McKenzie Lake Community Association Child Care Program

McKenzie Lake Preschool

Program Policies & Procedures

I have read and understand that the information in these polices and procedures.
I will comply with the outlined guidelines to ensure that my child(ren), preschool staff and other parents/ guardians will enjoy a wonderful preschool experience.

Policies and Procedures updated: June 1, 2017
Polices and Procedures updated by: Jennifer MacDonald (preschool teacher)

Welcome to McKenzie Lake Preschool!

Preschool Contact Information

Address:
McKenzie Lake Preschool
16198 McKenzie Lake Way SE
Calgary, AB T2Z 1L7

Contact Phone Number:
403 257 3263

Website:
www.mckenzielakecommunity.ca

Preschool Teacher & Email:
Jennifer MacDonald
mlteacher@hotmail.com

Facility Director & Email:
Laurie Jozsa
mlcachildcare@telus.net

Facility Administrator & Email:
Michele Overacker
mlca2@telus.net

Please print a copy of these polices & procedures for your records and reference during the school year. This is a valuable, informative and useful document that you can refer to during the year with any questions that you might have during your child(ren) enrolment at McKenzie Lake Preschool.
Updates, corrections and revisions to this document will be conducted on a yearly basis however if a change is made during the school year, families will be contacted via email about the update.
Please read, understand and adhere to these guidelines as we want to create a fun, safe and caring environment for all children, preschool staff, volunteers and guests that join our class throughout the year
If you have any questions, concerns or need clarification, please feel free to contact the preschool teacher.

The McKenzie Lake Community Association Board of Directors reserves the right to change any policy or procedure upon board decision at anytime.

Mission Statement

McKenzie Lake Preschool creates a safe, fun, caring and positive environment that enables the child to have a positive early educational experience.

Philosophy

For children, ages three and four, this is a time of wonder, questions and curiosity as well as cognitive, social, emotional, physical learning and development.
The philosophy of the McKenzie Lake Community Association Preschool program is:

POSITIVE EXPERIENCES THROUGH PLAY
AND GUIDED INSTRUCTION

In keeping with this philosophy, the program is designed to offer children the freedom to choose from a variety of experiences such as, play, craft time, and circle time which provides stimulating and interesting opportunities to expand their knowledge and skills, as well as build confidence at their own individual pace.
The staff and volunteers will utilize these activities to further the children's learning by encouraging them to use their skills and develop their imagination, while providing a welcoming and stimulating environment.
All children need unconditional love and acceptance to develop a sense of personal worth. This comes from the acceptance of the child as a worthwhile individual and the feeling of confidence and self-acceptance gained from being encouraged to choose from and succeed at various activities.
It is the Preschool Policy to provide a quality program for children, rich in experiences and opportunity, while always keeping in mind, ***KIDS CAN BE KIDS***.

Program Objectives

The primary purpose of the MLCA Preschool is to aid in the development of the three-year-old and four-year-old child; cognitively, socially, emotionally and physically in a happy and engaging environment.

The following section describes the objectives in each of these areas:

Social Development

- Be responsible for own belongings
- Be co-operative and share with others.
- Be courteous, prompt, friendly and helpful.
- Have a sense of community and feel a part of that community.
- Be respectful of others.

Working within a group requires sharing, waiting one's turn and in general politeness and respect. Children learn from each other, co-operating to form new ideas and accomplish tasks. They develop respect for an outside the home authority without losing rights or self- esteem and learn to accept temporary separation from their parents/ guardians. This is a gentle preparation into the school system.

Emotional Development

- Adjust and be happy in a group away from home.
- Overcome shyness and develop and establish new friends.
- Control temper and tears.
- Feeling of self worth and satisfaction in what they do.
- Cope with feelings of anger, jealousy, etc.

The child's self reliance is encouraged through dressing and undressing of outerwear upon arrival and departure from Preschool. Making crafts, general clean up time, etc., promotes individual expression and feelings of self worth and emotional satisfaction

Physical Development

- Gross motor skills are learned through games and exercises.
- Fine motor skills are developed through tracing, the use of scissors, painting and other such activities with materials provided by the Preschool.
- Desirable health habits such as washing hands before meals, etc. are established.

The child's physical development is enhanced through activities during their 30 minutes of gym each week, along with specific skills that help develop hand eye coordination, upper and lower body strength and finally introducing them to new activities and sports.

Cognitive Development

- Develop communication and listening skills.
- Increase awareness of the community and people around them.
- Able to think for themselves and to share ideas with a group.
- Develop curiosity, creativity and imagination.
- Introduction of letters, numbers, shapes, opposites and rhyming.
- Gradually prepare for kindergarten.

The child's cognitive development helps to build critical thinking skills as well as many of their own thinking and processing skills.

The program provides multilevel learning experiences for all children, through positive opportunities within the program that foster success, enjoyment and engaging experiences through play and guided learning.

Code of Conduct

McKenzie Lake Preschool believes that our early education is a profession and that it is our obligation as professionals to lead our program in a respectable and ethical manner. We are committed to promoting the well- being of each child(ren) and family in an environment of respect and partnership. This commitment can be seen through our, staff, engagement with the child(ren), teaching and administration.

As Childcare Professionals, we are aware of and sensitive to the responsibilities that our profession holds. This includes a commitment to the sensitivity of ethical concerns

of the childcare practice, concerns with one's professional conduct and encouraging ethical behaviour by others, and consulting others on ethical issues. Abuse of any kind will not be tolerated.
The McKenzie Lake Preschool reserves the right to remove anyone from the program for non- compliance with the 'code of conduct'

Facility Information

McKenzie Lake Preschool is a not- for profit community based registered preschool program. We welcome all children both in and out of the McKenzie Lake community.

Preschool Hours of Operation
We offer 4 different program options:
4 yr old program
Monday/ Wednesday/ Friday from 9- 11am
Monday/ Wednesday/ Friday from 12:30- 2:30pm
3 yr old program
Tuesday/ Thursday from 9- 11am
- Child must turn 3 yrs old before December 31 of the current school year to enrol

3/4 yr old program
Tuesday/ Thursday from 12:30- 2:30pm
- Children must turn 3 yrs old before September 1 of the current school year to enrol

Our program follows both the Calgary Board of Education Public and Catholic Traditional school year calendars, we operate from the 1st week in September till the 3rd week in June. We are closed over traditional school year holidays, professional development days and all statutory holidays.
A detailed calendar will be given out at the start of each school year that includes:

- Professional Development Days
- Statutory Holidays
- Closures for Holidays
- Theme/ Special Event Days

Preschool Classroom
The program operates from the basement of the McKenzie Lake Community Association. We are in a designated room assigned as the preschool classroom. Our preschool classroom measures 6.96 square meters by 12.55 square meters for a total of 87.348. Alberta Child Care Licensing requires a minimum of 2.5 square meters per child, our net floor space more than meets this requirement. Across from the preschool classroom is a small room that we use as a coat/ boot room for the classes during their time at preschool. Each child has access to an individual cubby that they can store their

items in while at preschool (eg. Coat, backpack, etc), there are also boot trays located on top of all cubbies for outdoor shoes to be stored. The preschool also has access to both male and female bathrooms, children will be accompanied by a preschool staff member when using the bathroom.
Items located in the classroom will have designated and assigned spaces for easy, conveniently access for both children and staff. Child storage will be in assigned bins in the classroom with pictures on the outside for easy use and clean-up. Adult storage will be located in assigned bins in the classroom with written labels for easy access and availability for staff, items not intended for preschool use or access will be kept out of reach of children at all times. The preschool classroom is unfortunately not wheelchair accessible.

