

# Parent Handbook



7240-180 Street

Edmonton, Alberta T5T 3B1

Classroom Phone: 780-293-3854

Email: [clcpadmin@callingwoodlymburn.com](mailto:clcpadmin@callingwoodlymburn.com)

Website: [www.callingwoodlymburnplayschool.com](http://www.callingwoodlymburnplayschool.com)

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## Program Overview

Welcome to the Callingwood-Lymburn Community Playschool (CLCP); a non-profit, parent co-operative program offered by the Callingwood-Lymburn Community League (CLCL). The playschool is located within St. Martha Elementary School at 7240-180 Street. It is licensed by the Province of Alberta and, as part of the community league, is incorporated under the Societies Act of Alberta.



Our school has adopted the Learn Thru Play philosophy, believing that helping children to use their imagination fosters wonderful daily opportunities for learning. The purpose of the playschool is to provide enriching preschool experiences for children from the ages of three (3) years to five (5) years. It is our intent to provide a safe, warm, stimulating environment for all children; an environment that provides opportunities to play and learn under the direction of qualified and experienced teachers.

Our program strives to develop the total child: emotionally, socially, intellectually and physically. We are a co-operative playschool where all parents participate in our school's operations by assisting and supporting various activities as directed by the CLCP Parent Committee. Parents can also participate on the CLCP Parent Committee, which oversees the running of the program under the guidance and approval of the CLCL.

***Our program is subject to COVID-19 restrictions. Should restrictions be in effect, please refer to the most recent version of the "Handbook Revisions for COVID" which will be posted on our website, for any changes that affect the program.***

The programs offered are:

### 3 Year old Program

The 3 year old program runs Tuesday and Thursday mornings from 8:45 - 11:00 a.m. and afternoons from 12:30 - 2:45 p.m.

- Children must be 3 years of age on, or before December 31<sup>st</sup> of the school year.
- The child must be potty trained.
- Children who are 3 years of age on the first day of school are expected to attend class without a parent present.
- Due to licensing requirements, children who are 2 years of age on the first day of school must attend with their parent/guardian until the child turns 3 years of age unless the playschool can provide appropriate teacher to child ratio.
- If you don't want to attend class with your child until their 3<sup>rd</sup> birthday, your child's spot can only be guaranteed if you pay the registration and tuition fees for the duration of time between the start of school in September, to the child's 3<sup>rd</sup> birthday.

## 4 Year old Program

The 4 year old program runs Monday, Wednesday, and Friday mornings from 8:45 - 11:00 a.m. and afternoons from 12:30 - 2:45 p.m.

- Children must be 4 years of age on, or before December 31<sup>st</sup> of the school year.
- The child must be potty trained.

\*Deadline for registration for the current school year is February 1<sup>st</sup>. Exceptions can be made if the current registration is less than 8 children out of a maximum of 18 per class. Our desired classroom size is 15 children per class.

## Class Environment

Our teachers create environments that will challenge and stimulate each child. We accept each child as a worthwhile individual and strive to develop his/her esteem by always stressing the positive.

The playschool is set up with learning centres. These centres offer a variety of play alternatives, so that the children are making conscious choices during the session as to what they want to explore. The learning centres include a playhouse with appropriate props and dress up clothes, water play, sand play, quiet play, painting, crafts, play-dough station and access to a gym area. We do not consider our playschool to be an educational institution with formal instruction as an objective, rather; a learning through play program. Centres may be modified to take into account any COVID restrictions.

According to Alberta Child and Family Services, the required adult to child ratio for 3 to 5 year olds in playschool is 1:12. At Callingwood-Lymburn Community Playschool (CLCP), we run our playschool with a ratio of 1:5-8 to improve teacher to child interaction and supervision.

Children requiring an education assistant or inclusive education are welcome at CLCP. Please contact our office administrator for more information.

## Teacher – Parent Communication

Our teachers and the CLCP Parent Committee would like to encourage all parents to feel free to seek out the teacher to discuss their child's activities and behavior at the playschool. As it is not always convenient for the teacher to interrupt the program to talk with a parent, we suggest you indicate to the teacher your desire to discuss your child. The teacher will then set up a time for you to meet and discuss your child's unique activities and interests.

Teachers also communicate via the Seesaw app. Using this app, teachers will send reminders, any changes to the calendar and post pictures of what the children are doing during the day.

## Separation from Parents

Starting playschool should be a fun and exciting time for our children, however, sometimes at the start of the school year, some children have a hard time letting go of their parents. CLCP understands that. At the beginning of the school year, parents/guardians are welcome to stay with their child in the classroom for up to 2 months to help them adjust. This will be dependent on any COVID restrictions.

If your child is still experiencing separation anxiety after the first 2 months of their enrollment, at the discretion of the teacher, CLCP may require your child to withdraw from class.

If your child is experiencing separation anxiety, or if you have any questions about anxiety disorders that your child may be exhibiting, please arrange a discussion with your teacher to help work towards helping your child become more independent at playschool.

