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# PARENT HANDBOOK

## Playschool Policies & Procedures

Revised April 2017



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## **WELCOME**

Welcome to the Banff Rundle Playschool. This handbook has been created to give you a better understanding of our policies and procedures, plus provide guidelines to ensure you and your child get the most out of your playschool experience.

Please read this handbook carefully and save it for future reference. If you require further or more detailed information, please feel welcome to contact a member of the Banff Playschool Board, or ask to see the Playschool Bylaws binder which is kept in the Playschool at all times.

## **OUR MISSION, OUR PHILOSOPHY**

Our mission is to provide the opportunity for three and four-year old children to interact and learn through play in a trusting, safe and fun environment. The teacher will provide the children with a soft-structured program to guide them through their learning activities and experiences.

We feel that each child needs attention, acceptance, and love. Each child should be provided with the opportunity to:

- ★ be physically healthy and active
- ★ develop language skills and thinking processes
- ★ develop relationships with others
- ★ communicate in unique and individual ways
- ★ develop a responsible attitude toward other children and society.

The Playschool program focuses on the physical, emotional, social, intellectual, and creative aspects of a child's development. Our program lends itself to a "learn through play" philosophy. It has a soft-structured nature through which the teacher guides the children through varied learning activities and experiences. A positive playschool experience will help children develop a healthy self-esteem. Therefore, a trusting, safe and fun environment is vital.

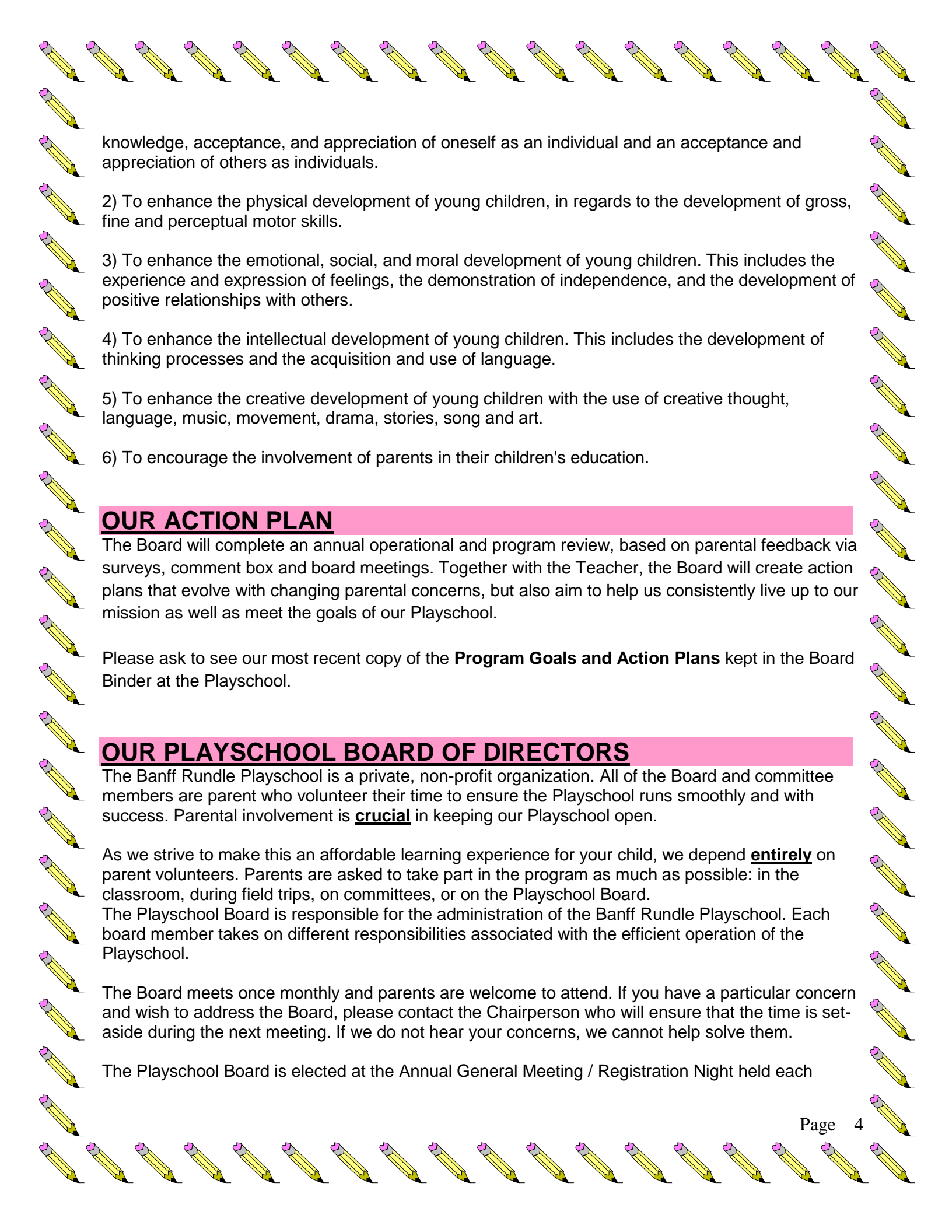
It is also well recognized that each child is an individual, developing at his/her own special rate and having his/her own unique abilities and needs. Attempts will be made to support children with any form of special needs, e.g. physical, emotional, social, behavioral, or language.

All that we expect of the children is that they come to school and have fun! What we expect from the parents is that they volunteer and abide by the operating procedures outlined in this handbook and in supplemental notes and newsletters. We welcome and expect parents to play an integral part in their child's playschool years. We welcome extra help, suggestions and constructive feedback, as well as financial, moral and volunteer support. We thank you for choosing the Banff Rundle Playschool for your child's first introduction to early childhood education. We look forward to a mutually rewarding school year ahead!

## **OUR GOALS**

The following six goals of the Banff Rundle Playschool are based on the principles described by Alberta Education Early Childhood Services. They provide direction, scope, and anticipated outcomes of the program for children, parents, the teacher and community services.

1) To contribute to the development of a positive self-concept in young children. This includes the



knowledge, acceptance, and appreciation of oneself as an individual and an acceptance and appreciation of others as individuals.

2) To enhance the physical development of young children, in regards to the development of gross, fine and perceptual motor skills.

3) To enhance the emotional, social, and moral development of young children. This includes the experience and expression of feelings, the demonstration of independence, and the development of positive relationships with others.

4) To enhance the intellectual development of young children. This includes the development of thinking processes and the acquisition and use of language.

5) To enhance the creative development of young children with the use of creative thought, language, music, movement, drama, stories, song and art.

6) To encourage the involvement of parents in their children's education.

## **OUR ACTION PLAN**

The Board will complete an annual operational and program review, based on parental feedback via surveys, comment box and board meetings. Together with the Teacher, the Board will create action plans that evolve with changing parental concerns, but also aim to help us consistently live up to our mission as well as meet the goals of our Playschool.

Please ask to see our most recent copy of the **Program Goals and Action Plans** kept in the Board Binder at the Playschool.

## **OUR PLAYSCHOOL BOARD OF DIRECTORS**

The Banff Rundle Playschool is a private, non-profit organization. All of the Board and committee members are parent who volunteer their time to ensure the Playschool runs smoothly and with success. Parental involvement is **crucial** in keeping our Playschool open.

As we strive to make this an affordable learning experience for your child, we depend **entirely** on parent volunteers. Parents are asked to take part in the program as much as possible: in the classroom, during field trips, on committees, or on the Playschool Board.

The Playschool Board is responsible for the administration of the Banff Rundle Playschool. Each board member takes on different responsibilities associated with the efficient operation of the Playschool.

The Board meets once monthly and parents are welcome to attend. If you have a particular concern and wish to address the Board, please contact the Chairperson who will ensure that the time is set-aside during the next meeting. If we do not hear your concerns, we cannot help solve them.

