



GUIDELINES

for Parents

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www.childrensdayout.ca

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WELCOME

to Children's Day Out or CDO. The following guide was designed to help make your time with the program easier. If you have any questions about the program, its content or if there is something that is unclear in this guide, please feel free to speak with the teachers or anyone on the executive committee.

History

CDO was formed in 1978 by a group of parents interested in providing a safe and stimulating play environment for their children. This program was developed to be a co-operative program, meaning parent participation ensures a program that meets the needs of its members. An executive comprised of elected society parents co-ordinates the administration of the program. The program also relies on the input and cooperation of society members as to how to improve and maintain the program.

Philosophy and Mission Statement

At CDO we believe that play is extremely important in the development of the playschool child. Our program strives to provide a creative play environment that allows children to develop at their own rate and according to their capabilities. The main objective of this program is to offer a safe play environment and provide stimulating learning for children between the ages of 19 months and 5 ½ years. Activities are based on the needs and interests of the children and consider all aspects of development. This is achieved through the child's participation in free play, various learning centers (puzzles, science, blocks, drama, art etc.), music, creative movement, gross motor and outdoor activities.

Description of Our Child Care Program

At Children's Day Out the children attend one day a week for a full day (9am-3pm). There are five classes with a maximum of 16 children each day. Programming is based on the children's interests (i.e. emergent curriculum) while also celebrating various holidays and the changing seasons. Programming is enhanced by special guests. Children are encouraged to move about freely and explore their interests at various centers (art, science, water/sand, building, playdough, dramatic play and reading/puzzle corner). The children's day is flexible, allowing them to make choices about their activities. However, the daily routine provides structure and the security of knowing what happens next in the day. Gross motor skills are focused on daily in the Sunshine Room and at "Music Time". Throughout the day, staff use positive reinforcement to help children build skills, feel respected and have empathy for others. Children are encouraged to speak freely about their feelings and develop problem solving strategies. Teachers provide positive reinforcement through daily communication with the children. The teachers encourage development of the child's positive self-awareness and self-concept, including independence and responsibility of oneself. Developmental screening is done twice a year. Informal observations of children's activities and interests are recorded in the Children's Portfolios. Parents are welcome to stay, play and observe anytime during their child's program day. Together, parents and staff help children meet their developmental needs. Thank-you and enjoy your time with this program!

Goals and Objectives

- To help the child develop as a whole individual – physically, emotionally, intellectually and socially.
- To encourage the child's independence and to develop a high level of self-esteem and self-concept in each child.
- To enhance problem solving skills by allowing the freedom to make their own choices.
- To extend and enrich the child's self-expression.
- To increase acceptance and understanding of others.
- To increase their ability to handle their own emotions as well as those of others.
- To increase their understanding of themselves and acceptance of reality.
- To create an open environment free from sexual stereotyping and racialism.
- To increase their ability to develop an inquisitive attitude.

Code of Ethics

The Teachers and Program adhere to Licensing, Alberta Health and Accreditation standards.

CDO has adopted the Canadian Child Care Federation's 8 Principles of Ethical Practice to serve as a framework for the manner in which the Teachers conduct themselves and as guideline for the program.

- 1) Early child care educators promote the health and well-being of all children.
- 2) Early child care educators enable children to participate to their full potential in environments carefully planned to serve individual needs and to facilitate the child's progress in all areas of development.
- 3) Early child care educators demonstrate caring for all children in all aspects of their practice.
- 4) Early child care educators work in partnership with parents, recognizing that parents have primary responsibility for the care of their children, valuing their commitment to the children and supporting them in meeting their responsibilities to their children.
- 5) Early child care educators work in partnership with colleagues and other service providers in the community to support the well-being of children and their families.
- 6) Early child care educators work in ways that enhance human dignity in trusting, caring and cooperative relationships that respect the worth and uniqueness of the individual.
- 7) Early child care educators pursue, on an ongoing basis, the knowledge, skills and self-awareness needed to be professionally competent.
- 8) Early child care educators demonstrate integrity in all of their professional relationships.

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WHAT TO PACK FOR YOUR CHILD

Check-list for your child's day at school

- A big smile
- Morning snack with at least 2 food groups (NO NUTS)
- Cup or water bottle
- Lunch with supplementary beverage if needed, utensils if needed - please avoid treats and dessert (NO NUTS)
- Indoor shoes
- Spare set of clothes - underwear, socks, shirt, pants and socks (in a labeled Ziploc bag)
- Disposable Diapers or pull-ups labelled with your child's name if required (enough to last the day – about 4), any unused will be returned to you at the end of each day
 - If you bring cloth diapers, please provide disposable liners and a wet bag for used diapers. Soiled diapers will be placed in the wet bag and it is the Parent's responsibility to dispose of the fecal matter appropriately.
Put all diapers in the Diaper Bin every morning.

For children who nap, also include:

- Fitted Crib sheet (for use on our sleeping mats)
- Blanket
- A special toy for comfort at nap time, if desired
- Soother (if required)
- No bottles, please. As per licensing regulations, no beverages may be provided to infants while they are napping.
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Clothing

Shoes must be worn at all times, so please send along light-colored-sole shoes. Pack a full set of labelled change of clothes for your child, no matter their age. Please include shirt, pants, socks and underwear all in a labelled zip lock bag. The wet or dirty clothing will be returned in the bag.

Dress your child in clothes that you don't mind getting stained. The children are often using paints, markers and glue. If they like to use the water table it is a good idea to send them in short sleeves to keep them relatively dry. Also dress them in items that are easy to manage during washroom and diaper changes. Please no overalls or belts and avoid a fly and buttons if they are unable to do it up themselves.

Dress your child appropriately for the weather. Layering for inside as our classroom can be of varying temperature. Send outdoor clothing so the children may go outside during the day. This means mittens, hats, warm coats, and boots in the winter; rain gear and rain boots in the spring and fall, and hats in the spring. We are unable to apply sunscreen to children, so please do so before you leave them at school.

**LABEL
EVERYTHING!**

Labelling

We ask that you use your child's first name (and last initial if a popular name) on ALL

ARTICLES. This prevents from getting other child's and sibling's articles mixed up. Use indelible ink or permanent labels. The teachers will be thankful for you labelling items.

Example list of what to label:

- child's articles of clothing, pants, socks, underwear,
- outdoor clothing, coats, hats, mitts, toques, shoes, boots
- lunch items, including lunch bag, yogurt containers, granola bars, utensils
- all plastic storage items, including lids, zip lock bags, snacks, cups and drink containers
- diapers
- backpack, sleeping gear and stuffed friend

Additional Notes

Try not to send any toys from home with your child, (except security items) as they can be difficult to find at the end of a busy day. If toys from home do make an appearance at school, the children will be encouraged to store them in their cubby.