## Parent Involvement

CLCP is a playschool that requires parental involvement. It is governed by a committee of volunteer parents and runs in conjunction with, and is covered through insurance by, the Callingwood-Lymburn Community League. The CLCP Parent Committee members and teachers will endeavor to keep parents informed regarding all aspects of the playschool. Parents are expected to assist in a variety of ways such as participating in the CLCP Parent Committee, assisting with classroom preparation, fieldtrips, parties, concerts, toy cleanings, bingo and other fundraising events. Every effort is made to keep fees low as possible as a result of parental involvement in the school. Most fees are used to make the classroom lease payments and pay the teachers' salaries. A portion of the fee is used to replenish classroom supplies (i.e. toys, educational aids, etc.) used in class during the year. Fundraising activities may occur at various times throughout the year to augment our fees so that we can provide the best learning experiences possible for the children.

In order to stay in touch, there are up to two meetings throughout the year that at least one parent from each family is expected to attend. These meetings take a couple of hours in the evening and are in September and possibly January. These meetings are vital for the distribution of critical information, chocolate pick up, league memberships, toy cleaning/bingo sign-up and annual volunteer board selection. If necessary, meetings may be held virtually to meet any COVID-19 restrictions in place.

## Helping in the Classroom

Parent helper days are currently **not** required at CLCP. Parents will assist with classroom activities in other ways like making playdough, helping with special events, preparing the scrapbook, etc. This classroom volunteer duty is essential and **1 volunteer commitment** during the year is required. Parents will sign up for this duty at the September meeting.

**As of February 1, 2021, any volunteer that has unsupervised access to the children or their records, must provide a criminal record check and vulnerable sector search at their cost.** This check/search must be submitted to CLCL prior to assisting. Criminal record checks and vulnerable sector searches can be done online at <https://www.edmontonpolice.ca/communitypolicing/operationalservices/policeinformationcheck.aspx>. To cut down on the cost of the criminal record checks, parents are asked to sign a **Parent Consent form** as part of the registration process, allowing the CLCP committee members access to information required to fulfil their volunteer roles. This information includes phone numbers, emails, child's date of birth and allergies. All committee members will be required to keep this information confidential.

Volunteers and guests are required to sign in and out of St. Martha school, so they are aware of who is in the building in case of emergency or otherwise. There will be a Sign In / Sign Out sheet available in the classroom for all volunteers and guests to sign in and out of the school. In the event of an emergency, any volunteer or guest will be required to follow instructions by the teacher and/or other emergency personnel; therefore, for the safety of the children, volunteers **MUST** be fluent in the English language.

Any volunteer should, at the teacher's request, be willing to help in many different circumstances: control the class, participate in activities, prepare craft and play materials, dress children for outdoor activities and assist with washroom visits. Remember, when you are volunteering, you are there to help and not to do the child's work. **Encourage the children to do as much as possible for themselves.**

Siblings or any extra children are **NOT** allowed to accompany you. Volunteers are encouraged to bring their own indoor shoes while helping in the Playschool and should not be late.

## **Toy Cleaning / Bingo Event Guidelines**

All families are required to participate in 1 Bingo and up to 2 Toy Cleaning **each term**, for a total of 2 Bingos and up to 4 Toy Cleanings during the school year. If class enrolment is low, the number of toy cleaning events required is adjusted to make this commitment reasonable. These events will be dependent on any COVID-19 restrictions in place.

Parents sign up for the bingo and toy cleanings at the general meeting held in September and January. These days are selected by you as fairly as possible. Please note the January meeting may not be held and sign up for these events will be communicated via email.

The CLCL board of directors projects a budget for the year and books bingos accordingly by February of the prior year. The CLCL board of directors and CLCP Parent Committee reserves the right to book extra bingos during the school year, depending on the financial status of the playschool. The CLCP Parent Committee reserves the right to request parents volunteer their time to work at the bingo(s) in order to meet the financial requirements for the school.

Bingos are worked alongside CLCL bingo volunteers to ensure that CLCP parents are supported throughout the bingo event. Bingo dates are available throughout the year and at this time bingos are either held in the afternoon (11 am to 3 pm) or evening (5 pm to 9 pm). Parents are asked to show up about 10 to 15 minutes prior to the start so that instructions can be given to them. A meal and drink is provided through Caesar's concession.

Toy cleanings are required to meet licensing requirements for the playschool. Toy cleanings are performed weekly and parents are required to assist during the evening. Toy cleanings, on average, take about 2 hours. Toy cleanings involve a thorough cleaning of the contents (toys, equipment, etc.) of the playschool room following licensing guidelines.

## Bathroom Guidelines

All children must be toilet trained. Should a child continually have toileting accidents, the parents may be asked to withdraw the child for the time required to reinforce and complete the training process. The parents will be given the option of saving the spot in class by continuing to pay the monthly fee or withdrawing and re-registering, if there is an opening.

The playschool must use the St. Martha school bathroom facility located down the hall. During bathroom visits the child will be accompanied by a teacher or the teaching assistant leaving no more than 12 children in class with the teacher (adhering to the adult to child licensing ratio 1:12). When more than 12 children are enrolled, a second teacher/assistant may be hired to maintain a lower adult to child licensing ration of 1:12 or if allowed, more than 1 child will accompany the teacher or teaching assistant to maintain the ratio.

## Drop Off / Pick Up

When dropping off and picking up your child throughout the year, please do not use the teacher's parking lot or the bus zone in front of the school. You will be ticketed and possibly towed at your expense. Please park along the side of the road. Drive carefully and watch closely for children crossing the road.

An adult must accompany your child to and from the school. This adult must sign in your child at the beginning of class and sign out your child at the end of the class. The playschool is not responsible for any child until they are in the playschool classroom.

