required to be in their original boxes and packaging as purchased from the store.
- Medication Administration Records (MARs) will be kept and signed each time by staff when medication is administered. This record will contain the following information: name of medication; time of administration; amount of medication administered; route

of/how medication is to be administered; appearance of medication/package; the initials of the staff member who administered the medication.

- All medications to be administered will be double-checked by a second staff member and signed for by this staff member as well.
- Medications are only to be administered by staff who have completed the medication training and have a current first aid certificate.
- All medications for regularly scheduled use will be stored in a locked container, inaccessible to children.
- All medications necessary for emergency situations will be stored in a place inaccessible to children, but unlocked for fast, easy access.

### **Classroom Usage Policy**

The Stargazers classroom will be used for both Sonshine Preschool and Sonshine Out of School Care. The classroom will be set up daily with developmentally appropriate toys, materials and seating for both the out of school care and preschool. The teachers will work together in setting up the classroom on a daily basis for the varying needs of each class.

At no given time will the classroom be used for both the preschool and out of school care at the same time. The out of school care's hours on school days are 6:00am - 8:30am, and 3:00pm - 5:30pm. On school days the preschool will run from 8:30 am - 11:45 am and 12:30-3:45 pm.

Preschool will follow the Battle River School Division calendar and will not run on non-school days. The out of school care will use the classroom on non-school days.

Both the out of school care and preschool will be closed on Statutory holidays and for Christmas break.

On days where the buses are not running due to extremely cold weather, the preschool will not run and the out of school care will be open as needed for parents convenience.

### **Washroom and Diapering Policy**

Health and safety are imperative during washroom and diapering procedures. To ensure this the following procedures are in place for toileting and diapering.

- When assisting children in the washroom the stall door will always be left open.
- Proper hand washing will be taught and enforced.
- Children will only be diapered when they have had a bowel movement while at preschool.
- When diapering a child all of the supplies will be ready beforehand, one hand will be on the child at all times.
- Gloves will be used when changing a diaper and the area will be sanitized afterward. Proper hand washing procedures will follow after every diaper change.
- Individual change pads will be used for each child.

### **Accident/Illness Policy**

Under the circumstance that your child is seriously injured or becomes acutely ill, appropriate medical attention will be sought. Consent forms for emergency medical attention will be signed by parents with application to preschool.

#### **Procedure:**

- In an emergency situation, staff will assess the need of intervention; staff will provide basic first aid. If medical attention is required, EMS will be contacted (ambulance) immediately.
- Once the child is safe with Emergency services workers, parent/emergency contact will be contacted by phone regarding the situation.
- Staff will travel with ill children to the hospital, ratios permitting as per Alberta Child Care Licensing Regulations. In the circumstance that ratios do not allow transport with children, arrangements will be made to have family and/or staff members meet children at the Emergency care centre.
- If only one staff member on duty– director or available staff member is to be notified by phone to assist with the situation. Once additional staff reaches site, one will remain at daycare and the other will remain with or meet the sick/injured child at hospital.

### **Smoking Policy**

The license holder ensures that no person smokes on the program premises. Smoking is not allowed on program premises. No person is permitted to smoke at any time or place where childcare is being permitted.

### **Nutrition Policy**

Parents are to provide snacks for their children while attending preschool. A website link to the most recent Canadian food guide will be provided to parents in the parent handbook. Children will be participating in cooking/baking during preschool which parents will be made aware of during application.

Children will have a mid-morning/ mid-afternoon snack while attending preschool. All children will be required to be sitting down at the table or on a picnic blanket while eating to prevent choking.

## **SUPERVISION POLICY**

We ensure that all children are adequately supervised at preschool. Our supervision includes maintaining appropriate child to caregiver ratios, according to the Alberta Child Care Licensing Regulations. These ratios will be ensured and adjusted accordingly by the supervisor. Direct care staff will also be responsible for ensuring appropriate ratios throughout the day by frequently counting children, particularly when childcare groups have joined (ie: outdoor play).

