



**SOCIÉTÉ DES PARENTS
POUR L'ÉDUCATION
FRANCOPHONE DE CANMORE**

Politicies

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SECTION 1

Vision, mission, Philosophy, and pedagogical approach

Vision

A quality French-language preschool service based on each child's interests.

Mission

We offer a cultural and social experience in French that will benefit your child from ages 2 to 5 throughout their schooling. Through exploration and discovery, we aim to foster the child's overall development, including their cognitive, emotional, linguistic, physical, and social skills. Our goal is to facilitate a smooth transition to French-language primary school.

Philosophy

The philosophy of the CEPPC services is to use play as a learning method. This helps children discover their world through the French language. An individualized approach, tailored to each child's needs, is also a priority.

Pedagogical approach

The primary objective of our preschool programming is to promote the child's overall development, cognitive abilities, creativity, self-esteem, and social skills by creating a partnership with families and the community.

This can be achieved through play, learning centers, and other activities. Since play is an integral part of children's development, it provides a natural means of communication between educators and students. It also allows children to expand their knowledge, acquire new skills, and practice familiar skills safely.

Play allows children to observe, discover, reason, and solve problems, while simultaneously developing their physical and intellectual abilities, emotional well-being, creativity, and social skills. The developmental needs of preschool children are best met through a variety of experiences and a balance between adult-led and child-initiated primary activities.

Therefore, our program offers a variety of free play centers and themed activities designed to explore the seven areas of preschool learning.

- **Learning Centers.** Learning centers offer children opportunities to be active learners. Children choose their learning center according to their interests and preferences during free play periods. The centers used in our program are:
 - Drama/Imitation Arts Centre/ *Sand and Water Centre*
 - Science center/ *Construction Center*
 - Board games and puzzles center/ *Reading Center*
 - Arts/creation center/ *Listening Center*
 - Physical activity center/ *Music Center*
 - Pre-writing center/ *French Language Training Center*

- **Welcome, discussion, and sharing.** Introduction to themes and the schedule. The introduction of concepts that reinforce preschool programs, such as colors, numbers, letters, shapes, vocabulary, thematic discussion, etc. Children are encouraged to participate in group discussions, sing, act out scenes, and play group games. They learn to listen attentively, wait their turn before speaking, express their opinions, ask questions, and discuss in groups.

- **Guided Activities.** Each week, children have the opportunity to create a craft using materials that encourage creativity and the development of fine motor skills. Board games, science experiments, songs, and fine motor activities are regularly presented to promote language development in French.

- **Motor Activities.** The teaching team plans daily gross motor activities, whether in the classroom, the community room, or outdoors. The program is based on the principles of Alberta's L'Envol curriculum, and the motor activities are inspired by it.

- **Physical Activities and Outdoor Play.** As physical exercise is very important for children, they go outside every day, twice a day, unless the temperature is too cold. Additional physical activities can take place indoors at any time outside of regular play periods. Outdoor play is canceled if the temperature is below -20 degrees Celsius with the wind chill, or above +35 degrees Celsius with the humidex. Parents must provide clothing appropriate for the temperature. **Scarves are not permitted outdoors.**

- **The Natural Environment.** At the CEPPC in Canmore, at the heart of our discoveries and learning lies the child's relationship with nature. Nature is considered the primary place of discovery and the primary tool for learning. A significant part of our approach is therefore based on its observation and exploration. Nature is used as a true mediator and educational support for experimentation and understanding the world. The main learning activities take place using a variety of natural materials, stimulating the five senses and developing each child's unique creativity. Nature becomes the medium for the child's "hundred languages"!

Our approach thus promotes a pedagogy of nature (discovering flora and fauna) and through nature (for example, discovering colors through contact with nature). Everything is designed so that the environment is an agent that invites discovery, creating learning situations through concrete investigations. For example, the environment is designed so that the interior and exterior intertwine, so that the children's living space allows them to "feel" on a daily basis what is happening in the immediate natural environment (weather changes, light changes, rhythms of the day and seasons, plant growth, etc.).