Board of Directors
McKenzie Lake Preschool is a not for profit entity under approved by-laws and has a board of directors. The board consists of people who live in the McKenzie Lake area and are volunteers. We encourage all parents to attend our AGM. A current list of Board Members is published monthly in our McKenzie Lake Community Gazette

Licensing
McKenzie Lake Preschool is licensed by Region 3 Family Services Authority. To receive our annual license, we have a licensing officer who performs two unannounced yearly inspections of our program to ensure our program and staff at meeting all established rules and guidelines set out by the Alberta Child Care Licensing Regulation. A copy of our current licensing report can be found on the preschool information board located inside in the classroom. If you have any questions, please contact the preschool teacher

Preschool Registration, Payments & Withdrawal

Registration

- Preschool Registration will open on the February 1st for the upcoming school year, which begins in September
- Registration will be available online only
- $50 non-refundable registration fee will be required at the time you enrol to ensure your spot is held

Registration Package
Parent/ Guardian will be required to complete a detailed registration package that must be returned to the preschool prior to their attending preschool. Preschool registration package information is designed to meet our licensing requirements as well as to help provide the teacher current information and background on your child so we can provide him/ her the best care at preschool.

Information required but not limited to based on preschool program needs as well as licensing requirements is:

- Child's name, date of birth and address
- Completed enrolment package
- Parent's name, address and phone number
- Emergency Contact name, address and phone number
- Parent pick-up authorization form
- Medication form (if needed)
    - Written consent from parent/ guardian
    - Medication in original container
    - Medication administered to label directions
    - Follow- up form
        - Name (medication), time and amount of medication was administered
        - Staff name who administered medication
- any relevant health information about child provided by parent/ guardian
    - allergies
    - dietary preferences
    - immunizations
- registration forms will be kept onsite in preschool classroom for access by director or preschool teacher

<u>Monthly Tuition Fee</u>

Parent/ guardians will be required to provide a VOID cheque or detailed banking information for monthly withdrawals from September to June

- Payment will be withdrawn on the 1st of each month
- 4 yr old program $185/ month
- 3 yr old program $160/ month
- 3/4 yr old program $160/ month
- NSF cheques and returned direct withdrawals will be charged a $25 service fee
    - You will be required to pay the $25 fee and your outstanding monthly tuition fee immediately by cash, debit or credit card

<u>MLCA Annual Membership Fee</u>

All families that attend McKenzie Lake Preschool will be required to purchase a Community Membership. The cost of the membership is $25 annually. This allows you join in activities that the community centre puts on throughout the year.
Community Membership are valid from August 1 until July 31 each year. Memberships can be purchased online or in the community centre office.

Preschool Tuition Receipts

Receipts are given out twice per school year

- Receipt #1- September to December
- Receipt #2- January to June

A $10.00 charge per receipt that needs to be reprinted will be charged

Waitlist

If a class you are looking to register for is currently full, you can contact the office at 403 257 3263 to have your name put on the waitlist. Open spaces in a program class are filled in order of those on the waitlist. If you receive a call, you have 48 hours to contact the preschool to accept the open spot. If you do not contact the preschool within 48 hours your spot will be offered to the next person on the waitlist.

Pre- Registration

Families currently enrolled in the program will receive early pre- registration for the upcoming preschool year in January, as registration does not open to the public until February 1st. Families will be guaranteed a spot in the next class option (eg. currently enrolled in 3 yr old class from 9-11am guarantees a spot in 4 yr old class from 9-11am) however, if a family would like to switch to another program time (eg. 4 yr old class from 12:30- 2:30pm), they will be put on the waitlist until a spot becomes available for that class.

Families will also be eligible to enrol a sibling(s) at the time of pre-registration if the sibling will be continuing directly following the currently enrolled child(ren). If there is a year that no child from your immediate family will attend McKenzie Lake preschool they are not eligible for pre- registration

Registration for Public

For parents/ guardians looking to enroll their child in McKenzie Lake Preschool, registration will open online on February 1st at 9am.

Subsidized Children

McKenzie Lake Preschool is a licensed Preschool Program and therefore Alberta Child Care subsidy is available for families needing financial assistance. For general inquires about child care subsidy, call 1-877-644-9992 or visit www.child.gov.ab.ca for further information.

Preschool Withdrawal

We require a one month written notice to withdraw your child from our program. Withdrawals received after April 1st of the current school year will not release you from your financial obligation for May and June fees. Extenuating circumstances may be considered on an individual basis between the family, teacher and director.

Termination from Program

Our ongoing relationship with the preschool families is a key basis for a great program. We make every effort to build and maintain a caring, supportive and cooperative relationship. However, we do understand that there may be situations where our program is not the best fit for some preschoolers and families. McKenzie Lake Preschool may terminate the relationship between a family and the program under the following circumstances:

- If fees are not paid in full and/ or on time or if suitable arrangements cannot be agreed upon
- If in the assessment of the preschool teacher and/ or director, a child is not able to be managed safely in a group of children in the given staff child ratio
- If the program cannot satisfactorily resolve a problem with a family
- If a child demonstrates aggressive behaviour (eg. striking, hitting staff or another child, etc)
- Abusive or foul language by a child or parent/ guardian
- Destruction of preschool or community centre property
- Failure to follow the rules, regulations, guidelines, policies and procedures as outlined by the preschool and within the documents provided and associated with McKenzie Lake Preschool

Grievances

At McKenzie Lake Preschool, we strive to maintain the highest quality care and programming for our preschool families. Provided are the steps parents/ guardians can take if they would like to discuss anything regarding the staff, the program, specific classroom activities, facility or any other questions and concerns. We want parents/ guardians to feel comfortable bringing all questions, comments and concerns to the attention of the teacher. Open communication creates a welcoming environment for the children, parents/ guardians, staff and all those that join the preschool community during the year.