The Playschool Board is elected at the Annual General Meeting / Registration Night held each



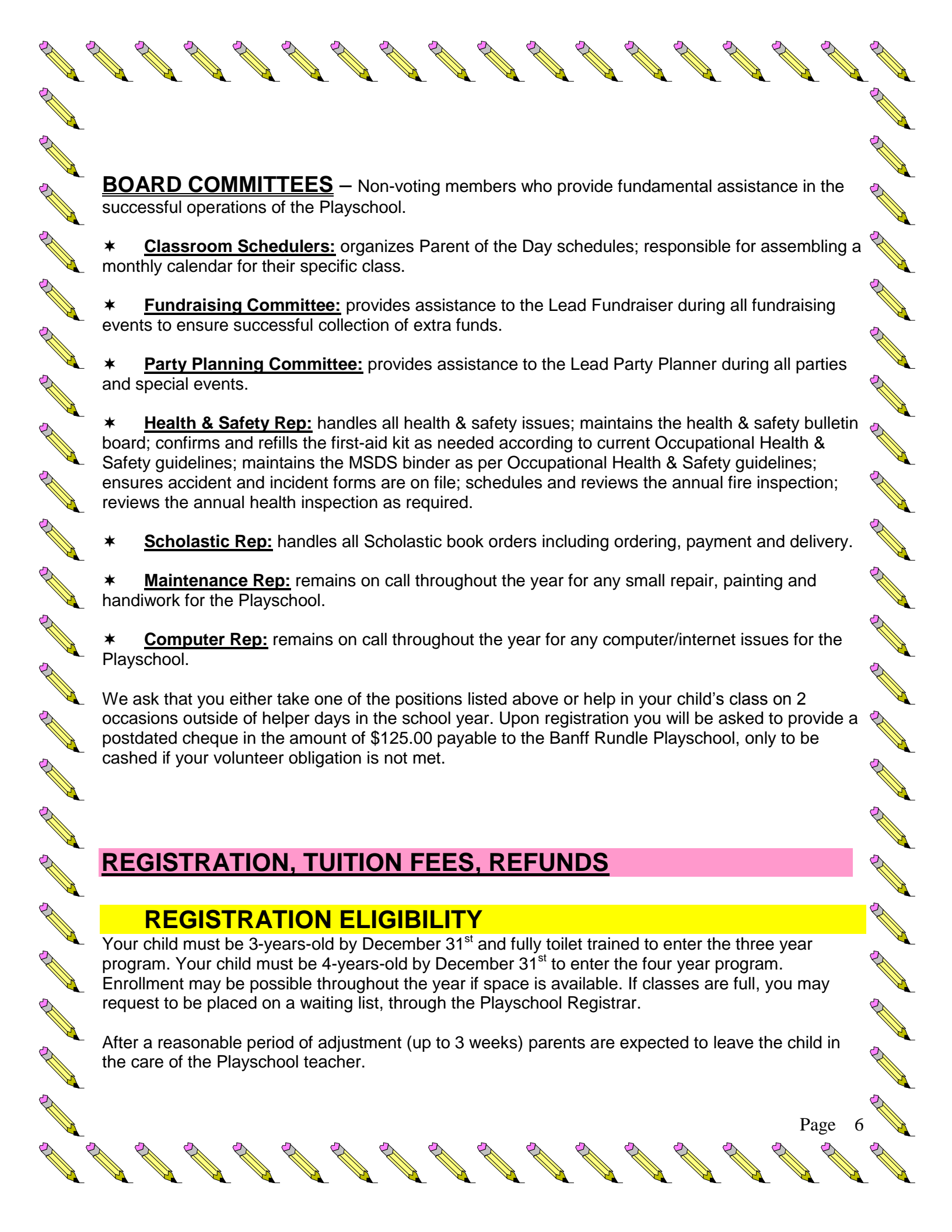
spring. The volunteer board positions are as follows:

**BOARD OF DIRECTORS** - Voting members who set the guidelines to ensure the successful operations of the Playschool.

- ★ **Chair:** participates as well as leads all board meetings. Responsibilities include the supervision of all board roles; oversees the establishment and implementation of procedures and policies; speaks publicly on behalf of the board; communicates with the teacher to ensure the Playschool Goal & Action Plan is being followed; is the key liaison with the teacher to maintain child-parent-board-teacher communication.
- ★ **Vice-Chair:** participates in all board meetings; responsible for organizing the Cleaning Committee and its schedules; responsible for Parent Helper Roles; responsible for managing the substitute teacher list & credentials; assumes the responsibility of the Chair in his/her absence; seeks appropriate licensing requirements.
- ★ **Treasurer:** participates in all board meetings; maintains the financial records of the Playschool; prepares & issues teacher(s) payroll; prepares and presents the annual budget; makes recommendations for future financial needs; seeks grants; establishes annual fundraising goals; issues cheques; handles refunds; prepares tax receipts twice annually; responsible for all bookkeeping matters.
- ★ **Registrar:** participates in all board meetings; organizes and oversees all registration duties, including the annual registration night; processes registrations; distributes Playschool information to new (and existing) parents; organizes and maintains class lists and waiting lists; acts as the contact person for the Playschool throughout the year.
- ★ **Secretary:** participates in all board meetings; records, distributes and maintains copies of all the minutes of all the board meetings.

**BOARD OFFICERS** – Non-voting members who play integral roles in the successful operations of the Playschool.

- ★ **Communications Officer:** assembles a monthly newsletter and calendar of events based on information from teacher and board; distributes (via email) to all parents; maintains the Playschool bulletin board.
- ★ **Lead Scheduler:** directs the class schedulers; sends monthly calendar templates to all schedulers; ensures schedules are accurate and posted on time; addresses all scheduling concerns; supports teacher with scheduling classroom visitors and special events.
- ★ **Lead Fundraiser:** organizes and oversees all fundraising events; directs the fundraising committee volunteers.
- ★ **Lead Party Planner:** plans and organizes all parties and celebrations throughout the year; directs the party planning committee volunteers.



**BOARD COMMITTEES** – Non-voting members who provide fundamental assistance in the successful operations of the Playschool.

- ★ **Classroom Schedulers:** organizes Parent of the Day schedules; responsible for assembling a monthly calendar for their specific class.
- ★ **Fundraising Committee:** provides assistance to the Lead Fundraiser during all fundraising events to ensure successful collection of extra funds.
- ★ **Party Planning Committee:** provides assistance to the Lead Party Planner during all parties and special events.
- ★ **Health & Safety Rep:** handles all health & safety issues; maintains the health & safety bulletin board; confirms and refills the first-aid kit as needed according to current Occupational Health & Safety guidelines; maintains the MSDS binder as per Occupational Health & Safety guidelines; ensures accident and incident forms are on file; schedules and reviews the annual fire inspection; reviews the annual health inspection as required.
- ★ **Scholastic Rep:** handles all Scholastic book orders including ordering, payment and delivery.
- ★ **Maintenance Rep:** remains on call throughout the year for any small repair, painting and handiwork for the Playschool.
- ★ **Computer Rep:** remains on call throughout the year for any computer/internet issues for the Playschool.

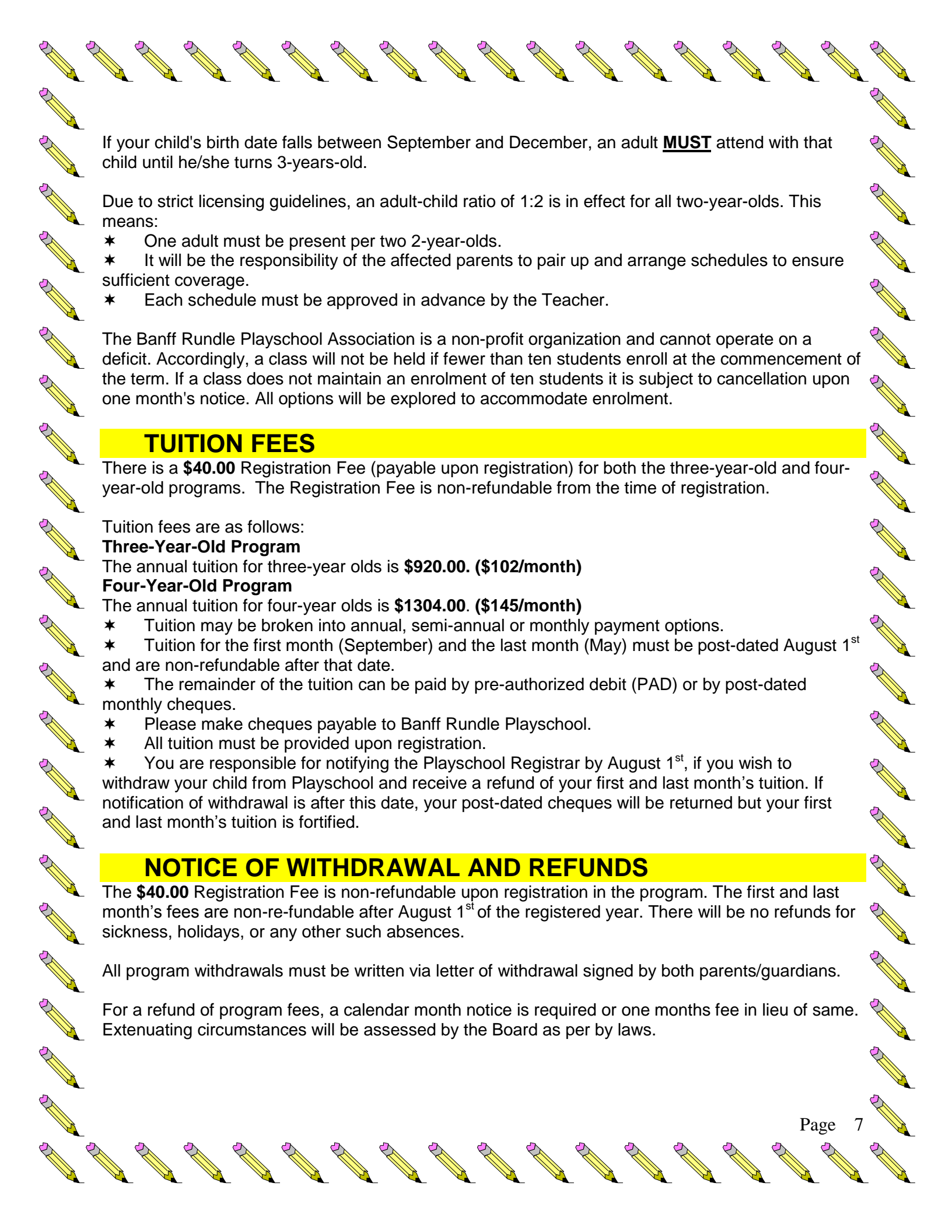
We ask that you either take one of the positions listed above or help in your child's class on 2 occasions outside of helper days in the school year. Upon registration you will be asked to provide a postdated cheque in the amount of \$125.00 payable to the Banff Rundle Playschool, only to be cashed if your volunteer obligation is not met.