- **Reading.** Stories are read every day to promote a love of reading, listening skills, and comprehension. The stories are chosen based on themes, special events, seasons, or the children's needs and interests.
- **Cooking.** Children are invited to learn the basic principles of cooking and healthy eating while preparing healthy recipes.
- **French Language Program.** The CEPPC collaborates continuously with the FrancoSud School Board to ensure follow-up for children benefiting from French language services. In this regard, the programming and support provided to children whose French is not yet at the first-language level extends throughout their time with us.
- **Activities with Notre-Dame des Monts.** When age-appropriate, preschool children will be invited to participate in activities organized by the school (special guests, celebrations, parties, etc.). Students may also be invited to participate in and support the programs through various guided activities, such as reading, crafts, presentations, etc.

Child development checklist

The CEPPC educational team completes a child development observation form twice a year, usually in November and March. This allows the educators time to develop goals for each child. The educators share their findings with parents during parent-educator meetings.

The CEPPC may organize annual "Ages & Stages" assessments in which families will be invited to participate. These are organized in partnership with the *Southern Alberta Family Support Centre*.

Inclusion and school adaptation services

CEPPC may work in partnership with local organizations to provide extra support when the services of professionals in the health and education fields (speech-language pathologist, occupational therapist, psychologist, French language support, etc.) are required for children showing learning difficulties as well as behavioural challenges.

Funding for the French language training program

The FrancoSud School Board supports pre-kindergarten programs in providing French language services by covering the salary of the French language assistant. The FrancoSud School Board establishes eligibility criteria annually. Unless otherwise specified, the conditions to be met by SPEF Canmore are:

1. The group must contain more than ten children per day;
2. Seven of the ten children must be beneficiaries;
3. Four of the seven children must be eligible for French language training.

To do this, the CEPPC reserves the right to adjust the groups to ensure that we meet these requirements and that we can benefit from the advantages of the program.

In September, the FrancoSud School Board will assess children aged 3 1/2 and older who require French language support services. Based on these results, funding for French language support will be granted or denied to SPEF Canmore (French Language Support Program). **Policy 5.4.4 Funding for the French Language Program** is therefore taken into consideration during class groupings.

SECTION 2

Registration and Fees for CEPPC Programs

Eligibility for CEPPC preschool services and procedure for allocating school days

The Canmore School Board follows the same eligibility policy as that granted to French-language schools in minority settings under section 23 of the Canadian Charter of Rights and Freedoms. In case of uncertainty, we refer to Policy 18 of the FrancoSud School Board. Exceptions will be granted subject to confirmation of eligibility by the FrancoSud School Board.

In some years, demand exceeds the number of available spaces in CEPPC programs. Although we refer to the waiting list and priority procedure (see 2.2) below, priority will always be given to families who demonstrate an interest in French-language education. *(Example: A family whose school-aged child does not attend French-language school will be placed at the bottom of the registration list, as they do not demonstrate an interest in French-language education.)*

Waiting and priority list

When SPEF Canmore receives an application for admission, the Society prioritizes registrations as follows:

1. Confirmation of eligibility for French-language education in Alberta:
 - French is the first language learned and still understood by one of the parents; or
 - one or both parents received their primary education in French as their first language in Canada; or
 - one of their children has received or is receiving their education, at the primary or secondary level, in French as a first language in Canada.
2. The date the child was enrolled on the waitlist. Note: Priority is given to children whose sibling is already attending one of our programs and will be put at the top of the list.

3. Daily needs and assurance of funding for French language training (see 5.4.4)
4. The complete receipt of registration documents within the prescribed deadlines
5. The month requested to begin services
6. The child's age when the service is required
7. If spots are still available, we open to anglophone families. Note that doesn't guarantee a spot for francophone schooling.

When a spot becomes available, the CEPPC contacts the first family on the waiting list for the open day by email. It is the family's responsibility to notify the CEPPC of any changes to their contact information (phone number(s) or any extended absence). The family has **48 hours** to confirm acceptance of the offered spot; otherwise, they will lose their place on the waiting list.

NOTE. *SPEF Canmore reserves the right to modify the management of the waiting list or priority at any time if this modification has a direct positive impact on the management of the programs, the well-being of the children and the group.*

End of service for a child

Parents wishing to terminate our services must notify the CEPPC management **in writing** at least one (1) month in advance . **Otherwise, the fees for an additional month will be charged.** The child's last day of daycare attendance is the last day of the full month following the month in which the notice is given. **For example, if the notice is given on March 10, the fees for March and April are payable in full.**

The participation and funding deposit will be retained according to the percentage of service usage and performance of the agreement signed by the parents.