Please note the steps for anything you would like to address to the teacher:

- Step #1- Communicate all information to the Preschool Teacher either orally or written
- Step #2- Preschool teacher will acknowledge the above questions, comments or concerns addressed and implement a resolution approved by the parent/ guardian in agreement with the policies and procedures outlined and within the needs of the preschool, children, parents/ guardians, staff and any others that might be affected.
- Step #3- Based on the outlined issue, if an adequate resolution cannot be established or the issue requires further input, the director will be informed of the situation and a parent/ teacher/ director meeting will be scheduled to discuss and resolve the outlined issue.

Preschool Program

Preschool Schedule

McKenzie Lake Preschool offers an exciting program, which includes but is not limited to crafts, play based centres, songs, stories and special visitors. Our qualified teacher and teacher aides provide a varied program where kids can be kids.

Our daily schedule:

Free Play
Circle Time
Craft Time
Book Time
Story Time
Snack Time

- Parent/ Guardian provided snack

Home Time

Parent/ Guardian Involvement

Parent/ Guardian involvement is an important part in the early years of your child's growth and development. We also know that parents/ guardians are a great addition and support to the preschool program as well as the preschool community.

Here is a list of parent/ guardian requirements and opportunities:

- Parent/ guardian will sign their child in and out each day.
- Parent/ guardian will complete a full registration package prior to their childs first day of preschool
- Parent/ guardian will be required to provide a Nut Aware snack based on the guidelines provided in the parent handbook on a rotating basis outlined by the teacher and participate in one family celebration party
- Parent/ guardian will receive an information package at the beginning of the year that includes a calendar, parent handbook information and online link to preschool policies and procedures
- Parent/ guardian are welcome to join the class on their childs assigned snack day.
- Parent/ guardian will be welcome to join the class on these special days:
    - Christmas Party
    - Year End/ Graduation Celebration
    - Mother's Day Tea
        - All details can be found in the calendar given out at the beginning of the school year

Preschool Parent Information Evening

As part of the your childs first steps into preschool, we want all parents/ guardians both new and returning to feel informed, comfortable and knowledgeable about where they have chosen to send their child for preschool. All families will receive a child registration package, parent handbook, link to our policies and procedures, and

opportunity to attend our parent information evening. The information evening will be held at the very end of August by the preschool teacher giving families the opportunity to meet the teacher and learn about upcoming information for the new school year. If families are unable to attend the parent information evening information packages will be given out on your childs first day of school.
As always if parents/ guardians have any questions, concerns, comments or feedback, please feel free to contact the preschool teacher at anytime throughout the year

Program Policy

McKenzie Lake Preschool is a play based program. The program is designed to incorporate all developmental aspects of the child; social, emotional, cognitive and physical.

Program Overview

The preschool teacher creates the program based on a play based monthly theme. Each month a different theme is presented to the child, this enables the child to build, explore and expand on ideas, topics, and materials presented to them in class.
The themes are presented to the child using sensory materials, literacy, dramatic play, craft materials, building materials, songs, games and teamwork. This helps to appeal to all children and their different levels of interest and learning abilities.
When considering themes for a month, special activities happening in the community or world around are considered, specials days in the calendar month, interests or topics of conversations that children might be engaged in and overall general interest topics of the preschool classes. Topics vary each month and from school year to school year. All monthly themes include: letters, numbers, colors, shapes, etc.

The teachers aides will prepare a daily craft and other needed activities as outlined by the preschool teacher on a monthly calendar. The teacher and teacher aides will engage with the child during their program time to help build their independence, creativity, social interaction with peers and confidence through these levels of learning and discovery.

Program items will be supplied by the preschool, however at times specific items for a craft or project might be requested, an email will be sent to all families to bring in the required item (eg. plastic water bottle)
Items located in the classroom will have designated and assigned spaces for easy convenient access for both children and staff. Child storage will be in assigned bins in the classroom with pictures on the outside for easy use and clean-up. Adult storage will be in assigned bins in the classroom with written labels for easy access and availability for staff, items not intended for preschool use or access will be kept out of reach of children always.

Daily Schedule

Here is a daily schedule of how the program will be implemented for all class:

Free Play

- Building, crafts, painting, play-doh, puzzles, books, water table, sensory table, dramatic play, etc

Circle Time

- Calendar, Numbers, Letters, Topic for the day
    - (based on what our Theme is for the month)

Craft Time

- Based on our topic for the day

Book Time

- Children can look at books on their own without teacher direction

Story Time

- Teacher reads books to the children
- Show N' Share or Mystery Bag Time

Snack Time

- Provided by the Scheduled Family as assigned on the monthly Snack Schedule given by teacher

Home Time

Child Attendance, Supervision & Drop Off/ Pick Up

The preschool door will remain closed until the start of class. Children will not be accepted early into the classroom as stated in our licensing regulations.
Parents/ guardians must park their vehicles in the assigned parking spots, not in the fire lane. A sticker is required to park in the designated handicapped spot and must be visible at all times. Children are NOT to be left outside the classroom door unattended.
All children must be supervised at all times by a parent/ guardian.
McKenzie Lake Preschool does not assume responsibility of any child until the program time as started and they are signed in by a parent/ guardian.

Staff: Child Ratio

McKenzie Lake Preschool has a maximum of 25 children registered in each class, with 3 staff members supervising the children.
The staff: child ratio for children 3 years and older is a minimum 1:12, for 19 months to less than 3 year old it is a minimum 1: 6. McKenzie Lake Preschool has 3 staff members in the class with the children to ensure a fun, enjoyable and safe classroom.
Preschool staff have been trained and are knowledgeable on how to work in a class dynamic and provide the best care to all children.
Parent volunteers at various times might be asked by the teacher to act in a ratio staff role. If a parent is asked they will be under the strict guidelines and observation of the

teacher who will explain and detail the role and how they will be able to best support the staff: child ratio.

Parent/ Guardian Signing In & Signing Out

Licensing requirements that parents/ guardians must sign their child in and out each day with the time the child was dropped off and picked up and the parent/ guardian initials. The sign in/ sign out sheet located at the bottom of the basement stairs above the fire extinguisher outside the preschool door. Each child must always be accompanied by an adult at drop off and pick up.

Drop Off & Pick Up

At Drop Off, the preschool door will be closed
We ask that you take this time to:

- use the bathroom,
- help your child put on their indoor shoes and get ready to enter preschool.
- stand in a line-up outside the door until the teacher opens the door.

Once the door has opened the teacher will greet each child as they enter the room. If you are running late and the door has closed, please feel free come in and drop your child off and teacher will assist them once inside.

At Pick Up, the preschool door will be closed
We ask that the parents:

- stand in a line and wait for the teacher to open the door once again
- the children will then be called to come and greet their parent/ guardian along with picking up their belongs from their day at preschool.