Food and Nutrition

CDO is a long day for many preschoolers and they require the proper nutrition to fuel them throughout the day. Send a beverage, a nutritious snack containing at least two food groups and a lunch containing all 4 food groups and a supplementary beverage for lunch if needed.

At CDO, snack is given in the morning and lunch is at 11:30am. The children have access to their beverage containers all day. We are all seated together to eat meals.

Some meal suggestions include a sandwich or tortilla wrap, milk, chocolate milk, yogurt, cottage cheese, fresh fruit, veggies and dip, cheese and crackers, pancakes, granola bars and muffins. Remember to include protein and fiber in the lunch to sustain them the whole day. Please take into account the Canada's Food Guide when making your selections. It can be found in our information display case, on the internet at:

<https://food-guide.canada.ca/en/>

Label all items as well as utensils in your child's lunch so that the teachers and duty parent knows what items belong to which child.

Peanut/nut allergies and Egg allergies are very serious, in many cases they can be potentially fatal. Please only send snacks and lunches that contain no nuts (peanuts, almonds, etc) or egg in the natural format (boiled, scrambled, egg salad). This includes Nutella, nut granola bars, nut cereals, and other nut products. If you are sending pea butter or other not nut substitutes, please label it that so we are aware of what it is.

All small round foods that might present a choking hazard must be cut lengthwise. Some of these include hotdogs, grapes, and carrots.

We are unable to heat lunches in the microwave in accordance to licensing. If you wish to send a hot lunch, put food in a thermos container and leave it on counter beside the fridge or on the cart.

Try to avoid lunch items that your child needs help opening. When the lunches are handed out everyone is hungry and needs help, it can take quite a while to get everything opened. Place food in a container if it is easier for them to open themselves and pre-open packages of snacks and granola bars. If you practice at home with younger children, opening and eating from containers they will be



better able to do it at school. Send a napkin or bib if your child is used to using one. Please no yogurt tubes for they take a long time to open and can be very messy. Instead put in a container and they can practice using a spoon. We would encourage you to send lunches and snacks in a reusable container so that we can keep waste to a minimum.

WHEN YOU ARRIVE AT THE SCHOOL

Parking

There is some parking available along the west side of the east wing of the building as well as on the street. There is NO parking in the private driveways, in the 24 hr reserved stalls, or in the Capital Health parking stalls. Please do not block any cars or doorways when dropping off or picking-up your children, even for 5 minutes.

Check-list for your child's drop-off

Please help to get your child settled:

- Take outdoor shoes off and leave them against the wall at the main door.
- Help your child place their coat and backpack in the appropriate cubby under their name.
- Put their indoor shoes on
- Put your child's lunch in the fridge or on the cart
- Place their snack and drink on their placemat. (They will eat snack at 10:00am.)
- If your child is in diapers, place all labeled diapers in the Diaper Bin.
- Check the Parent/Community board in the hallway for important information

The classroom doors open at 9:00 am. Sign your child in for the day. Include any special instructions on the sign in sheet. If you or your emergency contact will be at a different number for the day than listed on the emergency info section your child's registration form, please record the change on the sign-in sheet. Pin your child's nametag to the back of their shirt.

Remember to say goodbye to your child before you leave.

Relay information to the teachers

Please let one of the teachers know of any situations at home which may cause your child to behave differently at school (i.e. lack of sleep, a parent out of town, death in the family, etc.) Update the teachers about your child's self-care routines ex. Potty training, soother use.

It is very important to keep teachers informed about your child, so that they can better care for them at school.

You can also email us at teachers@childrensdayout.ca

Prescription Medication

Please notify the teachers if your child is on prescription medication. You will be asked to enter the medication information on a Medication Plan and Administration Record sheet located on the side of the fridge in the lunch room. The drug name, dosage, route, storage instructions, last dose given, and times to be given must be indicated on this log. The teachers can only administer the medication if the log has been filled out and the medication is in its original container with the prescription label attached. The teachers place all medications in a bag marked with the child's name and in the locked medications box. If necessary, the lock box can be placed in the fridge. The teachers are authorized to administer non-prescription drugs, but they must be in their original container and given only the dosage described on the container. Epi-pens will be placed in the Red Emergency Box inside the classroom door. They are to be in a

labeled zip lock bag. Families are to fill out the Consent to Administer Emergency Medication Form which will be kept with their child's registration form. Please take epi-pens and all medications home with you at the end of each day. IF A CHILD'S EPI-PEN IS NOT BROUGHT TO SCHOOL WITH THEM ON THEIR DAY, THEY WILL NOT BE PERMITTED TO STAY.

AT THE END OF THE DAY

All children must be picked up between 2:45 p.m. and 3:00 p.m. When picking-up your child, remember to sign your child out and pick up all belongings out of their cubby. Also remember to read and sign the communication book, and leave in your child's cubby. If you do not routinely pick up your child, check their bags for notes from the school. If someone other than the regular parent or guardian is picking up your child please inform your teachers and leave a note on the sign in book. Teachers may ask this individual for identification.

Late Pick-up Fee

Children must be picked up by 3:00pm sharp! Late charges will apply if you are more than 5 minutes late. One verbal warning will be given for a late pick-up. Subsequent late pick-ups are assessed a fee of \$25 for each incident. Continual lateness is unacceptable and will be reported to the executive.

YOUR CHILD

Child Involvement Policy

Children's Day Out was created for children and continues to hold true to its initial mission. The needs and interests of the child are central to the program. The curriculum is based on the children's interests and enhanced with seasonal celebrations. Activities are planned to meet and extend development in all areas. The natural rhythms of the children are interpreted and the daily schedule is modified to better flow with the children. Children participate in solving their own problems, the teachers to act as mediators, not dictators. Children choose the centres that suit them best. Children are surveyed about toys and activities they would like to see at CDO.

If Your Child Is Sick

Please do not bring them to school. Playschool days are very busy and have a party-like atmosphere. It is not fair to expect kids to come to play school when they are not up to it. It is also unfair to the other children and to the teachers. The children are in close contact with each other all day long and germs can spread quickly. Please reinforce the importance of covering up both their mouth and nose when they cough or sneeze. Using their forearm or elbow is the best way to prevent the spread of germs

If your child is sick and brought to school, the teachers will decide if the child should be sent home. If your child should become ill during the day, you will be phoned to come take your child home immediately (in accordance with licensing due to potential health risk).

If you have to ask your child if they are feeling well enough to go to school – they aren't.