Changing days within the same week is not permitted without paying the fees related to the daycare service for that additional reserved day.

Preschool supplies list

In August, each registered family will receive a list of school supplies to provide for your child before their first day of school. These supplies will be shared with the class. Backpacks, lunch boxes, and school bags must be labeled with your child's name and remain their property.

SECTION 3

Parental Involvement

Parental guidance

SPEF Canmore ensures that all families who register their child in our programs receive all the necessary information regarding our policies and procedures, including:

- At SPEF Canmore General Assembly, followed by the CEPPC information evening in September. In this parent handbook.
- During an introductory visit, a member of the administration gives parents an overview of the program and explains what the CEPPC and SPEF Canmore consist of.
- Parents whose children are starting one of the CEPPC services must complete the required registration forms and sign that they have read the Policies and Procedures.
- Parents or guardians are responsible for reading and fully understanding the parent handbook and this document, which will be given to them upon their child's registration. They will be required to sign, indicating that they understand and will comply with the policies and procedures in place. These documents are kept in the child's file.

Any new information concerning the general operation of the program is subsequently transmitted to parents through various means of communication (email, press release, poster, memo of the week, etc.).

Participation in the volunteer program and fundraising activities

SPEF Canmore considers parental involvement **essential** to the success of CEPPC services. To this end, the Society requests that each registered family fully respect their commitment to the volunteer program established by the Society.

From time to time, additional contributions may be requested. These requests will be sent by email. **At the Annual General Meeting in September, each family will choose a volunteer activity.**

At the Annual General Meeting, you will be informed of the **mandatory fundraising activities** for the current year. These are adopted annually in April by the Board of Directors of SPEF Canmore.

Unless otherwise stated, the financing activities are:

1. The casino (at age 3)
2. The sale of tickets for a draw

SECTION 4

Operation of CEPPC Preschool Services

Hourly

Depending on the needs expressed by parents and human resources, the Board of Directors may annually assess the possibility of opening earlier (8am to 8:30am) and/or closing later (5:30pm to 6pm) the provision of our services.

This year our opening hours are from 8am to 5:30pm.

Arrival and departure

The main entrance to the Community School Centre opens at 8:00 a.m. Unless otherwise notified, Canmore SPEF staff will not admit any children before 8:00 a.m. Please ensure your child uses the restroom beforehand. Please undress/dress your child so as not to disturb the rest of the group.

Make sure you drop off your child and speak with their teacher. Children must be accompanied to their classroom by a parent or brought to their respective group if they are outside.

NOTE. *The main door of the Community School Centre is locked at all times. To access the CEPPC premises, please ring the bell and someone will open the door for you.*

The Canmore Early Childhood Centre (ECC) has a valid operating permit for its preschool program, which is open from 8:00 a.m. to 5:30 p.m. Therefore, children are not permitted to remain after 5:30 p.m. If a child is expected to be late at the end of the day, parents are asked to make arrangements to ensure their child is picked up at the scheduled time and to notify the programs by telephone at 403-678-0082. The person picking up the child on behalf of the parents must present identification to the staff member responsible for the child. A late fee will be charged.

Children may only leave the CEPPC with an adult authorized by their parents. **Only written authorization is accepted.** Therefore, please ensure that the authorization form is complete and compliant at all times.

Employee absence

In the event of an exceptional closure of the center due to a staffing shortage, parents will be contacted before 7:45 a.m. on the same day. No refunds will be offered to families in the event of a closure. If our programs are required to close for six (6) days or more, a partial refund will be issued to families at the end of the year.

Delay

A fee of \$5 per minute is charged after the daily closing time, up to a maximum of \$50 per 30-minute period. This penalty is added to the following month's bill.

For example:

5 minutes = \$25

10 minutes = \$50

18 minutes = \$50

33 minutes = \$65 (30 minutes at \$50 and 3 minutes at \$5/min)

SPEF Canmore reserves the right to terminate services to families who do not comply with these conditions. A written notice of service termination, adopted by the Board of Directors and signed by the Chair, will be sent to the offending parents.

Child is left in the care of SPEF Canmore after closing time

In accordance with the terms of **Alberta Children Services** operating permit, the daycare program must close at 5:30 p.m. The following measures will be taken if a child is still present after closing time.