We understand that parents/ guardians are not always able to pick-up their child from preschool. On your registration form you compiled a list of additional people that you have approved to pick-up your child. If someone on your list comes to pick up your child we will be asking for photo ID. If a person comes to pick up your child and the parent/ guardian has not mentioned a change or they are not on your list, we will contact the parent/ guardian until we can confirm that this person is authorized to pick-up your child. Please remember that if there are any changes to the Pick-Up Authorization it is the parent/ guardians responsibility to advise the preschool of these changes.

If any person (including the child's legal guardian) arrives to pickup the child and staff have reason to believe that the individual is under the influence of alcohol or illegal drugs, staff are directed to call the director. If staff feel they or the child(ren) are at risk or if any person become abusive or aggressive police shall be called.
Your child's safety is our number one priority!

Reporting Absences
If your child will not be attending preschool on a given day/ days, please email the teacher at mlteacher@hotmail.com to advise them of the reason and date(s) your child will away.

Custody Issues
In case of separation when one parent/ guardian want the preschool to withhold their child(ren) from another parent/ guardian, legal council should be sought. The preschool cannot assume responsibility for withholding the child(ren) from either parent/ guardian without a copy of a court order to that effect. In the case where one parent/ guardian has legal custody, the staff will release the child only to the people authorized by the parent/ guardian. A copy of the agreement must be placed in the child's file. Child safety is extremely important to the program; your child(ren) will only be released to the persons listed on the pickup authorization form unless otherwise added in writing.

Late Pick-Up Fee
We understand that unexpected situations arise and you might not be able to pick your child up at the designated time. If you are going to be late we ask that you **call the preschool at 403- 257- 3263** and advise us of the situation. If situations continue and parents/ guardians are constantly arriving after the other children have been picked up a Late Fee will be charged to the family. The charge will be $20 for the first 15 minutes late & $1/ minute after that until pick-up.
Eg. Preschool Class time ends at 2:30pm, parent/ guardian arrives at 2:50pm to pick up child, parent will be charged $25
Payment will be due prior to start of the next class. Payments can be made by cash, debit or credit card. Failure to make your payment may result in your child being unable to attend preschool until the outstanding fee is paid.

Communication Policy

McKenzie Lake Preschool strives to create an open, caring and friendly relationship between the parent/ guardians of all of our children. We believe that open communication between children, families, special guests and those that work within the program is key to building a strong program as well as a great foundation for the preschool.

Written Communication
Information that pertains to all preschool families will be made available on a regular basis. It will be distributed through email or the community gazette. The preschool teacher will provide the following for parents/ guardians to be informed about preschool happenings throughout the year:

- a contact email and phone number at the beginning of year for the preschool teacher

- parent handbooks and link to preschool policy and procedures (will be provided at the beginning of the school year)
- bi- yearly receipts
- weekly emails that provide information about happenings in the class, reminders about activities, PD Days, Preschool Closures, theme days, community reminders, etc.
- monthly inserts submitted to the McKenzie Lake Community gazette
- accident/ illness forms
- incident forms
- registration packages

Verbal Communication

Verbal communication will be used to establish an open, caring and positive relationship with each child and their family both new and returning to the program. The teacher will greet each child upon their entry and exit from the program each day. Teacher and the teacher's aides will build relationships with each child through communication and engage in topics relevant to the child and classroom discussions as well as interests that the child might enjoy further exploring.

Parent/ Guardian Communication

McKenzie Lake Preschool understands that all families have different needs and abilities to interact within the program. We try to create as many communication opportunities for parents/ guardians to be aware and knowledgeable of all aspects of the program. The teacher will provide parents/ guardians with the opportunity to offer their feedback regarding the program in a few ways:

- conversations with the teacher
- invitation to any open MLCA board meetings
- parent/ guardian orientation evening, held at the end of August prior to the first day of school
- parent/ guardian who have any skills or talents they would like to share with the program are encouraged to the chat with the teacher

Information discussed between any parent/ guardian and the teacher will be received and considered accordingly, information may be discussed with the director.
We thank all parents/ guardians for their feedback and all comments and suggestions will be considered on a individual basis.

Teacher & Parent/ Guardian Communication

The teacher will be the primary communicator of all information. To ensure that McKenzie Lake Preschool holds all communication to the highest standard, communication will be conducted by email, phone or at the preschool. The teacher's aides will be given information relating to the child and their family at the discretion of the teacher. Teacher's aides will not be permitted to discuss any child(ren) with parent/

guardian. Teacher's aides will direct all inquires, comments, questions or concerns back to the teacher. At any time, if the teacher feels unsure about a conversation with a child, parent/ guardian or another adult interacting in the program, the director will be brought up to date on the situation and included in all communication going forward. McKenzie Lake Preschool wants to ensure:

- communication with parents/ guardians is done in an open and positive manner regularly.
- staff will not be judgemental towards parents/ guardians and respect all families individual needs
- staff and parents/ guardians will treat each other with respect, courtesy, understanding and appropriate language
- staff will accept families rights to individual practices in raising their child(ren) and any related cultural differences
- the teacher will discuss the childs behaviour either positive or negative
- that all parents/ guardians are aware of all forms of communication
- that staff are required to maintain confidentiality at all times
- that staff will support an open door policy

<u>Communication expected from Parent/ Guardians</u>

- parents/ guardians are required to complete a registration form providing information about their child
- parents/ guardians are required to inform the preschool about any changes to their child(ren) Preschool Registration Forms (eg. change of phone number, health information, pick-up authorization, etc.)
- parents/ guardians will inform the preschool about any matters that may affect the behaviour or well being of their child during the program
- parents/ guardians are required to ensure the program has current contact information in the event of an emergency concerning their child
- parents/ guardians are required to inform the program of any custody or access arrangement
    - relevant and required documentation will be provided by parents/ guardians
- parents/ guardians are required to email the teacher advising if their child will not be attending preschool and if ill, to advise the nature of the illness and whether the illness is contagious

<u>Staff/ Child Interaction Policy</u>

Communication and Interactions with children will be friendly, respectful and helpful to the child(ren). They will focus on the social, emotional and cognitive development of the child.