You **must** remain with your child until the teacher(s) and teaching assistant have arrived. Remain at the designated school entrance with your child until the teacher opens the door. During inclement weather, the teachers will check the entrance several times prior to class time. Your child will be brought into the school by the teachers to avoid disrupting classes that are already in session.

Do not drop off your child before 8:45 am or 12:30 pm, as the teacher(s) and teaching assistant need this time to get organized. Pick up your children promptly at 11 a.m. or 2:45 p.m., as the

teacher(s) and teaching assistant must wait until all children have been picked up before he/she can leave. In the event you will be late, please notify the teacher via the school phone (**780-293-3854**). You are encouraged to keep the school phone number saved in your mobile phone. Fees will be charged if late pickups become problematic. Minutes late from 11 am or 2:45 pm x \$5 = penalty.

## Snack

Parents provide a snack for **their** child. The snack should be nutritious and cover **two** food groups. Water will be provided to drink. Food allergies for the students in your class are listed on the class contact information sheet families were provided at the beginning of the school year. Children's food allergies are also posted on the door of the classroom refrigerator. Please keep in mind those allergies when preparing a snack for your child.

Snack suggestions:

- Raw fruit or vegetables with yogurt, cheese or salad dressing for a dip.
- Individual tins of fruit served with crackers or cheese.
- Blueberry, apple, carrot, raisin muffins, etc.
- Blueberry, zucchini, carrot, banana bread, etc.
- Small sandwiches (ingredients must be prepared at school) cut into interesting shapes.
- Nutritious cookies.
- Fruit kabobs melon, orange segments alternated with cheese cubes on a party pick.

### **Foods to Avoid:**

Peanuts, Caramels, Hard Candy, Popcorn, Seeds, Whole Grapes, and Potato Chips.

\*Please check for any food allergies before preparing snack.

**St. Martha School is a nut free school; therefore, the playschool must follow this policy.**

## Classroom Safety

If for any reason a volunteer parent puts the safety of any child or the teacher (including teacher's aides) at risk, or violates human rights, that parent will be asked to leave and the child of the offending parent will be withdrawn from the program with all fees for that month.

CLCP operates under a zero tolerance for alcohol and drugs. Any parent in possession of illegal drugs or alcohol on school grounds will be reported to police and your child will be withdrawn from the program with all fees for that month forfeit.



## Fees

The playschool is funded primarily through the monthly tuition fees, paid by parents via pre-authorized debit agreement. This is to be completed with registration. In addition to selling chocolates twice within the school year (which is an expectation in our registration package), fundraising may be held throughout the year to augment the fees.

### Callingwood-Lymburn Community Playschool Fees

Item	Fee Charged
Registration Fee	\$50
Monthly tuition fee for 3-year-old program	\$120/month
Monthly tuition fee for 4-year-old program	\$150/month
Mandatory Chocolate Fundraiser	* \$90 in Oct and \$90 in Jan
CLCL family membership	\$35
Classroom volunteer commitment	\$100
Toy Cleaning/Bingo Security Deposit or, if you are on the Parent Committee, this is your Parent Committee Responsibility Deposit	\$100/\$200 (incremental charge) \$300 (opt out for bingo only) *may be adjusted for COVID-19
NSF Fee	\$25
Late Payment Fee	\$25

The financial books are audited each school year. Financial statements are available upon request.

\*Families may also opt out of buying chocolates and pay the profits normally earned during this fundraiser. This would require the family to provide authorization for two \$50 withdrawals at time of registration in lieu of two \$90 withdrawals mentioned above. Opting out of the chocolate fundraiser does not qualify for the discount for multiple children enrolled in CLCP at the same time.

#### Registration Fee

A \$50 registration fee is due upon registration of your child. It is required to hold the place for your child in the playschool. This registration fee is non-refundable.

#### Monthly Fees

Monthly fees are withdrawn on the 1<sup>st</sup> business day of each month. They are subject to change at the discretion of the CLCP Parent Committee and Community League. The Playschool has a “no cash” policy; money orders only please.

The pre-authorized debit (PAD) agreement must be completed at the time of registration. Parents may also choose to pay in one or two lump sum payments. If paying by money order, the CLCP Administrator must receive the monthly fee by the 1<sup>st</sup> of the month.

When families register after September, all fees are withdrawn within 30 days (e.g. tuition, registration fee, CLCL membership and chocolate fundraising).

### **Chocolate Fundraiser**

This fundraiser consists of selling chocolates at the beginning of the child's school year (September) and at the mid-way point (January). The chocolates cost \$90 at both fundraising periods, withdrawn on October 15<sup>th</sup> and January 15<sup>th</sup> of the school year. Authorization for these two \$90 withdrawals are required at the time of registration. Proceeds go immediately to the school. Subsequently, the money that parents might collect from their chocolate sales will then be theirs to keep. As mentioned above: families may also opt out of buying chocolates and pay the profits normally earned during this fundraiser. This would require the family to provide authorization for two \$50 withdrawals at time of registration in lieu of two \$90 payments mentioned above. Opting out of the chocolate fundraiser does not qualify for the discount for multiple children enrolled in CLCP at the same time.

Families with more than 1 child attending CLCP at the same will only be required to pay for half of the fees associated with the chocolate fundraiser for each additional child after the first child.