## **REGISTRATION, TUITION FEES, REFUNDS**

### **REGISTRATION ELIGIBILITY**

Your child must be 3-years-old by December 31<sup>st</sup> and fully toilet trained to enter the three year program. Your child must be 4-years-old by December 31<sup>st</sup> to enter the four year program. Enrollment may be possible throughout the year if space is available. If classes are full, you may request to be placed on a waiting list, through the Playschool Registrar.

After a reasonable period of adjustment (up to 3 weeks) parents are expected to leave the child in the care of the Playschool teacher.



If your child's birth date falls between September and December, an adult **MUST** attend with that child until he/she turns 3-years-old.

Due to strict licensing guidelines, an adult-child ratio of 1:2 is in effect for all two-year-olds. This means:

- \* One adult must be present per two 2-year-olds.
- \* It will be the responsibility of the affected parents to pair up and arrange schedules to ensure sufficient coverage.
- \* Each schedule must be approved in advance by the Teacher.

The Banff Rundle Playschool Association is a non-profit organization and cannot operate on a deficit. Accordingly, a class will not be held if fewer than ten students enroll at the commencement of the term. If a class does not maintain an enrolment of ten students it is subject to cancellation upon one month's notice. All options will be explored to accommodate enrolment.

## TUITION FEES

There is a **\$40.00** Registration Fee (payable upon registration) for both the three-year-old and four-year-old programs. The Registration Fee is non-refundable from the time of registration.

Tuition fees are as follows:

### Three-Year-Old Program

The annual tuition for three-year olds is **\$920.00. (\$102/month)**

### Four-Year-Old Program

The annual tuition for four-year olds is **\$1304.00. (\$145/month)**

- \* Tuition may be broken into annual, semi-annual or monthly payment options.
- \* Tuition for the first month (September) and the last month (May) must be post-dated August 1<sup>st</sup> and are non-refundable after that date.
- \* The remainder of the tuition can be paid by pre-authorized debit (PAD) or by post-dated monthly cheques.
- \* Please make cheques payable to Banff Rundle Playschool.
- \* All tuition must be provided upon registration.
- \* You are responsible for notifying the Playschool Registrar by August 1<sup>st</sup>, if you wish to withdraw your child from Playschool and receive a refund of your first and last month's tuition. If notification of withdrawal is after this date, your post-dated cheques will be returned but your first and last month's tuition is forfeited.

## NOTICE OF WITHDRAWAL AND REFUNDS

The **\$40.00** Registration Fee is non-refundable upon registration in the program. The first and last month's fees are non-re-fundable after August 1<sup>st</sup> of the registered year. There will be no refunds for sickness, holidays, or any other such absences.

All program withdrawals must be written via letter of withdrawal signed by both parents/guardians.

For a refund of program fees, a calendar month notice is required or one months fee in lieu of same. Extenuating circumstances will be assessed by the Board as per by laws.



## NSF FEES

There is a **\$25.00** charge for all NSF cheques. This does not include any additional fees charged directly by your financial institution.

## THE PLAYSCHOOL DAY

### WHY PLAYSCHOOL?

Studies have shown that playschool is a positive first step in a child's education. Playschool develops social, cognitive, gross and fine motor skills. Working, playing and sharing in a group helps to prepare children for team playing and group interactions later in life. Children learn a great deal through play: it's their work. Play provides a natural opportunity for young children to learn new skills, to practice familiar ones as well as to teach others what they know. Studies have shown that 70% child-directed time combined with 30% teacher-directed time is a perfect happy balance.

### PROGRAM INFORMATION

**Learning Centers** – Areas are set up in the classroom, which provide children the opportunity to be active learners. Centers are changed daily/weekly to encourage new skills. Centers may include: listening center, puzzle table, playdough, book nook, sand & water tables, open-ended crafts, easel painting, finger-painting, dress-up play, home centre, and puppet theater. Children are allowed to freely choose to participate in these centers.

**Circle Time** – Introduction to the weather, days of the week, months, seasons and holidays. Children are encouraged to participate in group discussions, stories, songs, rhymes and games. Circle time teaches children to listen attentively and to wait their turn. Repetitive songs and finger plays are introduced to promote memory & language learning.

**Directed Activities** – Each day the children are introduced to a directed learning activity, such as: conception in colors, shapes and sounds, as well as recognition with upper and lower case letters, and numbers. They also have an opportunity to do crafts involving scissors, glue, paint, clay and plaster.

### PLAYSCHOOL HOURS & HOLIDAYS

The **3-year-old Program** currently operates on Tuesdays and Thursdays either from 9:00 am to 11:30 am or from 12:45 pm to 3:15 pm.

The **4-year-old Program** currently operates on Mondays, Wednesdays, and Fridays from 9:00 am to 12:00 am or from 1:00 pm to 4:00 pm.

The Banff Rundle Playschool acknowledges statutory holidays and follows the Christmas & Spring Break holiday schedules as outlined by the Banff Elementary School, with the exception of Professional Development Days.

The Banff Rundle Playschool operates from September through May.





## ARRIVAL AND PICK-UP

Unless you are the scheduled parent helper, please do not drop your child off prior to 9am and 1pm. This time is used for the teacher to prepare for the class.

Please ensure the Parent of the Day is present before leaving your child. Our playschool cannot legally operate without the assistance of the Parent of the Day.

Please accompany your child to the door and assist him/her with removing their coats and putting on their indoor shoes. Hang their coat up and place boots neatly below. It is mandatory to have your child wash his/her hands before entering the classroom. Please assist them with this to ensure proper hand washing practices.

It is a licensing requirement that your child is signed in when dropped off and then signed out when picked up by the parent or caregiver on the Daily Attendance Sheet.

Please be sure to pick up your child promptly when the class is over. Your child will not be released to an unauthorized person. We must have written or verbal permission from the parents to do so. Parents may be charged a late fee of **\$25.00** if their child is left later than 15 minutes after the class ends.

## CLOTHING

Absolutely no outdoor footwear is allowed inside the classroom. Students must have inside shoes and parents must remove their outdoor footwear before entering the classroom. Rubber soled shoes are required to be worn in case the school must evacuate for a fire; this prevents slipping and falling in the classroom.

Please label your child's belongings (shoes, backpack, lunch bag, cup, winter clothing) to prevent misplaced belongings. Dress your child appropriately for outdoor days and field trips. These outings will be announced well in advance of the date. Also, dress your child in play clothes as they will be using glue, paint, etc. and so they may get dirty. All children are asked to bring a change of clothes, just in case. Please provide a small backpack with a chest strap as a school bag as your child will have to carry their own bag on some field trips such as library day.