- Staff will model and treat all children and adults with respect always

- Staff will engage and show interest to the child when interacting with them
- Staff will acknowledge and listen attentively when a child is talking to them
- Staff will assist child(ren) in building age appropriate problem-solving skills
- Staff will attempt to build relationships with the child through conversations, interactions, and individualized topics of interest
- Staff will be accessible to the children during their program time
- Staff will use appropriate voice tone, level and language when talking to the children
- Staff will build an environment where children feel safe, secure and free to express themselves
- Staff will encourage respect and positive interactions between children and help them
- Staff will build and develop a foundation where children feel free to communicate with each other and begin to develop skills to work together with their peers
- Staff will present new opportunities and experiences to the child(ren) and encourage them to try these experiences in a safe and secure environment
- Staff will provide positive feedback as often as possible
- When engaging with the child communication will be expressed at the childs age and developmentally appropriate level

Discipline Policy

McKenzie Lake Preschool believes that providing an established set of rules, guidelines and expectations helps build a positive, safe and engaging classroom environment. Rules, routines and guidelines are presented to the children at the beginning of the school year, through conversations as well as through hands on demonstrations, interactions and experiences. Children are provided daily reminders when needed and encouraged to become responsible for their actions and behaviours.

A child exhibiting any unacceptable behaviour, such as behaviour that is disruptive, destructive or harmful to another child registered in the program will always be brought to the attention of the parent/ guardian

- Unacceptable Behaviour is:
    - Hurting or hitting others
    - Intentionally damaging McKenzie Lake Preschool or McKenzie Lake Community Association property
    - Screaming or yelling

Discipline will always be brought to the attention of the teacher who will act appropriately according to the nature of the behaviour:

- Explanation to child of inappropriate behaviour, that includes words, feelings and emotions both relatable to the child and any other child(ren) involved
- Child may be required to leave from a certain task/ activity where the situation occurred until proper behaviour as previously identified can be demonstrated

    - Parents/ guardians will be advised of the situation if the behaviour becomes repetitive (2 or more times shown in each class time)
- Teacher may ask the parent/ guardian to remove the child from class immediately and/ or from the upcoming scheduled class(es).
- Director will be notified of the situation if a child is asked to be removed from a scheduled class or from the program.
- If behaviour continues, teacher and/ or director may determine that the child is not ready to attend preschool; if determination is made, parent/ guardian may be asked to remove their child permanently from preschool

Children will never be reprimanded for accidents (eg. spilling drinks, breaking toys, or bumping into others, etc)

Staff will NEVER be allowed to:

- Use any method of corporal punishment or physical abuse
    - Spanking, shoving, hitting, shaking, etc.
- Inflict or cause to be inflicted any form of physical punishment, verbal degradation or emotional deprivation
- Deny or threaten to deny any basic need
- Use or permit the use of any form of physical restraint, confinement or isolation
- Subject child(ren) to cruel or severe punishment (eg. humiliation, verbal abuse, or neglect)
- Deprive child(ren) of snacks, use of the toilet or any other daily need as a means of punishment
- Discipline a child for soiling or wetting ones clothes
- Use any physical restraint unless the child's safety is in danger
    - Written documentation will be required by a medical professional
- Unacceptable behaviour is defined as any behaviour that is disruptive, destructive or harmful to another child registered in the program

We will assume that any child disciplinary action taken is reasonable in the circumstances.

McKenzie Lake Preschool children are rewarded for acceptable behaviour with praise, thanks and classroom appropriate privileges.

Zero Tolerance for Child Abuse

We strive to ensure that the children under our care are free from abuse in all forms. McKenzie Lake Preschool staff, parents/ guardians and other adults interacting in the program are required to treat children with respect and dignity. Child abuse of any kind is not tolerated. McKenzie Lake Preschool teacher, MLCA director and Board of Directors will attend to all reported and suspected cases of abuse immediately. All

employees must sign a Staff/ Child Interaction Agreement. This agreement will be retained as part of their personnel file.

**** AT NO TIME IS THE USE OF PHYSCIAL OR MENTAL ABUSE ACCEPTABLE AT MCKENZIE LAKE PRESCHOOL****

Confidentiality

McKenzie Lake Preschool collects personal information for the needs within our program outline to provide the best care to the child(ren) within our program. We are committed to upholding privacy and confidentiality to all families which means we will not use, collect, or disclose your childs personal information for any purpose other than those identified to you, subject to exceptions permitted by law. All preschool staff working with the children are aware of and understand the requirement of confidentiality and have signed a Preschool Confidentiality Agreement. This agreement will be retained as part of their personnel file. If you have any questions about our privacy policy or practice, or if you would like to review your personal information at anytime during the school year, please contact the teacher or director.

Child Records On & Off- Site

McKenzie Lake Preschool collects personal information about each child as part of the administrative documentation of each child.

Preschool Program Registration Records

McKenzie Lake Preschool keeps all information in a locked filing cabinet located in the preschool classroom. At the beginning of each school year parents/ guardians will be required to complete a detailed registration package for their child, information it will include but not limited to is:

- Childs name, date of birth and address
- Parents name, address and phone number
- Emergency Contact name, address and phone number
- Parent pick-up authorization form
- Medication form (if needed)
- any additional health care information provided about the child with appropriate documentation when needed
- any relevant health information about child provided by parent/ guardian
    - allergies
    - dietary preferences
    - immunizations

Registration forms will be kept onsite in the preschool classroom for access by the preschool teacher and/ or director

After the school year has ended all documentation will be stored onsite at the McKenzie Lake Community Association for a minimum of 2 years. Documentation may be kept longer where required by regulation or by individual written request of parents/ guardians. All documentation will be made available for inspection by the Provincial Licensing Staff and by the parent/ guardian upon request.
Financial documentation will be kept for 7 years

Preschool Program Portable Records

McKenzie Lake Preschool maintains portable records for each child as well as the above collected information for preschool registration packages. Portable records will be completed prior to the child's first day of preschool. The purpose of maintaining and collecting information for portable records to ensure that the preschool staff have up date information in case of an emergency and staff and preschool children must evacuate the program premises. Portable records will ensure preschool staff have updated information, contact information and key health information for all children within the program. Portable record information that will be required but not limited to is:

- childs name, address and date of birth
- parents name, address and phone number
- emergency contact name address and phone number
- any relevant health information about a child including immunizations, allergies or medications that may need to be administered
- additional emergency numbers will be included with each class portable records such as: EMS, ambulance, fire department, police, poison control centre, all hospitals located in city of Calgary limits and the child abuse hotline

Preschool portable records will be kept onsite located in the emergency backpack, which will be taken with preschool staff anytime the children leave the preschool classroom. Portable records will be kept onsite in the preschool classroom for access by director or preschool teacher.
After the school year has ended all records will be stored onsite at the McKenzie Lake Community Association for a minimum of 2 years.

Information Changes to Registration or Portable Records

It is the parent/guardian responsibility to promptly notify the program in writing of any changes to an address, contact phone numbers, health information, emergency contacts or authorized pick up contacts. For your child(ren)'s sake we ask that all information in your file be kept current and updated, to ensure that staff can contact parents/ guardians in a timely manner in an emergency. If parents/ guardians do not provide updated information or submit completed registration forms/ portable records, your child may be denied entry into the program until such information is obtained. It is a licensing requirement that parents/ guardians provide specific pertinent up to date information.