### **Community League Membership**

The playschool is a Callingwood-Lymburn Community League program. **A CLCL Family Membership purchase is a mandatory component of the completed registration form for your child to be able to attend the playschool. This is for insurance purposes.**

As a program of the community league, a member of the Playschool executive committee will attend the community league monthly meetings to keep the community league board informed. The community league board will discuss and vote on any issues should the need arise. A representative from the Callingwood-Lymburn Community League will be at the September parent meeting so memberships can be distributed.

### **Security Deposits**

Your child will be able to attend class as normal, unless CLCP receives notice of NSF due to a security deposit withdrawal. At that time your child will be unable to attend class until your account is cleared. There is a limit for such occurrences that the CLCP Parent Committee will tolerate due to the nature of our playschool being a parent co-operative.

**Authorization for a Classroom Volunteer Duty security deposit** will be required at the time of registration. The authorization is given until the end of the school year as an assurance that your family will fulfill the assigned volunteer duty. In the event of an unfulfilled classroom volunteer duty commitment, the \$100 withdrawal will be made.

**Authorization for a Toy Cleaning/ Bingo security deposit** will be required at the time of registration. The authorization is given until the end of the school year as an assurance that your family will fulfill your assigned duties for up to two toy cleaning and one bingo each term for a total of up to four toy cleanings and two bingos during the school year. **Please note the number of toy cleanings required will be dependent on the classroom enrolment numbers.**

In the event of a "no show" for a toy cleaning or bingo, the \$100 withdrawal will be made. The new value of your deposit will increase by \$100 with each "no show" to your toy cleaning or bingo.

For example: your first “no show” there will be a withdrawal of \$100 to your account, second “no-show” the withdrawal will increase to \$200. There is a limit for such occurrences that the CLCP Parent Committee will tolerate due to the nature of our playschool being parent co-operative.

Your child will be unable to attend class until the payment is provided. If all toy cleanings and bingos are fulfilled, the security deposit withdrawal will not be made.

**Please note that the value of the security deposit may be modified to work with COVID-19 restrictions.**

#### **Late Payments and Items Returned Unpaid (Non-Sufficient Fund's)**

Tuition fees paid by money order are due on or before the 1st of each month. Payment received after the 1<sup>st</sup> will be considered "late". If the CLCP Administrator does not receive payment by the 1<sup>st</sup> of the month, or the bank rejects a cheque or a pre-authorized payment due to non-sufficient funds, the parent will be charged a \$25 late/NSF fee. The late/NSF fee and any outstanding tuition will be withdrawn on the 15<sup>th</sup> of the month after the late payment. The associated child will not be able to attend class until the account is cleared. After two late payments or NSF's the child will be automatically withdrawn from the class. Please note that our teachers are not responsible for collecting fees and will not accept your fee payments. All payments must be given directly to the CLCP Administrator who can be contacted via email [clcpadmin@callingwoodlymburn.com](mailto:clcpadmin@callingwoodlymburn.com).

#### **Refunds and Withdrawals**

One month's written notice is required for a child's withdrawal from the playschool. There will be no refunds for partial months. Failure to provide this written notice will result in the withdrawal of your fees for the next month. Parents MUST complete and sign a withdrawal form as their written notice. Forms are available from the CLCP Administrator and on the website: [www.callingwoodlymburnplayschool.com](http://www.callingwoodlymburnplayschool.com). You are required to complete any and all volunteer commitments - toy cleaning/bingo dates you have signed up for during this one-month period. Failure to give adequate notice for withdrawal from the program, or in fulfilling toy cleaning/bingo duties for the month, will result in the withdrawal of the following month's tuition, as well as withdrawal of toy cleaning/ bingo deposit.

CLCP reserves the right to immediately remove any child from the program who displays physically violent behavior, which cannot be resolved, at the Executive's discretion. In such a case, all unused portion of tuition will be returned less their fundraising funds.

## **Subsidy**

The Alberta government provides financial assistance to low and middle-income families for childcare, including playschool. Only monthly tuition fees are subsidized. Registration fees, chocolate fundraising fees, and toy cleaning and bingo security deposits do **not** qualify for subsidy. Application forms and further information are available online at:

<http://humanservices.alberta.ca/financial-support/15104.html><http://humanservices.alberta.ca/financial-support/15104.html>

We encourage parents to apply early so that subsidy is in place for the start of the school year. Applications are generally accepted August 1<sup>st</sup>. Parents will be expected to complete a pre-authorized debit form for the monthly tuition payments. CLCP will debit the tuition fees from the parent's account each month **until** confirmation of approval for subsidy is received. **Parents must provide a copy of the approval letter to the CLCP Administrator.** Once confirmation is received, any payments made will be reimbursed back to parents.

Subsidy claim forms are submitted on the first of each month but pertain to the class hours attended during the previous month, therefore reimbursement typically begins 6-8 weeks after the start of the school year (ex. September subsidy is submitted October 1<sup>st</sup> and typically received at the end of October, October subsidy is received at the end of November, etc.).

## Media (Photo / Video) Release

If you choose “Yes” for the media and photography release on your child’s registration form, then you are agreeing to the following terms:

- The use of your child's photo to be used in the Playschool and/or Newsletter, website or any other promotional material.
- Photos to be taken of your child while in the Playschool, school grounds or during fieldtrips for use in your child’s yearbook.
- Videos to be taken of your child while in the Playschool, school grounds or during fieldtrips to be used in the Playschool and/or website or any other promotional material which may include local news coverage (educational purposes only).
- The use of your child's first name to accompany photos, videos and artwork that may be displayed or used at the school, newsletter, website and/or any other promotional material.
- The use of your child's artwork to be displayed in the Playschool. This artwork may also be used in the Playschool and/or newsletter, website, videos or promotional material.