Some signs of illness:

- low energy, coughing
- diarrhea, vomiting
- headache, sore tummy, rash
- fever
- runny nose other than clear

- shortness of breath
- pink eye
- a new unexplained rash or cough
- child requires greater care and attention than can be provided without compromising the other children in the program
- having or displaying any other illness symptoms the teachers know or believe may indicate that the child poses a health risk to the persons on the program premises.

Supervision of Sick Children

In the case of a sick child during the day at CDO the teachers will immediately contact the parent and inform them to come and pick them up. The child is directly supervised by a teacher in a quiet environment and kept away as much as is practical from the other children until a parent arrives to take them home.

If your child is ill on their day and will not be attending, please phone the school at 780-469-0219 and leave a message on the answering machine for the teachers.

If your child contracts a communicable disease such as FLU, STREP THROAT, LICE, RED MEASLES, SCARLET FEVER, MUMPS or CHICKEN POX, please contact the teachers, as Alberta Health Services needs to be made aware. Notification to parents via letter will be made if a child with a communicable disease attended class.

If an Ambulance Needs To Be Called

In the event of an emergency and an ambulance is called for your child; payment for the service will be the responsibility of the parent or guardian.

Child Behaviour Guidance Procedure

These procedures have been defined to assist the teachers and members with child behavior guidance strategies. Behavioral issues may arise where immediate action is required the following steps will be followed. All child behavior guidance action taken will be reasonable in the circumstances and appropriate for the child's level of development.

Preventative: All efforts will be made to keep the classroom a safe and comfortable environment for all children. The children will participate in activities that will assist in understanding the appropriate behavior to exhibit.

Step 1: Inform child

The child is given information that they are exhibiting improper behavior and an explanation of why the behaviour is unacceptable. The teacher will ensure the child provides a verbal confirmation that they understand. Eye contact is maintained throughout the discussion. The teacher can remind the child of the appropriate behavior that is expected.

Step 2: Communicating Consequences

The child is given a second explanation of why the behaviour is unacceptable. The child is informed of the consequence if continued. The teacher will ask the child to chose to discontinue the improper behavior or chose to pick an alternate activity. The teacher will ensure the child provides a verbal confirmation that they understand the expectations and the consequence. Eye contact is maintained throughout the discussion.

Step 3: Choice of Alternate Activity

If the child continues with the unacceptable behaviour, the child will be taken aside so that they may privately discuss their improper behavior with the teacher. The child is asked what alternate activities they could participate in that they will use appropriate behavior. The child is asked how they could handle the situation differently in the future. The child will be given permission to rejoin the activity once they are able to behave appropriately, at which time the teacher will provide positive feedback to the child.

Step 3: Redirection

If the first steps do not work, the child will be redirected to an alternate activity to be conducted with the teacher. The child must ask permission to rejoin the group, if they are ready to display appropriate behaviour. When applicable, positive feedback is provided by the teacher.

Step 4: Parent Mediation

If all other steps have failed and the behaviour continues, the parent will be contacted. In the event of continual problems with a child disrupting class or behaving inappropriately, the teachers will arrange a meeting between the parents to try to resolve the issue and determine a course of action.

Teachers are not permitted to:

- inflict any form of physical punishment, verbal or physical degradation or emotional deprivation,
- deny or threaten to deny any basic necessity,
- use any form of physical restraint, confinement or isolation

High Needs Children

The following steps will be taken when teachers encounter a child that has not responded well to the above-mentioned Child Behaviour Guidance Procedure strategies.

Assessment of High Needs Children

At Children's Day Out, a child is defined as high needs when they require one-on-one attention frequently throughout the day, taking the teachers out of ratio. In reference to our guidelines, high needs falls under children with separation anxiety, disruptive children, unhappy children, and children being recommended for occupational assessment. In order to better assess this designation, our Teachers use a "high needs assessment" form to make notes of the child's behaviour throughout the assessment phase. Parents of identified children are encouraged to review the notes with a Teacher everyday their child attends the program. After 4 weeks of anecdotal notes on behaviour, our teachers will work with the families to identify issues and develop an action plan. The child will be observed for an additional 4 weeks with the action plan in place. If in 4 weeks behaviours do not change another meeting will be scheduled with parents, teachers, and a member of the executive to discuss a final decision regarding the child's continued participation in the program.

If it is determined that the child needs extra support in the classroom, the family will have 2 weeks to arrange for these supports. Failure to do this will result in removal from the program.

Disruptive Children

Parents will be updated on a daily basis of inappropriate behaviour. Staff is informed of behavior issues as they arrive in the classroom and issues are regularly addressed. Within 4 weeks of continual inappropriate behaviour (e.g. physically violent, insubordination) a meeting will be called by the teachers between the parents of the disruptive child and the teachers to discuss the behaviour, identify specific problem areas and develop possible discipline strategies. An executive member will attend this meeting as well. If during the few weeks of implementing these strategies the teachers do not see marked improvement in the child's behaviour, the parents will be asked to be prepared to pick up their child immediately following the next incident. At this time the teachers and the parents will meet to discuss the possibility of having the child removed from the program. The executive representative will be responsible for relaying this information to the President and other executive members before a final decision is made.

Unhappy Children

After 4 weeks of persistent crying and high needs (being carried around all day) the teachers will arrange a meeting with the parents to evaluate the situation and identify the specific challenges. At this time the teachers will recommend that the child come only in the mornings for the next 4 weeks. A parent may or may not be asked to stay depending on the needs of the individual child. If at the end of these 4 weeks the child is still crying the teachers may recommend a break from program. (Fees for those weeks will be reimbursed.) Upon their return to the program the child will be given 2 more weeks to adjust to the program and if there is not marked improvement the teachers will advise the Vice President that the child is not ready to be left on their own and should be asked to withdraw from the program. The Vice President will be responsible to inform the President and other executive members of the situation before a final decision is made.

*Any child that is asked to leave the program will not be required to pay retainer fees.

Daily Schedule

The following is a sample schedule and may change from day to day based on the teacher's discretion.