Administrative Records

McKenzie Lake Preschool will maintain current and updated administrative records. Records onsite will include:

- parent/ guardian sign in/ out that includes arrival and departure time and initials
- teacher sign in/ out that includes arrival and departure time
- staff sign in/ out that includes arrival and departure time, total time worked during each program and initials
- staff will have individual personnel files that include and are not limited to:
    - child care certificate
    - first aid & CPR- C
    - criminal record check including vulnerable sector
        - updated every 3 years
        - current updated copy within 6 months, if a new hire
- Monthly fire drill practice will be recorded for each scheduled program class and will be documented on the teacher sign in/ out list

At the end of the month all monthly administrative records will be store in the classroom and will remain in the class until the end of the school year. After the school year has ended records will be stored onsite at McKenzie Lake Community Association for 2 years. All documentation will be made available for inspection by the Provincial Licensing Staff and by the parent/ guardian upon request.

Health & Medication Policy

McKenzie Lake Preschool understands that health and wellbeing is a very complex issue. In developing our health policy, we want all children, adults and those engaging in the program to feel comfortable in a safe and healthy environment. We feel that all those participating in the program, both children and adults, need to be at their best both physically and mentally. The following considerations were made when establishing the policy:

- Is the child able to fully interact and participate in the program?
- The need to protect all children from potentially communicable diseases and illnesses
- Parents need for a guideline to assist in deciding when to bring a child that 'doesn't feel good' to the program

Becoming Sick at Preschool & Temporary Supervised Care

If a child becomes sick/ ill at preschool we do not have the ability to care for them long term and it puts the other children and adults at risk for potentially becoming sick themselves. If a child becomes sick at preschool, parents/ guardians will be contacted immediately and asked to come and remove the child(ren) from the program immediately. If the parent/ guardian is not available, the listed emergency contacts will be contacted and asked to come and remove the child(ren) immediately.

A preschool staff member will remove the child from the other children in the program and a staff member will be assigned by the teacher to supervise the child until a parent/ guardian arrives to pick them up.

If the parent/ guardian is not able to remove the child immediately from the program in a timely manner and the child is not able to stay in the program area with a supervised preschool staff member, under the opinion of the teacher, the child will be moved to the community centre administrative office and be supervised by the community centre director.

The child will be made as comfortable as possible and receive direct supervision always.

Standards for Preschool Program Care

McKenzie Lake Preschool will not admit a child with any of the following conditions:

- Fever- over 38 degrees Celsius and low energy- if medication is controlling a fever, this is an indication that your child is fighting an infection and should be seen by a doctor
- Cold, fever, runny nose and eyes, coughing, sore throat
- Sore throat, difficulty swallowing
- Stomach ache
- Extremely itchy body or scalp
- Unexplained aches or pains
- Vomiting (2 or more times in 24 hr period)
- Diarrhea (2 or more watery stools in 24 hr period)
- Unexplained rash
- Unexplained cough
- Rash or red eyes (pus draining from eye(s), thick mucus)
- Exhibiting any other illness or symptoms that staff believe to indicate the child might need more care than can be provided
- Exhibiting any other illness or symptom that prevents the child from participating in the program

Children must be symptom free for a minimum of 24 hours before returning to the program. Parents/ guardians are strongly encouraged to keep their child home to help prevent the spread of illness.

Children might not always exhibit signs/ symptoms of a specific illness yet and not be able to handle the daily program at preschool. The teacher/ director will decide whether a parent/ guardian will be called to pick up their child.

Teacher will document the following if a child needs to be removed from the preschool program:

- signs/ symptoms observed
- date and time of parent/ guardian contacted for child removal
- steps taken to help support and care for the child until the parent/ guardian arrives
- time child was removed and by whom
- follow-up with parent/ guardian regarding the outcome
- conversation about when the child can/ will return to the program

Communicable Disease

Childhood illness and disease are a natural part of life. When a child(ren) contract a communicable illness/ disease (eg. measles, chicken pox, strep throat, headlice, pink eye, hand/ foot & mouth disease, etc.) parents/ guardians of the child must IMMEDIATELY notify the preschool. Preschool families will be notified in accordance with the guidelines established by Alberta Health Services. Children who are absent due to any childhood disease or illness will require a doctor's statement indicating they are no longer contagious and are able to resume regular activity. If any discrepancies occur between the preschool and parent/ guardian regarding the child's health, the parent/ guardian must have the child examined and provide a doctor's statement regarding the condition before they will be allowed to re-enter the program. Program items that the child(ren) might have encountered will be cleaned and sanitized immediately to help eliminate the spread of the identified communicable or infectious disease

McKenzie Lake Preschool reserves the right to close the preschool based on any health condition to clean, maintain and prevent the spread of any illness to children, staff or other adults that may participate in the preschool program. Closures will take effect immediately and may occur without any long-term warning or notification. Parents/ guardians will receive notice of any health or preschool closures via email and signs will be posted

Pre- Existing Health/ Medical Condition(s)

McKenzie Lake Preschool provides an open and inclusive program to all children and families. We know that some children may be attending the program with pre-existing health/ medical conditions. Parents/ guardians will meet prior to school starting with the teacher and/ or director to discuss the child's condition and document how to best support the child as they attend the program and what steps might additionally need to be taken and/ or required so all children in the program receive the best care, attention and support. McKenzie Lake Preschool reserves the right to re- evaluate a child's condition at anytime if we believe that the child's needs are not safely being met, if the teacher/ director believe the program does not fit the child's needs anymore, etc.
Each child's needs will be evaluated on an individual basis with the teacher and/ or director.

Medication

Preschool Staff do our best to provide all children within the program a safe and secure environment for playing, growing and learning. We understand that unforeseen circumstances may occur and medication may need to be provided to a child. A doctor's statement may be required, at the discretion of the preschool, outlining the reason for the medication, if it is unclear. A pre- meeting with the parent/ guardian is held prior to receiving written consent outlining the steps and procedures that will be taken if a child needs their medication administered during program time.

Medication maybe administered to a child if:

- parents/ guardians have signed written consent prior to any medication being administered, medication form will include:
    - child's name
    - what will be observed prior
    - when to administer medication
    - Time
    - Amount to be given
    - Medication name
    - Follow-up form
        - Name (medication), time and quantity of medication
        - administered by whom
- medication is in its original packaging labelled with:
    - child's name
    - date of issue & date of expiration
    - instructions for administration, time and quantity

Medication consent forms are included with childs file and a copy is attached to the childs portable record file. If medication is administered during the preschool program, date, time and staff information is documented on the form and parents/ guardians are contacted immediately. A childs medication will be required to be with them always while attending the program. The medication will be brought with them upon arrival and handed directly the teacher and will be returned to the parent at the end of each day. The identified medication will be stored in the childs backpack and located on the classroom hooks which are out of reach of all children in the program at all times but accessible to all staff.