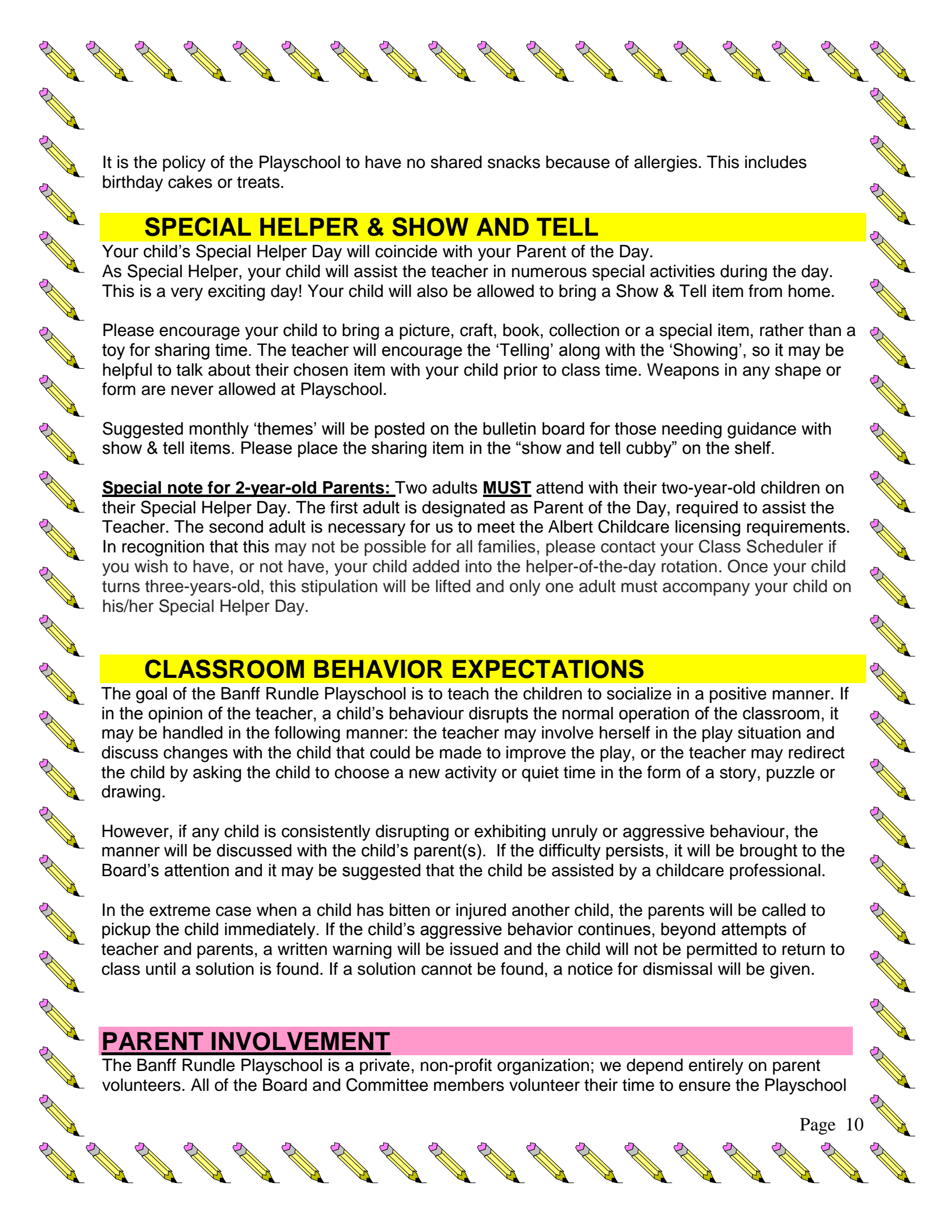
## SNACKS

Snacks are brought individually by each child. Please remember this is just a small snack, not a lunch. All reusable containers should be clearly labeled with your child's name.

Pack healthy snacks such as fruit, vegetables and cheese, trying to include two different food groups (e.g.: cheese & crackers or fruit & crackers or fruit & veggies). **Sugar snacks, yogurt tubes, chocolate, juice or juice boxes will not be permitted at Playschool.**

Only water is allowed at Playschool and it will be provided by the teacher. Please bring a reusable, labeled cup each day for drinking water.

**DO NOT send any nuts or nut products.** Many children have severe **life-threatening** allergies to airborne nuts/nut product residue. Please check all the labels of pre-packed foods as many say "may contain nuts" or "may contain traces of nuts". All snacks listing this clause will be sent home with the child and the parent/caregiver will be notified.



It is the policy of the Playschool to have no shared snacks because of allergies. This includes birthday cakes or treats.

## **SPECIAL HELPER & SHOW AND TELL**

Your child's Special Helper Day will coincide with your Parent of the Day. As Special Helper, your child will assist the teacher in numerous special activities during the day. This is a very exciting day! Your child will also be allowed to bring a Show & Tell item from home.

Please encourage your child to bring a picture, craft, book, collection or a special item, rather than a toy for sharing time. The teacher will encourage the 'Telling' along with the 'Showing', so it may be helpful to talk about their chosen item with your child prior to class time. Weapons in any shape or form are never allowed at Playschool.

Suggested monthly 'themes' will be posted on the bulletin board for those needing guidance with show & tell items. Please place the sharing item in the "show and tell cubby" on the shelf.

**Special note for 2-year-old Parents:** Two adults **MUST** attend with their two-year-old children on their Special Helper Day. The first adult is designated as Parent of the Day, required to assist the Teacher. The second adult is necessary for us to meet the Alberta Childcare licensing requirements. In recognition that this may not be possible for all families, please contact your Class Scheduler if you wish to have, or not have, your child added into the helper-of-the-day rotation. Once your child turns three-years-old, this stipulation will be lifted and only one adult must accompany your child on his/her Special Helper Day.

## **CLASSROOM BEHAVIOR EXPECTATIONS**

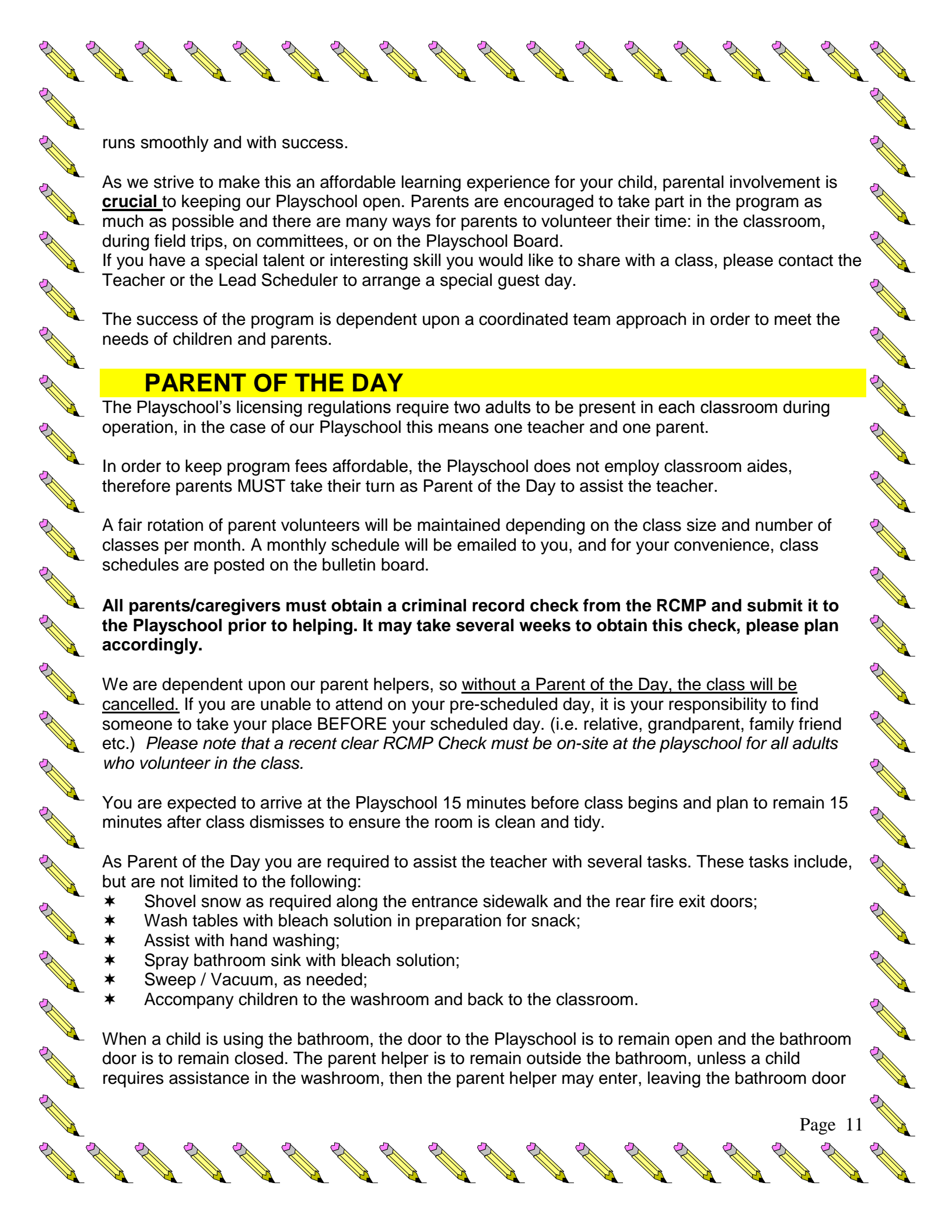
The goal of the Banff Rundle Playschool is to teach the children to socialize in a positive manner. If in the opinion of the teacher, a child's behaviour disrupts the normal operation of the classroom, it may be handled in the following manner: the teacher may involve herself in the play situation and discuss changes with the child that could be made to improve the play, or the teacher may redirect the child by asking the child to choose a new activity or quiet time in the form of a story, puzzle or drawing.