### **Procedure:**

- Supervision is maintained by ensuring we can see and/or hear all children that are at preschool, inside and see all children that are at preschool, outside. Supervision methods include frequent head counts, scanning the room, ensuring doors are closed, gates are closed or in place as necessary, or developmentally appropriate. Staff will also take into account the child's emotional state as a part of supervision.
- Staff are properly orientated and made aware of the physical facility and outdoor area through the orientation and training process.
- Through appropriate and active supervision, positive discipline, activities, interactions and love, the physical, social, intellectual, creative, emotional and spiritual needs of the children will be met.
- During off-site activities, all children will be accounted for by taking attendance prior to leaving on activity, and upon arriving at the destination. Frequent head counts and being able to see all of the children will occur during transportation to the activity.
- Attendance will be taken again when leaving the off-site area and upon return to program premises.
- Portable Records will be transported with staff for all off-site activities.
- In the case of a missing child, staff will search for them throughout the building if on-premise, or throughout the route if on an outing.
- If unable to locate the child, parents will be notified of the missing child. If unable to reach parents then their emergency contact will be notified.
- Extra staff will be called in to assist in searching for/locating the missing child. Tofield RCMP will be contacted by primary staff for assistance in locating the missing child.

### **Staff Qualifications:**

As per Alberta governmental regulations all staff will be/have the following credentials:

A)- Certified child-care supervisors,

- Certified child-care workers

- Or certified child-care assistants holder

- Particulars of the daily attendance of each staff including breaks and arrival departure times, and evidence of each staff members child care certification,

- B) Current first aid certificates, where applicable and verification of a criminal record check, including a vulnerable sector search is required and updated every three years
- C) Continued competence and learning

### **Privacy Policy Regarding Security Cameras of Premise**

Our goal is to protect all personal information held by the Sonshine preschool. Especially for the collection, use and disclosure of personal information involving Surveillance equipment, as well as securely providing access to requested personal information.

We have video and audio recording for security and protection in the interests of Staff, Children, Parents, and other people using the building. The collection is done through secure video and audio recording security devices located in all preschool rooms including hallways, gymnasium, and outdoor space. Recordings are used for supervision, security, surveillance, and protection of all staff, children and families.

The information collected is in the form of video and audio. This information is seen as sensitive as it is providing a view into the staff and children's daily life at Sonshine Preschool.

All files are stored locally in an undisclosed physically secure location. Collected files are physically and logically secured. Physically they are secured by not revealing the storage location, and at its location there are locked doors and hardware lockers limiting access to exempt administrative staff. (Administrative staff must submit criminal record and intervention checks).

Logically all files are encrypted and are secured by access accounts that are password protected. Files are retained for 6 months then disposed of in a secure auto delete process.

Only administrative staff, daycare management, the licensing office and governing authorities has access to and use of video surveillance files. Access and use are limited as much as possible, except what is necessary for the identified purposes.

Any and all files containing private material are preferred not to be disclosed unless absolutely necessary. Disclosure will be limited to departments of governing authority and administrative staff. Any other disclosure of information will require permission specifically.

In cases where access to files is requested, the request will need to be processed in a timely fashion. Processing involves securing other parties' privacy and/or (gaining specific authorization from parties in the files) prior to disclosing.

These videos are not to be used for slanderous purposes. They are meant for private and legal use only. When videos are disclosed, the file must not be shared on social media and the location cannot be disclosed as to impact the reputation of the company. This policy is created to protect the clients of Sonshine Preschool, including the staff, parents and children that are apart of our programs.

## **CONTACTS**

**Sonshine Preschool:** (780) 662-3415 ext. 2

### **Directors**

Amanda Christopher

[amandao@thehouseministries.com](mailto:amandao@thehouseministries.com)

April Payne

[sonshine@thehouseministries.com](mailto:sonshine@thehouseministries.com)

Please contact the preschool directly with any scheduling changes or concerns. As well, you can contact us by email, or the Lillio App. We will get back to you as soon as possible within business hours. Thank you. Bless you.