If medication is administered, Emergency Medical Services (911) may be contacted at the discretion of the teacher/ director.

If a child arrives to preschool without their medication the child will not be permitted into the program until they have their medication. If the medication cannot be retrieved for the child to attend preschool, the child will not be granted access as we do not want to risk the health or wellbeing of any child.

***Medical Form cannot indicate 'if needed' or 'as needed' ***

McKenzie Lake Preschool Staff are not authorized to determine if a child needs the medication, these indications are to be determined in writing by the parent

Medication will NOT remain on the program premises overnight

McKenzie Lake Preschool will not, without consent from parent/ guardian, give specific information and instructions on administering medication or give the child any form of medication other than emergency medication, (where time is of the essence). The most common medication that falls under this description will be those to treat allergies:

- EpiPen
- Anaphylactic
- Asthma and diabetes

Ongoing conversations and updated information between the teacher and parent/ guardian will be maintained on an ongoing basis, to ensure that both parents/ guardians and the teacher are aware of when medication should be administered. It is the responsibility of the parent/ guardian to notify the teacher immediately should any changes occur to the administration of the medication.

Preschool Staff administering any medication will hold a current and valid First Aid & CPR – C certificate

<u>Program Accidents</u>

Accident or illness is a situation in which a child has been physically hurt and first aid or medical attention is required. If an accident or injury should occur the following steps and procedures will be followed and taken:

- Minor accident
    - Teacher/ teacher aide will provide first aid
    - Parent/ guardian will be contacted of incident and first aid that has been administered to the child
    - Written report will be completed detailing the situation, parents/ guardian, teacher and director will sign report
    - Any extra expenses that might have occurred will be paid the parent/ guardian
- Major accident
    - Teacher/ teacher aide will provide first aid
    - Parent/ guardian will be advised of incident and first aid that has been administered to the child
    - Parent/ guardian will be advised to seek a further medical opinion
    - If parents/ guardian are unable to be reached, teacher/ director will decide on the best method of care suited for the situation
    - If situation cannot wait for parent arrival, emergency medical services (911) will be contacted
    - If parent/ guardian is not present when emergency medical services is present, staff member will accompany the child to the hospital with portable records onsite and remain with the child until a parent/ guardian arrives

- Written report will be completed detailing the situation, parents/ guardian, teacher and director will sign report
- Any extra expenses that might have occurred will be paid by the parent/ guardian

Preschool Staff administering any first aid will hold a current and valid First Aid & CPR – C certificate

All written incidents will be reviewed by director/ teacher every 6 months to a 1 year, to observe trends or as needed depending on severity of accidents/ illness

Emergency Procedures & Incident Reporting

Emergency procedures and fire drills are held a minimum of once per month to educate, teach and prepare the children if an emergency should arise and children and staff are required to evacuate the preschool.

Fire Drill & Evacuations

Children will be age appropriately educated on the process, who will come and help, and why evacuation procedures are practiced and needed. Emergency procedures will be a mandatory activity for all children, staff and adults attending preschool on the day the drill is practiced. In case of an emergency, teacher sign in/out, the emergency backpack which includes and is not limited to the portable records, first aid kit, blankets, etc. will be taken. Emergency numbers will be included with each registered class portable records as well as located on the information board inside the classroom Emergency numbers include:

- EMS
- Ambulance
- Fire Department
- Police
- Poison Control centre
- All hospitals located within the City of Calgary limits
- Child Abuse Hotline

Teacher/ director will notify parents/ guardians once children are removed from premises and at their safe location. Parents/ guardians will receive written notice/ information of the situation within 24 hrs of emergency evacuation detailing the situation and steps taken by the preschool staff.

Evacuation procedures are posted on the information board inside the preschool classroom by the door and a record of each monthly drill with each scheduled program class will be kept on the teacher sign in/ out record page. Detailed evacuation drills will be recorded as well for each month including:

- Number of children

- Number of staff
    - Staff member conducting the drill
- Any specific concerns encountered
- Length of time of evacuation
- Method used to notify the children

Preschool staff will be educated and be provided extensive detail at the beginning of each school year about the process.

Off- Site Activity (Optional)

**Off- site activities are not normally scheduled by the Preschool Teacher as part of the preschool program. If an off- site activity should occur please note the following policy:*
McKenzie Lake Preschool will only take a child off of the program premise once the parent/ guardian has been notified and given consent. When providing parents/ guardians information about the off- site activity they will receive, name of the activity, date, location name, address, phone number, supervising adults, and an outline for activities the children will participate in. Parents/ guardians will be required to give signed permission for the preschool to take their child off- site and an emergency contact will be required on the off- site form. The teacher will take forms and portable backpack (includes portable records and first aid kit) always.

Incident Reporting

All reportable incidents will be reported to the child care office immediately by the teacher and/ or director. Reportable incidents include:

- emergency evacuation
- unexpected program closure
- intruder on program premises
- illness/ injury to child that requires the program to request emergency health care and/ or requires the child to remain in hospital overnight
- error in administration of medication by program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid or the program requesting emergency health care and/ or requires the child to remain in hospital overnight
- death of a child
- unexpected absence of a child from the program
- child removed from the program by a non- custodial parent/ guardian
- allegation of physical, sexual, emotional abuse and/ or neglect of a child by program staff member or volunteer
- commission by a child of an offence under an Act of Canada or Alberta
- child left on premises outside of programs operating hours

If a reportable incident should occur a child care form and documentation of incident will be completed within 24 hrs of the incident occurring to a licensing officer**.** Statements from any participant(s)/ witness will be collected and included in information package

Food Policy

Food, eating and socialization are a great part of the preschool program and a part many children enjoy. However, for some children and families it can also be an unsettling part of the program as children may have allergies or dietary needs/ restrictions that need to be taken into consideration. We do our best to ensure that all children have an enjoyable snack time experience.

Parent Provided Snack

Families are on a rotating basis throughout the school year to provide snack. A calendar will be sent home every two months. If your Child's name appears on the calendar, you are responsible for providing snack for the entire class (25 children), which includes 2-3 snack(s). If you are unable to provide snack it is the families responsibility to switch snack days with another family. When preparing snack, we ask that parents/ guardians send the snack into class in a ready to serve form (eg. Carrots peeled and cut, oranges peeled, grapes pulled off vine and cut in half), if items have not been sent in ready to serve they will be sent back home.

Please take care to ensure items have not been contaminated by nut products (e.g. peanut butter on knife, cutting board or counter). When cutting food, keep in mind that a child's windpipe is about the size of your 'pinkie finger'. Please cut items length wise (carrots and grapes especially), if the preschool feels the items are unsafe for the children to eat safely, they will be sent back home with the child.