However, if any child is consistently disrupting or exhibiting unruly or aggressive behaviour, the manner will be discussed with the child's parent(s). If the difficulty persists, it will be brought to the Board's attention and it may be suggested that the child be assisted by a childcare professional.

In the extreme case when a child has bitten or injured another child, the parents will be called to pickup the child immediately. If the child's aggressive behavior continues, beyond attempts of teacher and parents, a written warning will be issued and the child will not be permitted to return to class until a solution is found. If a solution cannot be found, a notice for dismissal will be given.

## **PARENT INVOLVEMENT**

The Banff Rundle Playschool is a private, non-profit organization; we depend entirely on parent volunteers. All of the Board and Committee members volunteer their time to ensure the Playschool



runs smoothly and with success.

As we strive to make this an affordable learning experience for your child, parental involvement is **crucial** to keeping our Playschool open. Parents are encouraged to take part in the program as much as possible and there are many ways for parents to volunteer their time: in the classroom, during field trips, on committees, or on the Playschool Board.

If you have a special talent or interesting skill you would like to share with a class, please contact the Teacher or the Lead Scheduler to arrange a special guest day.

The success of the program is dependent upon a coordinated team approach in order to meet the needs of children and parents.

## PARENT OF THE DAY

The Playschool's licensing regulations require two adults to be present in each classroom during operation, in the case of our Playschool this means one teacher and one parent.

In order to keep program fees affordable, the Playschool does not employ classroom aides, therefore parents **MUST** take their turn as Parent of the Day to assist the teacher.

A fair rotation of parent volunteers will be maintained depending on the class size and number of classes per month. A monthly schedule will be emailed to you, and for your convenience, class schedules are posted on the bulletin board.

**All parents/caregivers must obtain a criminal record check from the RCMP and submit it to the Playschool prior to helping. It may take several weeks to obtain this check, please plan accordingly.**

We are dependent upon our parent helpers, so without a Parent of the Day, the class will be cancelled. If you are unable to attend on your pre-scheduled day, it is your responsibility to find someone to take your place **BEFORE** your scheduled day. (i.e. relative, grandparent, family friend etc.) *Please note that a recent clear RCMP Check must be on-site at the playschool for all adults who volunteer in the class.*

You are expected to arrive at the Playschool 15 minutes before class begins and plan to remain 15 minutes after class dismisses to ensure the room is clean and tidy.

As Parent of the Day you are required to assist the teacher with several tasks. These tasks include, but are not limited to the following:

- \* Shovel snow as required along the entrance sidewalk and the rear fire exit doors;
- \* Wash tables with bleach solution in preparation for snack;
- \* Assist with hand washing;
- \* Spray bathroom sink with bleach solution;
- \* Sweep / Vacuum, as needed;
- \* Accompany children to the washroom and back to the classroom.

When a child is using the bathroom, the door to the Playschool is to remain open and the bathroom door is to remain closed. The parent helper is to remain outside the bathroom, unless a child requires assistance in the washroom, then the parent helper may enter, leaving the bathroom door



open.

Remember to enjoy yourself! It is a very special day for your child when they have mom, dad or caregiver as Parent of the Day!

## FIELD TRIPS AND OUTINGS

Parent assistance will be required for some field trips and special outings. Some special events require a parent to attend with their child and other events will require that the children be dropped off/picked up at a location other than the Playschool.

You will be notified of these requests, and please check the bulletin board regularly.

In the event of a temperature drop below **minus 15 degrees**, scheduled field trips, library days & reading buddy sessions may be cancelled. The Schedulers will contact you if changes or cancellations occur. Attempts will be made firstly by phone, lastly by email. **Please ensure that all changes with your contact numbers are updated with the Registrar.**

## FUNDRAISING

Raising funds is necessary during the school year to support Playschool activities, replace furniture, toys, books, educational material and at times make up for short falls in tuition. Parents are expected to participate in fundraising events as determined annually. Upon registration you will be asked to provide a postdated cheque in the amount of \$125.00 payable to the Banff Rundle Playschool, only to be cashed if your fundraising obligation is not met.

If you would like to be a part of the Fundraising Committee, or if you have fundraising suggestions, please communicate them to the Lead Fundraiser.

## PARTIES AND CELEBRATIONS

The Party Planning Committee plans all celebratory events throughout the year. Parties include: Halloween, Christmas, Valentine's Day, Easter, and a Year-End Celebration. If you wish to be a part of this committee, please contact the Lead Party Planner.

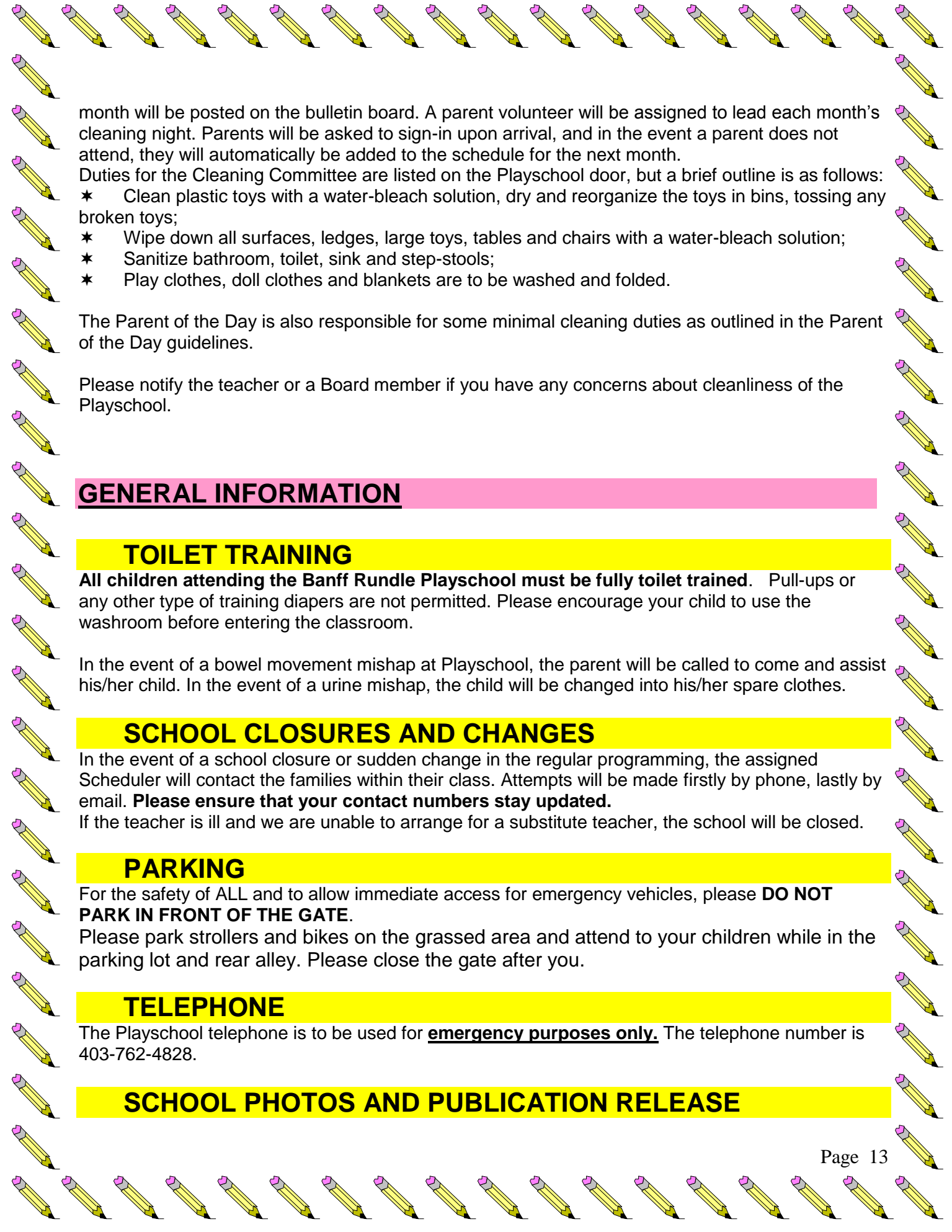
Most parties will be held at the school during regular class time. Other parties may be held off-site and require parent participation. Please watch the bulletin board for details and parent volunteer opportunities.