	Sunshine Room (Room 106)	Rainbow Room (Room 104)	Moon Room (Room 103)
8:45-9:00	-Drop-off -Gross Motor Free Play and Centres		
9:20	-Tidy up		
	-Morning Song -Introduce our duty parent -Birthdays		
9:35	-Wash hands		
9:45-10:15		-Snack Time	
10:15-11:15		-Free Play and Centres OR outside play	
11:15		-Tidy up -Bathroom Routine	
11:30		-Lunch Time	
12:00pm		-Parent Planned Activity -blocks -Puzzles -Books	
12:30		Rainbow Kids (Over 3 yrs) -Preschool Programming, a selection of the following: --Calendar --Weather --Show & Share --News --Alphabet Centre	Moon Kids (Under 3 yrs) -Trainers to try the bathroom before Quiet Time -Diaper Change -nap or do quiet time activities
1:00		-Occasional Outside Play/Community Walk	
		Learning Activity	
		-Free Play and Centres	
2:00-2:15		-Tidy-up -Prepare to move to Sunshine Room	-Wake-up Time -Diaper Check/Change - Move to Sunshine Room
2:30	-Music Time -Gross Motor Play/Dancing -Birthday Prize		
2:45 -3:00	-Pick-up		

YOUR COMMITMENT

Orientation for New Families

Families will have the opportunity to see the school, meet the staff and have an orientation during the March open house or with the registration officer if they join the program after that date. The Registration Package and Family Commitment Form that families are given will include the information about where to find the Guidelines and other relevant documents that fully explain the program.

Requirements for Membership

In order to maintain active membership the following requirements must be fulfilled:

1. Child enrolled in the program
2. Completed application forms and applicable registration requirements
3. Payment of registration and program fees
4. Clearance of all security Checks (Child Intervention and Police Record Check)
5. Attend all General Meetings or arranging to be represented by another member. A member may only represent one other member at a meeting. There are typically two meetings per year (spring and fall).
6. Completion of required Parent Duties:
 - Night cleanup of classroom (1 per child per day)
 - Participation in all fundraiser(s) determined by the executive for the year
 - Serving on the executive or filling one volunteer position per child enrolled in program (e.g. play dough, roster rep, etc.) (several jobs will be indicated as being 2 child jobs)

Failure to fulfill the above requirements of active membership may result in Termination of membership. Any member may be expelled from membership for any cause that the executive deems reasonable. The executive will issue one verbal warning followed by one written warning. A two-week written notice of termination will then be issued. Termination of membership will result in removal of member's child(ren) from the program and deposit cheques being cashed.

Application and Registration

Registration fees are paid once per school year per child. This fee is non-refundable or transferable. The \$50.00 registration fee must accompany the signed registration form (\$70.00 for 2 siblings enrolled).

Your child's registration package contains a lot of very important information that the program requires in order to comply with licensing regulation, as well as a number of important permissions and consents. Please fill out the registration carefully and completely.

It is your responsibility to read the material before signing the forms.

The Registration Officer must be informed of any changes to the registration information during the school year.

School Fees

A fee schedule is prepared yearly by the treasurer and is included in the registration package. A \$50 non-refundable registration fee for enrolment in the program or \$70 non-refundable registration fee for 2 siblings must be provided to hold a spot. Post-dated cheques are required to pay school fees. Cheques for the entire school year are collected at the fall general meeting. They may be in yearly, bi-annual or monthly cheques. Children will not be allowed to attend until fees have been paid. If an enrolled child has not submitted their yearly fees and deposit cheques by their second week of classes, their membership will be terminated. All cheques are made payable to Children's Day Out Society and are given to the

Treasurer. Postdated cheques are dated for the first of each month or as specified by the Treasurer. The Treasurer must be notified of any bank changes during the year. **A service charge equal to that charged by our bank will be levied on any returned cheques (e.g. NSF, stale dated, etc.).**

Deposit Cheques

Undated deposit cheques must be issued to the school to help ensure parent participation. They must be provided at the fall meeting when all school fees are collected and include:

- ** \$150 volunteer job and working parent days deposit
- ** \$100 fundraising deposit
- ** \$75 night cleanup deposit
- ** \$40 meeting attendance deposit.

These cheques will be returned at the end of the school year provided the Active Membership requirements are met. If a member family does not fulfill their membership requirements, deposit cheques will be cashed accordingly.

*****Deposit cheques will also be cashed for any family withdrawing from the program after six weeks regardless of whether that family has been scheduled for duty days, or if a fundraiser, night clean-up or general meeting has occurred. A 60 day notice is required for withdrawal. Families must provide this notice by the 1st of the month in order to have their deposit cheques returned.***

Policy and Procedure for Screening Parent Volunteers

Precautionary measures need to be conducted to ensure the protection, health and safety of each child participating and registered in The Children's Day Out Program. Member parents or other caregivers wishing to volunteer time during the day at our program will be required to:

1. Have a clear Criminal Record Check from the community to which you live. (ie City of Edmonton police or RCMP) dated not earlier than 6 months prior to the date of commencement of parent and adult volunteers with the program and 3 years after that.
2. Have a completed and satisfactory Intervention Record Check from Edmonton and Area Child and Family Services (Child Welfare form).

*****The Child Welfare Check will be mailed to your home and must be returned as soon as possible to the school so that you may begin your duty days.***

General Meetings

The society holds a minimum of two general meetings per year, and as a member you are expected to attend all general meetings. Unless otherwise advised, the fall general meeting will be the Wednesday after the Labour Day long weekend. The spring meeting/orientation will be the last Wednesday in April. The executive may call an emergency meeting during the year if necessary. Any member may present topics at general meetings, but it is asked that the president be informed prior to the meeting. If you are unable to attend, please contact the president before the meeting. A \$40 meeting attendance deposit is collected at the time of registration. If a member family fails to attend all general and emergency meetings, their meeting attendance deposit will be cashed. A family may be represented at a meeting by another society member who must sign in for them. A member may only represent one other member family at any meeting.

Parent Duties

As a member of our society you will be expected to do the following duties: night clean-up, fundraising and participation in casinos (on a casino year), working parent duty days, volunteer/executive committee duties.

Night Clean-up

The toys and shelves are cleaned once per every other month. Each family is required to do 1 night clean-up per child for the year. If you are unable to work your scheduled night, it is your responsibility to trade with another society member. Failure to do your night cleanup, without finding a replacement or working a replacement date, will mean forfeit of your \$75 night cleanup deposit cheque. A list of cleanup duties is posted in the classroom. Cleanups usually take about 3 hours. Remember to dress in comfortable washable clothes. It is a good idea to bring rubber gloves. Executive members are exempt from night clean-up duties.

Fundraising/Casino

Members are required to participate in all fundraising throughout the year as initiated by the executive and carried out by the fundraising chair. All members will be required to sign-up and participate in casinos, either in a primary or back-up position. A \$100 fundraising deposit is collected at the time of registration and will be cashed for any family who fails to participate in all fundraising activities for the school year.

Duty Parent Days

Children's Day Out is a parent cooperative program. With each child enrolled in CDO from September to June, a family representative must be prepared to work 3 school days. If the child is enrolled in CDO from January to June, a family representative must be prepared to work 2 school days. Failure to attend a working parent day or provide a replacement will result in the \$150 parent working day deposit being cashed.