We enjoy home baked treats if they are **NUT FREE** (including nut oil). Please read labels to ensure this.

If snack is not provided on the assigned day a fee of $20 will be charged to the family for the teacher to go out and replenish the emergency snack supply at the preschool.

McKenzie Lake Preschool is a NUT AWARE PRESCHOOL

Snack Ideas and Suggestions can be found in the Parent/ Guardian Handbook

Children with Allergies or Dietary Needs/ Restrictions

Children who have been identified to have allergies or dietary needs/ restrictions are taken extremely seriously. Parents/ guardians will meet prior to their child's first day of school with teacher to discuss and provide written documentation about their child's allergies and/ or dietary needs/ restrictions. If a child has needs that may require doctor prescribed medication, a medical form will be completed and maintained on the child's registration package and in their portable records. A list will be displayed outlining each child's food allergies and what they will be excluded from based on their individual needs. Since our families provide snack we do our best to make sure that each child can share in the experience with their peers, however, if an item is brought to the preschool and parents/ guardians have expressed that they do not want their child to have this, it will be removed from their plate at snack time. If the preschool staff is unsure as to the contents of an item (eg. Homemade muffins), the item will not be given

to the child. If a child with allergies or dietary needs will not be able to safely join in the preschool snack, alternative options will be suggested by the preschool teacher to the family (eg. child brings their own snack from home, child may sit at an alternative area from their peers, etc). Parent/ guardian will be made aware of these alternative options and understand and acknowledge in writing the steps the preschool will take to provide safe and positive snack experience.

Bathroom Policy

Toileting is a huge milestone and accomplishment to many children. All children must be fully, completely toilet trained and independent in the washroom prior to starting in the 3 yr old or 4 yr old preschool program.
McKenzie Lake Preschool defines toilet trained and fully independent in the washroom as:

- not needing any assistance from an adult
- Children can get on and off the toilet by themselves
- Children can pull their clothes on and off by themselves
- Children can wipe themselves after they have used the toilet
- Children can wash their hands after they have used the toilet
- Children are dressed in age appropriate undergarments- no pull-ups or diapers

Should an bathroom accident occur parents/ guardians will be called to come and change their child into dry clean clothes. If parents/ guardians cannot be reach then your emergency contacts will be called. Parents/ guardians being contacted to change their child if there is a bathroom accident is to protect the child and preschool staff from any questionable encounters. There is no scheduled bathroom time during our program, children will be taken to the bathroom when they ask. Prior to the first day of preschool we strongly encourage parents/ guardians to teach their child to ask to use the bathroom and explain to them to ask the teacher or teacher's aides when needing to use the bathroom to eliminate the possibility of a bathroom accident occurring. Children will be accompanied and supervised always in the bathroom by a teacher aide.

Children will never be reprimanded for any toilet or bathroom accidents

Handwashing

To reduce the spread of germs, flu, or any type of common virus or communicable disease the preschool encourages all children and program staff to wash or sanitize their hands before or after the following activities:

- Before snack time
- Before preparing, serving or eating food
- Before providing any first aid treatment
- After preparing, serving or eating food
- After playing in the water table or with any sensory materials

- After providing any first aid treatment
- After contact with a person who an influenza or with their immediate environment
- After using the toilet, helping a child use the bathroom facilities
- After blowing your nose or wiping a childs nose
- After coughing or sneezing
- Handling garbage

Proper Handwashing Steps:

- Wet your hands with warm running water
- Rub on soap and lather well
    - Use liquid soap or a clean bar of soap, antibacterial soap is not required
- Rub your hand together for 15 seconds
    - Scrub all over include the backs of your hands, writs, between your fingers and under your nails
- Rinse under warm, running water
- Dry with clean paper towel

Smoking

McKenzie Lake Preschool ensures a non- smoking environment for all children, families, staff and other adults joining in the preschool classroom. McKenzie Lake Community Association is a smoke free environment. Non- smoking signs are in the preschool classroom and basement hallway and throughout various locations in the community centre. Any person caught smoking in the preschool classroom will be asked to leave immediately. McKenzie Lake Preschool staff are not permitted to smoke in the preschool classroom or in any location where child programming takes place. Preschool staff caught smoking on program premises will be asked to leave immediately.

Yearly Preschool Program Review

The program will be reviewed annually by the teacher and director to maintain the highest quality of programming, updates to licensing regulations, updates to Health standards and to enhance the quality and enjoyment of the program for the children, families and staff.

Policy & Procedure Amendments

Policy and procedures will be found online, however a link will be provided in the hard copy of the parent/ guardian handbook that parents/ guardians received at the start of each school year. Policies and Procedures will be reviewed at the end of each school year to ensure that McKenzie Lake Preschool is providing the most current and up to

date program based on our program needs and our Child Care License from the province of Alberta. If a policy or procedure needs to be updated during the school year, parents will be notified via email about the change.
Parents/ guardians are welcome to discuss any policies with the teacher at any time during the school year.

Parent/ Guardian Handbook Amendments

Parents/ guardians will be given a printed copy of the Parent & Guardian Handbook at the start of each school year. The Parent/ Guardian Handbook will be reviewed at the end of each school year to ensure that McKenzie Lake Preschool is providing the most current and up to date program based on our program needs. If a handbook policy needs to be updated during the school year, parents/ guardians will be notified via email about the change. Parents/ guardians are welcome to discuss any handbook policies with the teacher at anytime during the school year.

Community Involvement

Fundraisers

In addition to those opportunities listed above, we also hold a few other community fundraisers each year. We do a Cookie Dough fundraiser in September and Flower basket fundraiser in May. A larger based fundraiser is our Casino, which is the Community Association's main fundraiser. Our McKenzie Frenzie is held in early September. We require many volunteers for each of these events, if you can help with the Casino or McKenzie Frenzie, please contact the office. Families who volunteer for the casino or the McKenzie Frenzie will receive your $25 community membership paid by MLCA. This fundraiser helps to provide extra funds for our programming and children in the community. Fundraising efforts require volunteer time from our parents and community members. We try to offer a variety of opportunities in hopes that families will be able to become involved.

Community Resource Numbers

Emergency Medical Services	Call- 911
Poison Control	403- 994- 1414
Child Abuse Hotline	1 800- 387- 5437
Calgary Health Link • 24-hour Health Information	403- 943- 5465
Communicable Disease	403- 944- 7075

Child Care Subsidy

Toll Free Phone- 1- 877- 644- 9992
Email- hs.childsubsidy@gov.ab.ca

Address- Child Care Services
Human Services
PO Box 1641, Station M
Edmonton AB T5J 2N9

Family Violence Info Line

Toll Free Phone- 310- 1818