Please remember if you are using your personal device for photos / video that any photos / videos taken it is only of your child. For more information please visit

<https://www.servicealberta.ca/foip/>

## Discipline Philosophy

Our goal is to help children develop the behaviour necessary for successful living via teaching and setting limits in a caring environment. There will be times when children exhibit inappropriate behaviour during the course of the program. When aggressive or disruptive action or words occur, the teacher will talk to the child. If persistent negative behaviour continues, the

child will be redirected to another activity. The child will be asked for their input on any solutions. Documentation of behaviour and actions taken by the teacher(s) will occur. Parents will also be notified of the behaviour and what actions are being taken by the teacher(s).

If there are continuing problems with a child, and no conclusion or resolution can be met, the child may be asked to leave the program. The teacher(s) with the support of the Callingwood-Lymburn Community League President or Vice President, will try to provide avenues of support for both the child and parents.

Following written documentation by the teacher, the Callingwood-Lymburn Community Playschool reserve the right to immediately withdraw any child who displays physically violent behavior that puts others at risk of harm.

Please inform the teacher of any changes or upsets in your child's life. Factors such as lack of sleep, a new baby in the house, or parents being away are reasons to consider as potential causes of negative behaviour. Should the teacher observe a change in classroom behaviour, it will be brought to the parent's attention.

In accordance with the Child Care Licensing Act, the following forms of "discipline" will AT NO TIME be permitted to occur during the course of the playschool program with CLCP:

- Physical punishment
- Verbal degradation
- Emotional deprivation
- Denying of basic necessities
- Physical restraint
- Confinement Isolation

Our teachers are willing to discuss the discipline policy with all parents, should they require. To facilitate continuity in the program, we ask that any volunteer parent leave all the discipline issues to the teacher.

## **Incident Reporting**

In the event your child is involved in an accident or becomes seriously ill while involved in the school program, the teacher and CLCP Administrator or CLCL representative will immediately contact you. Your child will receive immediate medical attention, if required. As well, if your child is involved in a situation that makes him/her seriously ill/injured while attending the playschool program, the CLCP Administrator or CLCL representative will promptly notify the school's licensing officer with Child Care Services regarding the situation, as well as ensure all proper follow up documentation is complete.

## Medication Policy

Teachers at the playschool, according to the Child Care Licensing Act, may only administer medication, or allow that to occur, once written consent of a child's parent has been obtained. Furthermore, the medication must be in the original, labeled container. The parent must complete and sign a document detailing the medical condition and use of medications. If permitted, the medication will be administered according to label directions. The teacher will then record the name of the medication given, the time it was given, the amount administered and the initials of the person who administered the medication.

All emergency type medication provided by parents will be stored in an unlocked area, inaccessible to children, within the classroom. Any non-emergency type medication will be locked.

Any allergies or other medical problems your child has must be detailed on the registration form. Please ensure that the information given on the registration form is current. If a child has multiple food allergies, the parent is responsible for his/her snack.

## Portable Emergency Files

If the teachers leave the classroom during the playschool program, they will carry with them, at all times, portable emergency files. The files contain information regarding each child's parent or guardian and alternate emergency contact person's information, as well as allergy and immunization information. Please notify the teachers of any changes to emergency contact information as well as any changes to a child's medical information.

## Fire Drill, Lockdown, and Emergency Evacuation Plan

CLCP in partnership with St. Martha School and Staff are supportive of our staff, children, and parents and it is imperative that our lines of communication are kept open during emergency drills and events. This will ensure the safety of all students and adults in the building, leaving no one unaccounted for or in danger. This begins, every day, with guests and volunteers SIGNING IN (and out), in the playschool classroom. If you are staying in class as a volunteer, you MUST SIGN IN AND OUT. This informs staff and emergency personnel know who is always in the building.

The following is a comprehensive explanation of what our responsibilities are, as supervising adults, during fire drills, lock down drills, and real emergency events.

### 1) Fire Drills

When you hear the fire bell:

- a) Collect the children you are responsible for whether in the classroom, in the gymnasium, in the hall, or in the bathroom and make your way to the supervising TEACHER

- b) The TEACHER will collect the sign-in sheet (attendance) AND the emergency contact binder for the class AND the class cell phone. It is helpful if any supervising adults have personal cell phones on hand as well.
- c) The TEACHER will lead the students, volunteers, and any guests out of the school using the nearest safe exit and away from the building and proceed to Muster Point #1 (Northwest field). All windows will be closed, lights left on and classroom door closed but unlocked.
- d) The TEACHER will take attendance and record it (in front of “emergency contact information” binder). A card will be held up **Green card** (all present) or **Red card** (problem)
- e) The TEACHER will wait for instructions to return to the school or begin calling contacts to pick up students
- f) If this is a LIVE event, the TEACHER will call the CLCP Administrator or CLCL representative, once it is safe so that assistance can be provided as needed

## 2) Lock Down Drills

When you hear the school staff announce “THIS IS A LOCK DOWN. THIS IS A LOCK DOWN. THIS IS A LOCK DOWN.” over the intercom:

- a) The TEACHER closes and ensures the classroom door is locked within 20 seconds of the lock down notification. The key will be kept on their person at all times.
- b) The TEACHER turns the lights off, closes all windows and blinds, if any.
- c) The TEACHER informs any supervising adults to guide the students **away from doors and windows and have them sit on the floor, out of view.**
- d) The TEACHER takes the sign-in sheet (attendance) AND the emergency contact binder for the class AND the class cell phone and joins the class
- e) The TEACHER takes attendance and records it on paper provided by the school (in front of “emergency contact information” binder OR “emergency plan” binder
- f) During this time the students will be kept calm and quiet and will not be allowed to leave the classroom. Cell phone use will be strictly limited.
- g) **Do not open the classroom door for anyone including the police, firefighters, staff or students. Do not leave the classroom if the fire alarm sounds as a lock down supersedes a fire alarm.**
- h) The TEACHER or a supervising adult informs the SCHOOL OFFICE by phone or email of children and adults who are accounted for and unaccounted for
- i) The TEACHER will wait for instructions by public address system. When the administrator will announce “ALL CLEAR, ALL CLEAR, ALL CLEAR”, the classroom door may be opened and all allowed to leave.
- j) In the case of a **LIVE** Lockdown, the TEACHER will call the CLCP Administrator or CLCL representative to inform them of the situation at hand and keep them updated
- k) As necessary, the CLCP Administrator or CLCL representative will assist with the notification of parents

NOTE: In the case of a DRILL, the principal will go around the school checking to see if doors are locked and lights are out

**IN THE CASE OF A LOCKDOWN DRILL OR EVENT AND YOU ARE NOT IN THE CLASSROOM (in the bathroom with students, in the gym, etc.):**

**\*\*GET TO THE CLASSROOM** if you are close, another lockable classroom or a safe area OR  
**\*\*GET TO THE OFFICE** with the students you have and call from office phone or personal cell phone the CLASSROOM cell, to inform school and CLCP teacher that you and your students are safe (texting is fine too)

### **IN THE CASE OF A LOCKDOWN AND THE CLASS IS OUTSIDE**

**\*\* Proceed to Muster Point #3 Blessed Oscar Romero High School 17760-69 Avenue**

#### **\*IMPORTANT!!**

- 1) Sign in EVERY TIME YOU ARE HELPING IN THE CLASS
- 2) Anyone who is in charge of supervising our students MUST know about these procedures and the possibility of a drill/event. If someone is helping you out, it is your job to inform them, for the safety of your children, their classmates, and emergency personnel who are also looking out for us.
- 3) Volunteers must be able to understand and follow instructions from the teacher.

### **3) On Alert**

Upon hearing the announcement, "School/Site is On Alert"

- a) Clear the hallways, have the students return to the classroom and close the classroom door. If you are outdoors, re-enter the school and return to the classroom, closing the classroom door.
- b) Remain calm, keeping the students calm and do not allow them to leave the classroom
- c) Take attendance and contact the office of any missing students
- d) Follow administrator's direction if class may continue
- e) Do not allow students to leave the classroom until an administrator announces "On Alert has been lifted".

### **4) Emergency Evacuation**

In the event of an emergency that would require us to evacuate and relocate the students, we will follow the direction of the Edmonton Police Services. Parents will be updated as soon as information is available by a teacher, teacher assistant, CLCP Committee member or CLCL Board member.

Teachers will evacuate the school/site following the **fire alarm procedure or administrative announcement.**

- a) Keeping students calm and quiet, the TEACHER will collect the sign-in sheet (attendance) AND the emergency contact binder for the class AND the class cell phone. **All classroom windows will be closed but class lights will be left on and classroom door unlocked**
- b) The TEACHER will direct everyone to proceed to Muster Point #1 or Muster Point #3 (if directed)
  - Muster Point #1 = Northwest field
  - Muster Point #3 = Blessed Oscar Romero High School 17760-69 Avenue
- c) Once at muster point, the TEACHER will take attendance
- d) The school/site will only be re-entered when directed by the administrator.
- e) The TEACHER will call the CLCP Administrator or CLCL representative to inform them of the situation at hand and keep them updated. This information will be passed on to



parents as it is available. **It is important for parents to not phone the playschool cell so that the teacher can be available to follow directions and give any updates.**

## Other Important Rules and Regulations

Do not bring your child to class if he/she is sick, has a contagious condition; they have a fever, or have vomited recently. **The teacher can refuse admittance of a sick child.** The playschool also encourages families to get their flu shots in the fall. It is appreciated if you call the playschool cell to notify the teachers when your child will be absent from class.

Do not dress your children in their best clothes and be sure they come with indoor shoes. Label your child's belongings. Keep a change of clothing for your child in their backpack, should they need to change their clothing while at playschool.

Children are not to bring candy, toys, etc. to school unless they have been requested to do so. NO GUM PLEASE.

### Communication

As classes are in session at St. Martha's when the playschool class begins, communication to parents will be by email, phone and mail via your child's knapsack. Please check your email and child's knapsack on a regular basis. Should there be a change in your contact phone number or email, be sure to let the teachers and playschool committee know.

### Participate in all required parent meetings.

The CLCP requires input and cooperation throughout the year and cannot operate efficiently without parental involvement and support.

### Parking

Do **NOT** park in the loading zone in front of the school as this is reserved for buses only and you will be towed. Do not park in the school parking lot, those spots are paid for and used by the school staff. Street parking is available.

### Holidays / School Closure

The Playschool follows the Holiday's and Professional Development Days of the Edmonton Catholic School Board.