Parental participation is an important part of the Children's Day Out program. Without the parent volunteer contributing for the day, our program is unable to function at the quality that has come to be expected. The president may be required to cancel the daily program at CDO if there is no working parent to support our teachers. Children enjoy having their parent or caregiver attend with them.

**Failure to be available to work your duty day will result in the \$150 parent working day deposit being cashed.

Duty Parent Tasks

The working parent facilitates the role of an adult volunteer in the classroom assisting the teachers and taking their direction. The working parent is expected to interact with all the children throughout the day. The interaction should be at the children's level both physically and socially and may include:

- Assisting with hand washing
- Help the children with imaginative play, social interaction, problem solving
- skills and communication with others
- Reading stories
- Assisting a centre/station
- Helping children with snack/lunches
- Sweeping floors
- Distributing art work

Please make arrangements for other children that may be in your care on your

working days. Due to the licensing requirements, only registered children can attend the Children's Day Out program.

Avoid cell phone use so that you can pay full attention to the children for that day. You can leave the school phone number for emergencies.

Dress in comfortable, washable clothes and be prepared to bend, sit on small chairs, get dirty and have fun!

Bring indoor shoes and a lunch!

Please review the working parent duties and the daily task schedule before each of your work days to remind you of your responsibilities. This should also be provided to anyone who may be doing your work days for you.

Duty Day Schedule

The workday hours are **9:00 am to 12:30 pm.**

9:00 am Please arrive on time. Hang your coat and leave valuables in the teacher's office for the day. Check in with the teachers for an overview of the day. Assist in welcoming the children as they arrive. Interact with the children, write names on art work and crafts. Play and have some fun!

9:20 a.m. Help the children tidy up the toys in the Gross Motor Room.

9:30 a.m. Morning Circle- Be prepared to introduce yourself to the children. We love learning about our families.

9:40 a.m. Washing hands/Snack: Assist children in washing their hands. Help distribute snacks and open any containers for children who need help. After snack, disinfect tables and sweep floor (if necessary).

10:15 a.m. Outside time, or Free-Play/center time with the children and have fun! Please ask teachers if there are any other tasks to be done (ie washing toys, prepping art activities).

11:20 am. Set out the lunches and drinks on the tables. Open containers. Keep the treats in the lunch bags for the children to find after eating their healthy food.

11:30 a.m. Lunch. Help children open containers and encourage children to stay seated while eating. Once children are settled please take time to enjoy your own lunch. After lunch, help children to pack up their belongings and wash their hands. Clean and disinfect all tables, chairs. Sweep floors.

12:00 pm – Parent planned activity. Please come prepared to do an activity with the children. Examples include reading a favorite book, dancing, teach yoga, or doing a fun craft.

12:30 pm – Able to leave for the afternoon!

Occasionally, deviations from the classroom routine occur, so be prepared to be flexible.

Parent Volunteer Jobs

All members of our society must fulfill either an elected executive position or a volunteer job. For each child a parent has enrolled in the program, they must fulfill a volunteer job. All jobs are important to keeping the society functioning, it is important that all jobs be fulfilled. The volunteer jobs are subject to change as depending on the needs of the program.

Executive Board Positions

The executive is elected at the spring annual general meeting and consists of the seven following positions: President, Vice-President, Treasurer, Registration/Marketing Officer, Fundraising/Casino Chair, Secretary/Security Officer and Accreditation Assistant.

President:

Oversees all executive and membership duties, documents any complaints regarding fulfillment of these duties.

Calls and presides over all general and executive meetings, and books facilities for above where necessary.

Supports Registration Officer with the distribution and delegation of membership duties.

Acts as liaison between teachers, board members, and the community.

Provides President's Letter in newsletter

Verification letters for previous CDO families, teachers, etc. who need verification of attendance/employment.

Updates rules and regulations/guidelines with executive and ensures copies posted.

Hires and evaluates staff in conjunction with the Vice-President.

Acts as Treasurer in his or her absence.

Acts as a standing member in all committees.

Passes a complete and accurate file on information to the incoming President

Ensures program requirements are filled:

- Fire Drills – 3 in the fall and 3 in the spring sessions.
- Benefit paperwork – signing up new teachers
- Teacher contracts signed and on site (on site contracts do not contain pay wage).
- Payroll procedures followed and tracked with the book-keeper
- Receives requests for information emails from website and passes them along to appropriate individuals.

Year end, financial, and other paperwork:

- Annual returns – to Alberta Registries, Jan of each year
- WCB return – Annual return info is reported to WCB through the Treasurer each year in February. WCB should send a request for this to CDO.
- Insurance renewal – due in February of each year. Email is sent to president@childrensdayout.org email.
- Licensing renewal. Mailed to and signed by the teachers.
- AGLC paperwork – to support Treasurer and Fundraiser with this
- Lease signing and documentation – due in September.
- Signing authority at the bank – needs to have all three signers go at same time, because need to have all on same document.

Vice-President:

Responsible for supervision of paid employees of Children's Day Out Society, operating an accredited and licensed playschool program

Responsible in conjunction with the President for hiring, probationary and routine employee evaluation and termination processes and decisions, including preparation of job postings, scheduling and attendance at interviews, communications (oral/written) to applicants and interviewees

Oversee, encourage and support employees to engage in continuing education and professional development whenever appropriate

Liaise with the Society's general membership (parents), executive board and employees
Receive and address appropriately any employee problems and/or proposed program changes, performance or disciplinary matters

Decide in the event of an absent employee member whether the program should be cancelled for that day or appropriate alternate arrangements made if possible and practical

Periodically review, in consultation with President and staff, job descriptions, division of responsibility and work loads

Attends and reports at executive board and annual/semi-annual general meetings

Acts as President in that director's absence

Maintains and transfers to incoming Vice President a complete and accurate file of information

Provide Roster Parents with Roster Parent Handbook

Oversee Roster Parents and deals with any difficulties which arise

Work with the Registrar and Secretary/Security officer to inform Roster Parents of families that have completed and returned the Security Applications and which of those have cleared

Treasurer:

Pay rent (as one lump sum, or monthly cheques and include a copy of insurance)

Review budget and make changes as needed for upcoming school year

Co-ordinate with President and VP to go to bank and update account signatures, and any other documents they need

Payroll – check in with payroll parent each month and with year end and annual return style paperwork

Pay intact insurance

Collect and Process and deposit fees and deposit cheques

(At AGM have envelopes ready with amounts clearly indicated from fee schedule)

(Prior to AGM send out a fee schedule and have parents pre-write their cheques)

Pay out referrals (cash is in orange deposit folder, very back slot)

Pay expense claims to teachers and buyers

If casino year, complete financial report (copy of Payworks and bank statements needed)

Renew tax exemption (include copy of annual return)

Handle withdrawals on an ongoing basis

Make sure fee excel sheet is up to date and consistent with the masterlist

Casino every other year

Check in with appropriate people to make sure night clean up and volunteer jobs are being completed.