## PARENT CLEANING COMMITTEE

The Playschool is cleaned twice weekly by a person/company hired by the Playschool Board. This includes the classroom, hallway and bathroom. The Church also contracts a cleaner weekly for the hallway, bathroom and other church property. We work with the church to make sure these cleaning days do not coincide.

To maintain affordable tuition fees, parents are expected to assist in a once yearly cleaning & toy disinfecting night. If you choose not to participate or if your pre-scheduled cleaning obligation is not met, a fee of **\$125.00** will be charged. Upon registration you will be asked to provide a postdated cheque in the amount of \$125.00 payable to the Banff Rundle Playschool, only to be cashed if your cleaning obligation is not met.

A Parent Cleaning Committee is organized and scheduled every four weeks. The schedule for each



month will be posted on the bulletin board. A parent volunteer will be assigned to lead each month's cleaning night. Parents will be asked to sign-in upon arrival, and in the event a parent does not attend, they will automatically be added to the schedule for the next month.

Duties for the Cleaning Committee are listed on the Playschool door, but a brief outline is as follows:

- \* Clean plastic toys with a water-bleach solution, dry and reorganize the toys in bins, tossing any broken toys;
- \* Wipe down all surfaces, ledges, large toys, tables and chairs with a water-bleach solution;
- \* Sanitize bathroom, toilet, sink and step-stools;
- \* Play clothes, doll clothes and blankets are to be washed and folded.

The Parent of the Day is also responsible for some minimal cleaning duties as outlined in the Parent of the Day guidelines.

Please notify the teacher or a Board member if you have any concerns about cleanliness of the Playschool.

## **GENERAL INFORMATION**

### **TOILET TRAINING**

**All children attending the Banff Rundle Playschool must be fully toilet trained.** Pull-ups or any other type of training diapers are not permitted. Please encourage your child to use the washroom before entering the classroom.

In the event of a bowel movement mishap at Playschool, the parent will be called to come and assist his/her child. In the event of a urine mishap, the child will be changed into his/her spare clothes.

### **SCHOOL CLOSURES AND CHANGES**

In the event of a school closure or sudden change in the regular programming, the assigned Scheduler will contact the families within their class. Attempts will be made firstly by phone, lastly by email. **Please ensure that your contact numbers stay updated.**

If the teacher is ill and we are unable to arrange for a substitute teacher, the school will be closed.

### **PARKING**

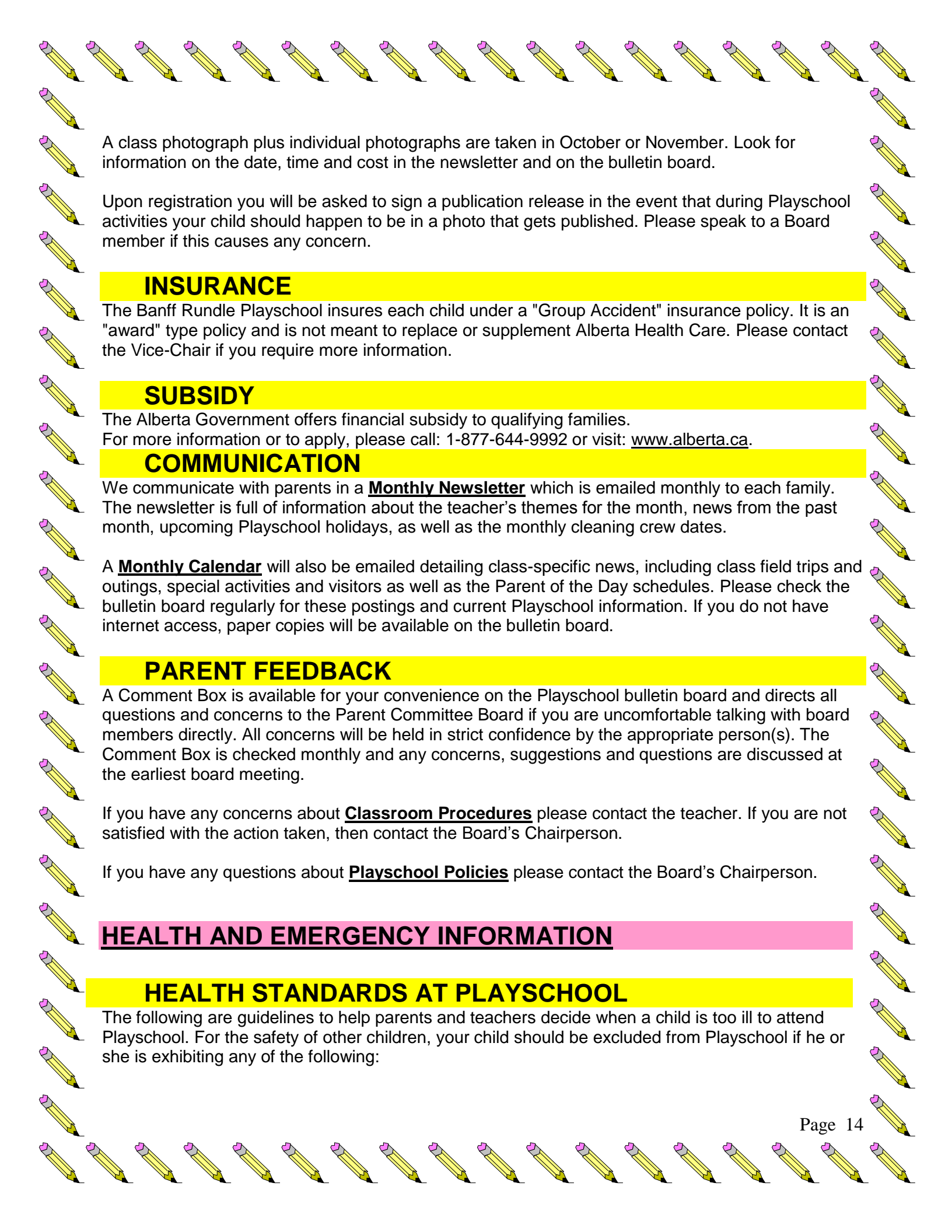
For the safety of ALL and to allow immediate access for emergency vehicles, please **DO NOT PARK IN FRONT OF THE GATE.**

Please park strollers and bikes on the grassed area and attend to your children while in the parking lot and rear alley. Please close the gate after you.

### **TELEPHONE**

The Playschool telephone is to be used for **emergency purposes only**. The telephone number is 403-762-4828.

### **SCHOOL PHOTOS AND PUBLICATION RELEASE**



A class photograph plus individual photographs are taken in October or November. Look for information on the date, time and cost in the newsletter and on the bulletin board.

Upon registration you will be asked to sign a publication release in the event that during Playschool activities your child should happen to be in a photo that gets published. Please speak to a Board member if this causes any concern.

## INSURANCE

The Banff Rundle Playschool insures each child under a "Group Accident" insurance policy. It is an "award" type policy and is not meant to replace or supplement Alberta Health Care. Please contact the Vice-Chair if you require more information.

## SUBSIDY

The Alberta Government offers financial subsidy to qualifying families. For more information or to apply, please call: 1-877-644-9992 or visit: [www.alberta.ca](http://www.alberta.ca).

## COMMUNICATION

We communicate with parents in a Monthly Newsletter which is emailed monthly to each family. The newsletter is full of information about the teacher's themes for the month, news from the past month, upcoming Playschool holidays, as well as the monthly cleaning crew dates.

A Monthly Calendar will also be emailed detailing class-specific news, including class field trips and outings, special activities and visitors as well as the Parent of the Day schedules. Please check the bulletin board regularly for these postings and current Playschool information. If you do not have internet access, paper copies will be available on the bulletin board.

## PARENT FEEDBACK

A Comment Box is available for your convenience on the Playschool bulletin board and directs all questions and concerns to the Parent Committee Board if you are uncomfortable talking with board members directly. All concerns will be held in strict confidence by the appropriate person(s). The Comment Box is checked monthly and any concerns, suggestions and questions are discussed at the earliest board meeting.