In the event of severe weather, it may be necessary to cancel class. Every attempt will be made to get a complete executive vote on this matter, but ultimately it might be necessary for the Chair and the teacher to make the final decision due to time constraints in order for class representatives to contact everyone in the class.

Classes will be cancelled if the temperature is -35°C without wind-chill (or below) based on Environment Canada's Forecast. Please use your discretion. If you have any questions, please contact your class representative. In the event class is canceled, it will not be made up.

## CLCP Parent Committee Responsibilities

**Parent Committee Responsibilities** – The committee consists of parent volunteers and a paid administrator whose roles are to be collectively responsible for day-to-day operations of the playschool.

Committee meetings are held once every month in the evening, typically in the first week. General meetings occur twice a year in September and January.

### CLCP Committee members:

- CLCP Administrator
- Committee Lead
- Classroom Support (optional)
- Secretary
- Roster Coordinator
- Media Coordinator / Publisher
- Events Coordinator
- Fundraising / Donations Coordinator
- Class Representatives (4)
- Teachers
- Community League Representative – provided by the Community League

**Please note that duties of each position may change and are dependent on the number of filled positions. The descriptions below give you an idea of what may be involved in these positions.**

### CLCP ADMINISTRATOR

[clcpadmin@callingwoodlymburn.com](mailto:clcpadmin@callingwoodlymburn.com)

- If this position is not filled, CLCL will assign a representative from the CLCL board to assist with these duties. Some of the responsibilities may be given to members of the CLCP committee.
- Assists Committee Lead with arranging committee/parent meetings (agenda, room bookings).
- Ensures completion and submission of criminal records check for all required positions.
- Provides a monthly newsletter submission.
- Acts as liaison between the CLCL and the CLCP Parent Committee, attending league meetings each month, providing written updates including financials (in conjunction with CLCL Office Administrator), Attends CLCL AGM held in the fall to submit yearly update.
- Maintains regular communication with the teachers in regards to programming.

- Works with teachers to ensure that the playschool complies with Child Care Licensing. Works with CLCL Executive to ensure that the license, insurance and lease agreements are intact for the duration of the school year.
- Works collaboratively with the CLCP Parent Committee and CLCL to develop and enforce rules, regulations and policies of the playschool and CLCL and ensures they comply with licensing.
- Determines and monitors the playschool budget in conjunction with the CLCL Office Administrator, which includes maintaining general supervision of financial position.
- Coordinates with Children's Services to reimburse parents receiving subsidy.
- Works collaboratively with the CLCP Parent Committee to plan and develop short and long-range goals and objectives.
- Will maintain classroom inventory for insurance purposes.
- Maintains a list of qualified substitute teachers.
- Ensures that all registration fees are collected as required.
- Works with the CLCL Office Administrator to prepare budget for school year.
- Makes recommendations as to how much fundraising should take place.
- Acts as liaison between CLCP parents and the CLCL financial contact.
- Collects any payments that were returned as NSF.
- Responsible for all playschool registrations.
- Responds to all inquiries regarding registration. The Administrator will have the playschool's cell phone over the summer months; as well, he/she has access to the playschool email account to monitor incoming inquiries.
- Responsible for making blank registration forms available to the parents and for receiving fees.
- Maintains the waiting list of parents wishing to register and will use this list to fill vacancies throughout the year.
- Works with the Roster Coordinator to:
  - Compile the helper parent/roster schedule and ensures proper number of helper days are assigned
  - Ensures all allergies are listed on the roster schedule handouts
  - Makes any necessary changes to the roster schedule throughout the school year and notifies the parents and class reps involved
  - Put a copy of the roster along with the contact sheet in each child's mailbox at the beginning of each semester
- Coordinates annual review of all CLCP registration documents and handbook
- Maintains communication with Principal of school (and/or current person in charge of leased space)
- Responsible for playschool advertisements

#### **COMMITTEE LEAD**

[clcpcommittee@callingwoodlymburn.com](mailto:clcpcommittee@callingwoodlymburn.com)

- Chairs committee/parent meetings and works with the CLCP Administrator on agendas.
- Assists CLCP Administrator with room bookings as required.
- Provides a monthly newsletter submission as required.

- Monitors playschool supplies and checks with teachers at the beginning of each month for a list of required supplies. Purchases needed items or notifies teachers. Alternatively, teachers may coordinate directly with CLCL designee.
- In charge of ensuring photographer for the year is booked and has the updated class list (will act as the photo contact person for CLCP).
- Acts as MC for special events.
- May need to assist CLCP Administrator or CLCL designee with contacting parents regarding sign up of volunteer duties and commitments (bingo/toy cleaning)
- Meets with the incoming Committee Lead for training and information sharing.

Responsibilities regarding **Toy Cleanings:** (if Teacher is not designated this responsibility)

- Setting up toy cleaning schedule for General Meeting in September.
- Reminding toy cleaners of monthly cleaning (approximately a week before toy cleaning).
- Attend the toy cleaning or assign a parent coordinator for each cleaning to ensure everything is set up for toy cleaners and everyone understands what needs to be done according to Licensing.
- Communicates with CLCP Administrator regarding any parents that do not show up for assigned toy cleaning.

Regarding **Bingos:** (if Teacher is not designated this responsibility)

- Works in collaboration with CLCL to establish sign-up sheets for the bingo fundraisers.
- Confirms bingo volunteer final numbers confirming names of the parent volunteers with CLCL Bingo Chair at least 3 days prior.