Send teachers a quick financial update as to what they have spent from their budget line of classroom supplies, arts and crafts and program enhancements on a bi-monthly bases.

Insurance renewal (Brokerlink)

Tax Receipts for the previous year and first semester (mail and handout)

Cash fundraising (deposit) cheques if needed
Prep for spring AGM. Talk about referral program chqs needed, update on past years fundraisers.
Pay WCB insurance (Send cheque in mail)
Complete AGLC Annual Financial Report.
Pay licensing fee
Deposit new registration cheques as they come in
Pay out all outstanding expenses.

Secretary

Secretary

Create an agenda one week prior to Executive Board meeting
Remind board members of any action items they were responsible for from previous meeting.
During board meetings and the two AGM record minutes.
Email meeting minutes in a timely fashion to the rest of the board.

Registration/Marketing Officer

Ensures that there is a full complement of children for each day.
Ensures that registration files are complete for each child in the program.
Accepts registration forms and fees. Submits fees to treasurer
Attends and reports at executive and general meetings
Passes on a complete and accurate file of information to incoming Registration Officer.
Oversee web (online) presence of program (website/blog, facebook) and volunteers to maintain and update same in consultation with directors and employees

Fundraising/Casino Officer

One person to oversee any fundraising projects undertaken during the year.
Responsible for organizing the casino (done every 2nd year)
Responsible for submitting all paperwork to Alberta Gaming and Liquor Commission (AGLC)
Passes on a complete and accurate file of information to incoming Officer.
Responsible to work in a leadership role and to maintain a file of current fundraising ideas for submission to the president at the end of the year.

Accreditation Assistant:

Oversees the Teachers/Board during the whole Accreditation process, including keep things on task and scheduling meetings.
An on-going document has been created that is updated when accreditation goals are met. This information is then presented each year in September in an Annual Report, submitted and filled out on-line.
Ensure that yearly surveys are sent out to parents

Volunteer Job Descriptions

Volunteer jobs may vary from year to year to meet the needs of the program. One volunteer job must be filled for each child enrolled in the program.

Assistant to the Registrar: 1 member required to assist Registrar with the registration process and coordinates the Welcome Parents. (This position is dependent on the needs of the Registrar)

Assistant to the Treasurer: 1 member required to assist Treasurer with updating monthly in Quickbooks, providing spreadsheets for Spring/Fall AGM, etc. (This position is dependent on the needs of the Treasurer)

Bottle Depot/Recycling: 1 member to take the recyclables to the bottle depot on a regular basis and return the money to the Treasurer.

Craft Prep: 2 members to prepare any art materials required for the class. Must insure items are in place for the beginning of the week and all supplies are returned.

Daily Tidy: This is a full year job and ideal for families with two children enrolled or a child attending twice a week. We will assign a tidy parent for each day of the week. This job requires parent to arrive early and tidy-up school at the end of each school day. Tasks could include vacuuming, sweeping, loading/unloading dishwasher, mopping, wiping tables, etc.

Gift Wrapper: 1 member to wrap gifts for the children at Christmas and year end.

Handyperson & Maintenance: 1 member to be responsible for fixing/maintaining items in the classroom, ensuring safety of play area/equipment as per licensing and accreditation, managing first aid kits, etc. Must be willing to do repairs in a timely manner.

Hanging and Filing Artwork: This is a full year job and ideal for families with two children enrolled or a child attending twice a week. We do love filling our hallways and walls with the children's artwork. This job requires switching out artwork on a monthly basis and also filing artwork in each child's individual portfolio.

Laundry: 4-5 members to take home items that the teachers need washed, must be able to return items as soon as indicated by teachers.

Librarian: 1 member to coordinate the inventory of children's books and adult reading material. Duties include categorizing the books on hand, recommending material for purchase, retire and repair books when necessary.

Painter: 1 member to paint classroom items that are in need of a fresh coat of paint i.e Play House, Table and Chairs ect.

Shopper: 1 member required to purchase items as directed by the teachers or the executive and submits all receipts for purchases to the treasurer for reimbursement. This position requires good organizational skills and a Costco membership is also helpful

CENTRE OPERATING POLICIES

Placement of Children

Vacancies are filled as follows:

1. Siblings of children currently enrolled in the program.
2. Other children on the Active Waiting List.
3. A sibling of a child currently enrolled, who is not yet of age may have a spot held for them. The spot can only be held for 4 months and this will require the \$20 sibling registration fee at the time of registration. If for any reason this child is unable to attend it will mean forfeit of this sibling registration fee.

*a second day option may be available in years of low enrollment and financial need, member responsibilities in those cases would be doubled and member families may be required complete double responsibilities with the enrollment of another day (ie, volunteer jobs, toy cleanings).

Child Ratio

On any given day there can only 2 children who are under 2 years of age, with the requirement of there being 2 children over 4.5 years of age. Names will be taken out of order from the waiting list to keep the children's age groupings balanced. Every effort is made to assign a child to the day of the week the parent prefers.

School Year and Hours of Operation

The school year runs from September to June. Specific opening and closure dates for the current year are given at time of registration on the CDO yearly school calendar which observes many of the same school closures as the Edmonton Catholic Schools Calendar.

Children's Day Out operates Monday to Friday from 8:45 a.m. to 3:00 p.m. The outside school doors are opened at 8:30 am every day. The inside classroom door will open at 8:45 am. Children must be picked up by 3:00 pm sharp.

Absences

Children are registered for a specific day and no drop-ins are allowed. Notify the teachers if your child is going to be away on his or her regularly scheduled day by phone or email. Please note that fees remain in effect regardless of absences due to illness or vacation.

Cancelling Membership

A 60-day written notice must be given to the Registration Officer, through use of a withdrawal form, in order to cancel a membership. This notice must be given by the first of the month. Withdrawal forms can be found on our website and also from the teachers or executive. Any late requests for withdrawal will result in the following month's cheque for fees being cashed. By the end of the 60 days all volunteer duties must be completed otherwise remaining deposit cheques will be cashed. *Exceptions: 4 weeks after start date at CDO. Any other exception is up for individual review by the board.*

POLICIES AND PROCEDURES

Inclusion Policy

Children of all abilities are accepted into the program. Children requiring additional support are identified at registration. If that child requires extra support in all aspects of their home life or at another childcare institution, we will also require those supports be in place at Children's Day Out before the child begins class. Children requiring more support can also be identified by the teachers and other child development specialists, who can then coordinate necessary supports for the child. Because the classrooms are already set-up for a wide range of age, adaptations to the play environment and programming are easily made to meet the unique needs of each child.