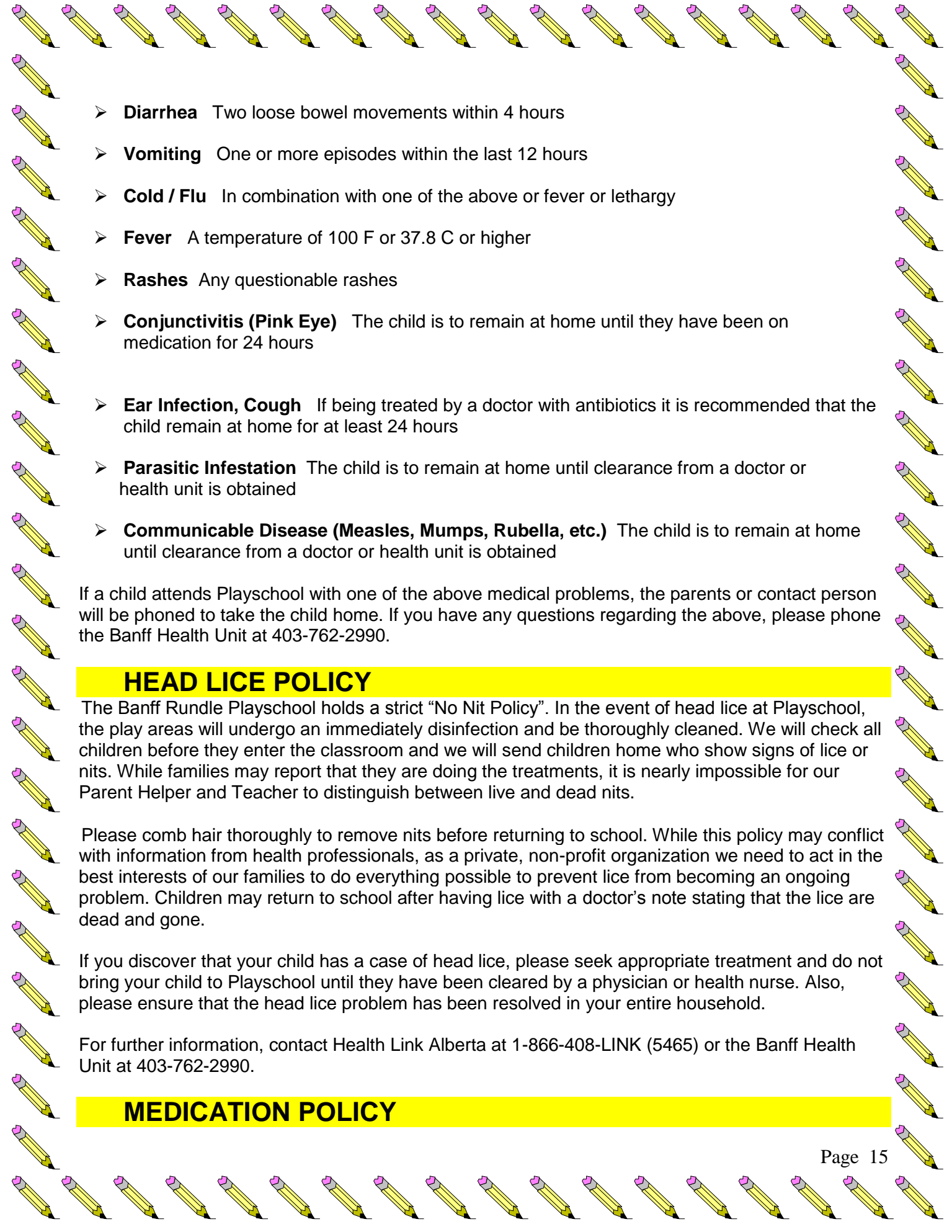
If you have any concerns about Classroom Procedures please contact the teacher. If you are not satisfied with the action taken, then contact the Board's Chairperson.

If you have any questions about Playschool Policies please contact the Board's Chairperson.

## HEALTH AND EMERGENCY INFORMATION

### HEALTH STANDARDS AT PLAYSCHOOL

The following are guidelines to help parents and teachers decide when a child is too ill to attend Playschool. For the safety of other children, your child should be excluded from Playschool if he or she is exhibiting any of the following:

- 
- **Diarrhea** Two loose bowel movements within 4 hours
  - **Vomiting** One or more episodes within the last 12 hours
  - **Cold / Flu** In combination with one of the above or fever or lethargy
  - **Fever** A temperature of 100 F or 37.8 C or higher
  - **Rashes** Any questionable rashes
  - **Conjunctivitis (Pink Eye)** The child is to remain at home until they have been on medication for 24 hours
  - **Ear Infection, Cough** If being treated by a doctor with antibiotics it is recommended that the child remain at home for at least 24 hours
  - **Parasitic Infestation** The child is to remain at home until clearance from a doctor or health unit is obtained
  - **Communicable Disease (Measles, Mumps, Rubella, etc.)** The child is to remain at home until clearance from a doctor or health unit is obtained

If a child attends Playschool with one of the above medical problems, the parents or contact person will be phoned to take the child home. If you have any questions regarding the above, please phone the Banff Health Unit at 403-762-2990.

## HEAD LICE POLICY

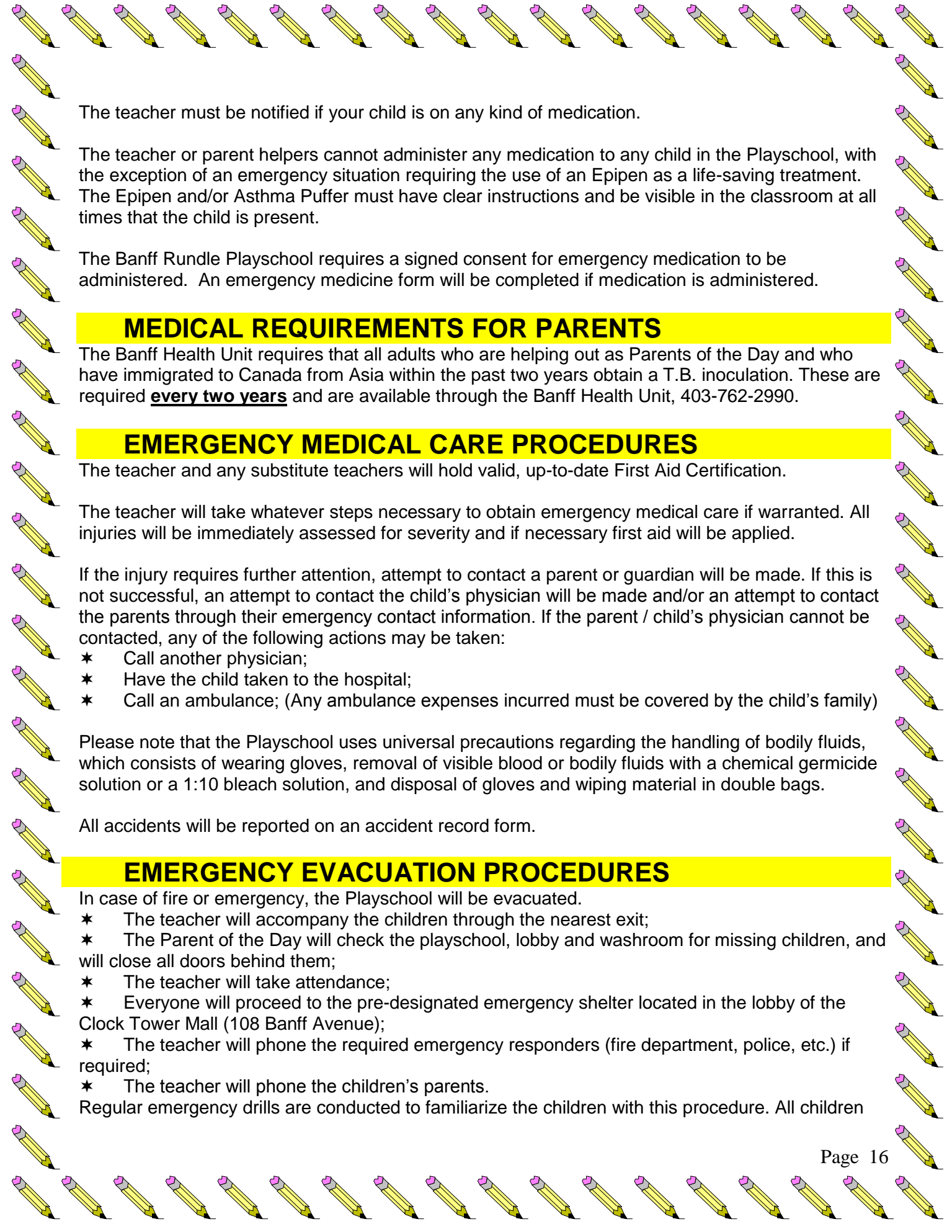
The Banff Rundle Playschool holds a strict “No Nit Policy”. In the event of head lice at Playschool, the play areas will undergo an immediately disinfection and be thoroughly cleaned. We will check all children before they enter the classroom and we will send children home who show signs of lice or nits. While families may report that they are doing the treatments, it is nearly impossible for our Parent Helper and Teacher to distinguish between live and dead nits.