### **SECRETARY**

**Personal email is used.**

- Records minutes at all CLCP Parent Committee meetings.
- Prepares a typed version of the meeting minutes for the CLCP and CLCL submission.
- Works in conjunction with the CLCP Parent Committee to produce the monthly newsletter.
- Once the monthly Newsletter is completed, Media Coordinator is informed to email it out to playschool families.
- Puts monthly Minutes and Newsletters on OneDrive for record.
- Meets with the incoming Secretary for training and information sharing.

### **MEDIA COORDINATOR/PUBLISHER**

[clcpmedia@callingwoodlymburn.com](mailto:clcpmedia@callingwoodlymburn.com)

- Maintains and updates the CLCP website.
- Maintains and updates the CLCP Facebook page.
- Provides a monthly newsletter submission as required.

- Once the Newsletter and Calendars are received from the Secretary, Media will email them out to all playschool families, post the links to them on the playschool's Facebook page as well as add them to the CLCP website.
- Posts current versions of the Parent Handbook and all registration forms on the CLCP website.
- Meets with the incoming Media Coordinator/Publisher for training and information sharing.

### **EVENTS COORDINATOR**

[lcpevents@callingwoodlyburn.com](mailto:lcpevents@callingwoodlyburn.com)

- Coordinates CLCP events in collaboration with the teachers and the CLCP Parent Committee (e.g. Halloween party, Christmas concert, end of year Carnival). This will include booking venues, entertainment (as required) and coordinating parent volunteers.
- Works collaboratively with the Fundraiser/Donations Coordinator regarding our special event fundraiser. Includes booking venue, entertainment, and coordinating parent volunteers.
- Creates invitations for events.
- Provides a monthly newsletter submission as required.
- Assists the teachers as needed with fieldtrip bookings, etc.
- Responsible for assisting teachers and committee members book meeting rooms, gymnasium, music room and community hall.
- Meets with the incoming Events Coordinator for training and information sharing.
- Liaison to assist teachers with individual class events

### **DONATIONS/FUNDRAISING COORDINATOR**

[clcpfundraising@callingwoodlyburn.com](mailto:clcpfundraising@callingwoodlyburn.com)

- Coordinates chocolate fundraiser in September and January of the school year.
- Coordinates chocolates for September delivery by end of June in collaboration with the CLCP Administrator.
- Coordinates chocolates for additional sales throughout the school year and restocking as required.
- Coordinates chocolates for late registrants.
- Provides a monthly newsletter submission as required.
- Plans, advertises, coordinates donations and solicits donations for special event fundraiser (e.g. Family dance in the spring). This will include booking venues, entertainment and coordinating parent volunteers in collaboration with the Events Coordinator.
- Works with CLCP Parent Committee and parent volunteers to obtain donations and prepare items for the event. Coordinates with class reps for ticket sales.
- Sends thank you letters for donations once the event has taken place.
- Meets with incoming Fundraiser/Donations Coordinator for training and information sharing

## **CLASS REPRESENTATIVES (4)**

Personal emails are used

- **FOUR POSITIONS:** one representative for each class to act as contact person for the class.
- Ideally, the class representative would consistently be dropping off or picking up their child so they should have regular contact with other parents and the teacher.
- Should arrive a few minutes prior to class each day to facilitate that communication.
- Act as a communication link between parents and the CLCP Parent Committee.
- Ensure portable emergency files are correct during the first week of classes.
- Collects any family submissions (e.g. fundraising) and helps coordinate events (e.g. gathers numbers attending Christmas Concert, year-end Carnival, etc.).
- Has first choice in creating their class' yearbook if they choose. If the class rep does not wish to create a digital yearbook then it is their responsibility to find another volunteer within their class to make the yearbook. If no one wants to do this then that class will receive no yearbook for that year. Please see the Yearbook Volunteer guidelines located below.
- Helps the Roster parent fill in volunteer duties.
- Assists the CLCP Administrator in maintaining up to date family information (e.g. authorized persons for pickup; contact information).
- Meets with the incoming Class Representatives for training and information sharing.

## **Playschool Volunteers**

### **Teacher Helpers**

This group of parents helps with various duties such as making play dough, doing the laundry required for the class and assisting with special events and fieldtrips. Additional duties can be assigned as needed throughout the year.

### **Yearbook Volunteer Guidelines**

Every school year each class has a volunteer who puts together all the photos of the students collected throughout the school year (either by the teachers or other parents) to put together a printed photo memory book. Each class representative will have first choice if they want to do the yearbook for their class. If the class rep doesn't want to do the yearbook for their class, they are responsible for finding a parent in their class to take on this responsibility. If no one volunteers to complete the yearbook, then that class will receive no yearbook for that year.

The playschool will pay for the volunteer's yearbook. The yearbook volunteer is also responsible for communicating the overall price of the books with their class to ensure the parents are aware of the cost.

The volunteer must create the photo memory book at a reasonable cost to everyone. Each parent will pay up to \$25 (including shipping) for their child's yearbook. CLCP may cover a small

amount of overages based on the current state of the CLCP financials. Anything over/above this, the parents will have to cover any additional costs.

If the yearbook volunteer chooses to create a yearbook that is over \$25 each, everyone in the class who chooses to purchase the yearbook must agree to accept the extra cost and will be responsible to pay it.