Supports and learning strategies for children are put in place collaboratively by teachers, families and specialists.

At Children's Day Out, children and adults alike understand that each person learns at a different pace. All of the children are included in the activities and their contributions are appreciated and respected. Activities and routines are planned so that people of all ability levels can participate. When needed modifications to programming are made to support individuals.

Diversity Policy

At Children's Day Out, we celebrate the diversity of our member families. Through their participation in the program, families share about their, background, culture, language, family composition, (gender) roles and more.

Holidays are another great way to foster appreciation of diversity. The teachers would love to have all of the children learn about the holidays celebrated by its member families. If there's a holiday that you would like to see the children learn about, please talk to the teachers, who will find an appropriate way to celebrate it at school.

Open Door Policy

Parents are welcome to visit their children at any time. That said, visits can sometimes be very distracting for your child and the other children at school. EX. The children may not participate the same way at circle time or obey the rules during the bathroom routine. Help the teachers maintain quality programming and safety standards by encouraging your child to participate at school in the appropriate manner.

Potty Training Policy

It is important for the child to begin toilet training when he/she exhibits signs of interest and readiness. Failure to recognize and act on these signs may cause the child's interest to wane and can delay the toilet training process. Therefore, readiness should be viewed as a valuable window of opportunity that care providers can help parents to identify and respond to. Care providers can recognize the signs of readiness by understanding certain cues. Readiness cues include the following:

1. The child can imitate his/her parents' behavior.
2. The child begins to put things where they belong.
3. The child can demonstrate independence by saying "no."
4. The child can express interest in toilet training.
5. The child can walk and is ready to sit down.
6. The child can communicate his/her need to eliminate (urinate/defecate).
7. The child is able to pull clothes up and down (on and off).
8. The temperament of the child, which includes motor activity, intensity of reactions, mood, regularity (especially behavioral), initial approach/withdrawal response, adaptability to new situations, attention span/persistence, distractibility, and sensory threshold/frustration level, needs to be considered

when determining the child's readiness and the caregivers' strategy for toilet training.

- Potty chairs in the day care environment are not practical—they need to be cleaned out regularly, they may cause children who already are toilet trained to regress, they take up too much space, and they are considered unsafe because of contamination and infectious disease risks. Their use should be discouraged. However, if child-sized toilets, step aids, or modified toilet seats cannot be used, potty chairs that can be cleaned and sanitized easily should be provided for toddlers, preschoolers, and children with disabilities who require them.
- Non-disposable training pants are discouraged during potty training period. Non-disposable training pants present a possible infectious disease risk because they are hard to remove when full and can be a source of contamination when stored in a plastic bag to be sent home, diapers and disposable training pants offer containment, comfort, and convenience.
- Many accidents occur during nap time. Diapers/disposable training pants are worn during nap-time throughout the beginning stages of the potty-training period. Underwear or choice of under-garment will be worn again following nap.

Nap Room Policy

Children under the age of three (3) years old upon registration will be required to spend the afternoon portion of the day in the nap/quiet room. Children who turn three during the school year will be assessed for moving to the over three room on a case-to-case basis. Licensing requirements state that there we maintain a 1:8 (1 care provider to 8 children over the age of three) ratio at all times. If the over three room is at capacity, the child will need to remain in the under three room. Children must be potty-trained and require needing minimal assistance in the bathroom in order to be transferred to the over three room.

It is important to note that children are not required to nap during their time in the under three room. Quiet toys, games and books will be offered to non-napping children.

Confidentiality

All information provided to Children's Day Out for the purposes of enrollment is considered confidential and shall not be made available to anyone outside the centre. All teachers are required to sign confidentiality agreements as part of their employment.

Social Media Policy

Social media is a powerful communication tool that can impact Children's Day Out Society's (CDO) professional reputation. Social media can blur the line between personal and institutional opinions. The following policy is designed to clarify how best to protect personal and professional reputations when participating in social media. The goal is to establish practical and enforceable guidelines by which we (employees, board, parents and volunteers) can conduct ourselves in a constructive, positive, respectful and official capacity.

Social media is defined as media designed to be circulated through social interaction, using accessible online forums. Examples include, but are NOT limited to; Facebook, Instagram, LinkedIn, YouTube, Twitter, and SnapChat.

Both in professional and institutional roles, employee, board members and volunteers need to follow the same behavioural standards online as they would in real life. The

same laws, professional expectations, and guidelines for interacting with families, employees, volunteers, board members and the community apply online as they do while on the job. Employees, volunteers and Board members are liable for anything they post on social media sites.

SECTION 1: POLICES AND GUIDING PRINCIPLES

Only those officially designated can use social media to speak on behalf of CDO in an official capacity, though employees, volunteers, board members and parents may use social media to speak for themselves individually or to exercise their legal rights under Labour Relations Law.

When engaging in social media activity:

- Protect confidential and proprietary information: Do not post confidential or proprietary information about CDO, students, families, volunteers, board members, or employees. Examples include but are not limited to; pictures of students, negative comments about families, volunteers, board members, and employees, and personal information about families, volunteers, board members, and employees. You must adhere to all applicable privacy and confidentiality policies. Staff, volunteers, and/or board members who share confidential information do so at the risk of disciplinary actions or termination
- Exercise personal responsibility: CDO trusts and expects employees, volunteers and board members to exercise personal responsibility when using social media; which includes not violating the trust of those whom they are engaging. Employees, volunteers and board members should never use social media for covert advocacy and marketing when acting in a professional capacity. If and when employees, volunteers and/or board members use social media to communicate on behalf of CDO, they should clearly identify themselves as an employee, volunteer or board member.
- Respect CDO time and property: CDO computers and time on the job are reserved for centre related business as approved by the board and in accordance with employee/volunteer/board position job descriptions. Abuse and misconduct associated with use of centre computers and time will be done so at the risk of disciplinary action.
- Don't use CDO logos for endorsements: Do not use the CDO logo or any other centre images or iconography on personal social media sites. Do not use CDO's name to promote a product, cause, or political party or candidate.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of CDO.

SECTION 2: BEST PRACTICES

This section applies to those posting on behalf of CDO, though the guidelines may be helpful for anyone posting on social media in any capacity.

- Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how it would reflect both on the poster and CDO. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a staff/board meeting or to a member of the media, consider whether you should post it online. This includes pictures of yourself in a compromising situation or displaying controversial lifestyle choices, including but not limited to substance abuse. If you are unsure about posting something or responding to a comment, ask.
- Strive for accuracy: Review your content for grammatical and spelling errors.
- Be respectful: Posts on social media encourage comments and/or discussion.