Please comb hair thoroughly to remove nits before returning to school. While this policy may conflict with information from health professionals, as a private, non-profit organization we need to act in the best interests of our families to do everything possible to prevent lice from becoming an ongoing problem. Children may return to school after having lice with a doctor’s note stating that the lice are dead and gone.

If you discover that your child has a case of head lice, please seek appropriate treatment and do not bring your child to Playschool until they have been cleared by a physician or health nurse. Also, please ensure that the head lice problem has been resolved in your entire household.

For further information, contact Health Link Alberta at 1-866-408-LINK (5465) or the Banff Health Unit at 403-762-2990.

## MEDICATION POLICY



The teacher must be notified if your child is on any kind of medication.

The teacher or parent helpers cannot administer any medication to any child in the Playschool, with the exception of an emergency situation requiring the use of an EpiPen as a life-saving treatment. The EpiPen and/or Asthma Puffer must have clear instructions and be visible in the classroom at all times that the child is present.

The Banff Rundle Playschool requires a signed consent for emergency medication to be administered. An emergency medicine form will be completed if medication is administered.

## MEDICAL REQUIREMENTS FOR PARENTS

The Banff Health Unit requires that all adults who are helping out as Parents of the Day and who have immigrated to Canada from Asia within the past two years obtain a T.B. inoculation. These are required **every two years** and are available through the Banff Health Unit, 403-762-2990.

## EMERGENCY MEDICAL CARE PROCEDURES

The teacher and any substitute teachers will hold valid, up-to-date First Aid Certification.

The teacher will take whatever steps necessary to obtain emergency medical care if warranted. All injuries will be immediately assessed for severity and if necessary first aid will be applied.

If the injury requires further attention, attempt to contact a parent or guardian will be made. If this is not successful, an attempt to contact the child's physician will be made and/or an attempt to contact the parents through their emergency contact information. If the parent / child's physician cannot be contacted, any of the following actions may be taken:

- \* Call another physician;
- \* Have the child taken to the hospital;
- \* Call an ambulance; (Any ambulance expenses incurred must be covered by the child's family)

Please note that the Playschool uses universal precautions regarding the handling of bodily fluids, which consists of wearing gloves, removal of visible blood or bodily fluids with a chemical germicide solution or a 1:10 bleach solution, and disposal of gloves and wiping material in double bags.

All accidents will be reported on an accident record form.

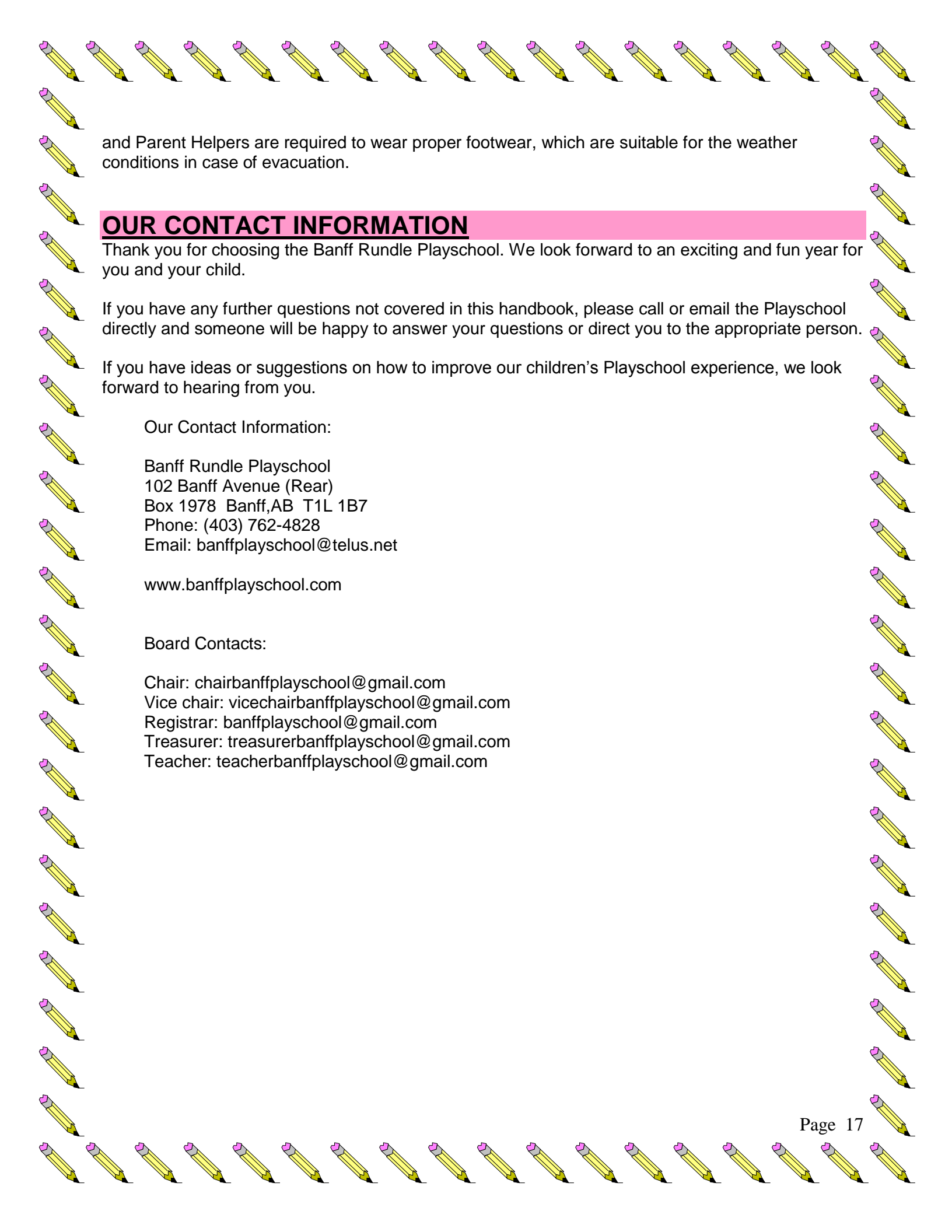
## EMERGENCY EVACUATION PROCEDURES

In case of fire or emergency, the Playschool will be evacuated.

- \* The teacher will accompany the children through the nearest exit;
- \* The Parent of the Day will check the playschool, lobby and washroom for missing children, and will close all doors behind them;
- \* The teacher will take attendance;
- \* Everyone will proceed to the pre-designated emergency shelter located in the lobby of the Clock Tower Mall (108 Banff Avenue);
- \* The teacher will phone the required emergency responders (fire department, police, etc.) if required;
- \* The teacher will phone the children's parents.

Regular emergency drills are conducted to familiarize the children with this procedure. All children





and Parent Helpers are required to wear proper footwear, which are suitable for the weather conditions in case of evacuation.

## **OUR CONTACT INFORMATION**

Thank you for choosing the Banff Rundle Playschool. We look forward to an exciting and fun year for you and your child.

If you have any further questions not covered in this handbook, please call or email the Playschool directly and someone will be happy to answer your questions or direct you to the appropriate person.

If you have ideas or suggestions on how to improve our children's Playschool experience, we look forward to hearing from you.

### Our Contact Information:

Banff Rundle Playschool  
102 Banff Avenue (Rear)  
Box 1978 Banff, AB T1L 1B7  
Phone: (403) 762-4828  
Email: [banffplayschool@telus.net](mailto:banffplayschool@telus.net)

[www.banffplayschool.com](http://www.banffplayschool.com)

### Board Contacts:

Chair: [chairbanffplayschool@gmail.com](mailto:chairbanffplayschool@gmail.com)  
Vice chair: [vicechairbanffplayschool@gmail.com](mailto:vicechairbanffplayschool@gmail.com)  
Registrar: [banffplayschool@gmail.com](mailto:banffplayschool@gmail.com)  
Treasurer: [treasurerbanffplayschool@gmail.com](mailto:treasurerbanffplayschool@gmail.com)  
Teacher: [teacherbanffplayschool@gmail.com](mailto:teacherbanffplayschool@gmail.com)