Responses should be considered carefully. Consider how they would reflect on CDO and its institutional voice.

- **Remember your audience:** Be aware that a presence in the social media world is public. This includes prospective families, current families, co-workers and colleagues in the child care community. Consider this before posting to ensure the post will not alienate, harm, or provoke any of these groups.
- **On Personal Sites:** Since reputations are built on trust, always identify your views as your own. If you identify as a CDO employee, volunteer or board member online, it should be clear that the views expressed are not necessarily those of CDO.
- **Photography:** Photographs posted on social media sites can be copied. Be thoughtful when choosing imagery to post. If pictures of children are being used, a release form clearly describing what image is being posted, must be signed by the family and placed in the child's file.

Link back to www.childrensdayout.org whenever possible, link back to CDO's website. Ideally, posts should be brief, redirecting a visitor to content on the website.

NOTE: Children's Day Out Society Board will use social media to advertise job postings and fundraising events throughout the year.

Contact Sheets and E-Mail Lists

As a non-profit society established under the Societies Act, the Personal Information Protection Act (PIPA) applies only to personal information that is collected, used or disclosed as part of a commercial activity. The information provided by our members (specifically phone numbers and e-mail addresses) is used only for purposes within the program, and is not distributed outside of the program or for commercial activities. A member is deemed to consent to the collection and use of personal information by voluntarily providing the information to the organization for that purpose.

Image Release

Teachers, representatives of CDO, or members may take photographs or record events throughout the school year, which may be used for promotional purposes by CDO (e.g., web site, brochures or posters). Names will not be included on any promotional material. CDO is only responsible for official uses of photographs and recordings. Any personal uses are not monitored by or the responsibility of Children's Day Out. Each child must have a filled out image release form. This indicated whether pictures of the child are able to be used for school purposes and for advertising. It is the responsibility of the parent(s) to inform the teachers when the circumstances regarding photography of their child changes. In this event a new image release will be signed

Outdoor Play and Off-Site Permission

The teachers like to take the children on short walks around the community, play games in the school yard and other community based school related activities throughout the school year. We strive to incorporate an outdoor activity once per month for each day. Each student must have a filled out and accepted off site permission form informing the parents that these activities will take place. This is found in the CDO registration form. If a child does not have permission to go outside or off-site, the child's parent is responsible for the child's supervision during that time. This is only if they are not the working parent for that day. They would need to make alternate arrangements.

Teachers are to ensure that all children have a signed off-site permission form. Teachers take into account the activity being participated in and safety measures that

are used. EX. helmets for tobogganing.

Teachers carry the first aid kit and the portable records when they go outside.

All outdoor activities are supervised at all times.

Teachers incorporate a variety of equipment into the outdoor play time to encourage different gross and fine motor skill development.

Fieldtrips

All scheduled fieldtrips outside the immediate community will be parented activities.

Information about the activity, location, time, transportation options and other details will be provided. Supervision will be left up to the individual parent. Children should be dressed in appropriate attire for the field trip (comfortable walking shoes, coat, hat etc.) and when the field trip occurs over the lunch hour parents must provide a brown bag lunch and drink unless otherwise communicated by CDO.

Communication

Communication between families and the school happens in a number of different ways. Daily updates on the Children are written in their individual Communication Books (found in their cubbies). The lesson plan and weekly memo is distributed via email every week. Notices, Memo's, Lessons Plans, Newsletters and other information is also shared with Parents on the Private CDO Facebook Group. Notices are also posted on the Parent Board in the hallway. The monthly newsletter is full of important information. Changes to programming and other vital information are found in these formats. It is your responsibility to keep up-to-date of this information.

The program welcomes all feed-back. We have a suggestion box in the hallway. You can email or call the program. It is usually possible to book a meeting with the teachers before or after school.

EMERGENCY EVACUATION AND FIRE ALARM

The following emergency evacuation and fire alarm plan is required by licensing that each adult working in the school be aware of the procedures. This will be read to the membership at each fall general meeting by a member of the executive. It is important for each working parent to be familiar with this plan in the event that an emergency should occur on the day they are working. every As well, it is equally important that all children are signed in and out of the record book each day, to give an accurate count of number attending each day.

Upon discovering a fire, alert all others and proceed with evacuation. Once the fire alarm has been activated the following will take place.

Teacher 1: Ensure closest, safest exit, line children up and lead calmly from the building. Take emergency information cards and sign in/ out book with them. The emergency cards are kept in the red epi-pen and emergency box located next to the classroom door and in the fanny pack hanging on the closet in the other classroom. Once at meeting spot takes roll call to determine that everyone has left the building.

Teacher 2: Will check both classrooms and other school areas, bathrooms and hallway, to ensure all students and adults have left the building. The teacher will close all windows and doors before exiting building. Teacher 2 will join everyone at designated meeting spot. DRIVEWAY EXIT ON 83rd St.

Once everyone is clear of the building, ensure that fire dept. is called (911). Everyone will remain out of the building until clearance is given by fire dept.

FIRE ALARM Meeting Spot:

East direction down lane (Back alley). Last house on left hand side 83rd Street.

EVACUATION Meeting Spot:

Meeting Point is located west of 84 Street at the Pastoral Centre, across the street from St. Kevin's School. (The green space in front of the building)

Please refer to the map at end of guidelines for more information.

LOCKDOWN PROCEDURE

Assess the Situation

Announce on all call for a LOCKDOWN by yelling in the hallway "Lockdown" three times. Have teacher or parent call St. Kevin's school Office 780-469-8301 and Alberta health services 780-408-5888 to inform them of lock down.

Calmly and quietly gather students in a secured space - preferably a classroom.

Check Hallways and open areas for students.

Scan the student body for students that are highly agitated.

Make note of students you know are not in the classroom - and should be.

Intervention Response

DO	DON'T
Lock doors and turn off lights Shut windows and blinds Have students gather away from windows Assure students that they are safe, and keep them focused on a quiet activity Count the number of students that are with you and make note of the students that are not part of your class Check email information regarding the lockdown and the precipitating events will be posted as soon as possible	Refuse students in the immediate areas access to a secure space Leave the classroom Allow students to run to their homeroom, locker or friends Use the phone

Follow-Up Activities

Talk to students about all real and practiced lockdowns. Go over what worked and what could be improved.

Inform parents that the school has lockdown procedures in place, and will be practicing it periodically.

Note any students that are extremely upset by the lockdown procedure. Students that are highly sensitive, or have had a recent loss, may be more fearful.

Record the date, time and outcome of the lockdown.

AREA MAP

Room 108, 10005 - 84 Street Ph. 469-0219