1. A staff member first attempts to contact the parent and reports the situation to the immediate supervisor of the CEPPC and/or the President of the Society.
2. Fifteen (15) minutes after closing time, if the parent could not be reached or did not return the call, the staff member will contact the emergency contacts to arrange for the child's pickup. Thirty (30) minutes after closing time, if neither the parent nor the emergency contacts could be reached, the daycare must contact Child Protective Services. The immediate supervisor at the Child Protection Services Centre (CPSC) and the Chairperson will be informed of the outcome as soon as possible.

3. **Procedure 5.3.6 Incident Report** must be completed on the same day.

Guardianship order

The Canmore Child Protective Services (CPS) cannot refuse to release a child to a parent unless authorized by a court-issued guardianship order. A copy of the guardianship order must be kept in the child's file. Only relevant staff members will be informed. Should a parent who is not authorized to have custody attempt to reclaim the child, appropriate measures must be taken to ensure the safety of the child and all those present. The Canmore Police Department will then be called in.

Children's personal belongings

To prevent the loss of items such as plastic containers, cups, shoes, clothing, or outdoor gear, all children's personal belongings **must be labeled**. SPEF Canmore is not responsible for lost items. A lost and found box is located at the entrance of the Community School Centre.

All children must have a bag with two (2) sets of change of clothes labeled with their name. The CEPPC does not provide change of clothes. Children must have both indoor and outdoor shoes.

Children love messy games. That's normal. While our staff makes every effort to prevent children from soiling their clothes during the day, we can't stop them from participating in games where they might get dirty. Therefore, parents should ensure their child wears appropriate, easily washable clothing. This clothing should be easy to put on and take off, as our policy is to encourage children to develop their independence.

For safety reasons, scarves and Crocs are prohibited during outdoor play. Parents are asked to ensure that children wear appropriate footwear for outdoor play. Sandals and shoes that do not provide heel support are not permitted.

House toys

As a general rule, children should not bring toys from home. Throughout the school year, children will be invited to present objects that are important to them to their classmates during "Show and Tell" days. The schedule will be set annually by the teacher.

SECTION 5.1

Policies, Procedures, and Protocols

Communication

Our communication policy aims to build relationships between staff members and children, between staff members and parents, and between CEPPC management and parents. The Canmore Early Childhood Education Program (ECEP) recognizes that parents are their child's first educators and believes that open, friendly, and information-sharing relationships with families benefit everyone—staff, parents, and especially children. Provided that no negative impact is perceived by the group or staff members, they are committed to respecting parents' specific requests to the best of their ability and to creating continuity with the child's home education whenever possible.

STAFF MEMBERS AND CHILDREN

Staff members must:

1. Promote positive interaction with children;
2. Speak to each child respectfully by making eye contact, getting down to the child's level, and responding appropriately;
3. Expressing one's desires and ideas effectively;
4. Reinforce the correct use of French;
5. Recognizing the arrival and departure of children and their families;
6. Use effective problem-solving and conflict resolution techniques.

STAFF MEMBERS AND PARENTS

Staff members must:

1. Behave professionally and establish good communication with parents; by acknowledge the arrival and departure of children and their families;

2. Be available to parents (outside of regular school hours for matters that could reduce the employee's level of attention to the children);
3. Be understanding and open to parents' ideas and comments;
4. Keep parents informed of their child's progress;
5. Ensure that parents receive positive feedback even if the situation is negative.

PARENTS AND IMMEDIATE SUPERVISOR OF THE CEPPC & BOARD OF DIRECTORS

Parents must:

1. Keep the information in their child's file up to date;
2. Ensure that they have read and understood the parent handbook, including program policies and procedures;
3. Follow program policies and procedures;
4. Contact the CEPPC if the child will be absent;
5. Notify the CEPPC if their child contracts a contagious disease and respect the delay necessary before bringing their child back to the center.
6. Notify the CEPPC if their child is absent for a certain period (holidays);
7. Inform the CEPPC **in writing** if a person other than the parent is to come and collect the child;
8. Maintain open communication with staff regarding their child's condition (e.g., whether the child had a good or bad night, their mood, a change in diet/appetite, other changes that may affect them, etc.);
9. Report any questions or concerns to the relevant staff.

IMMEDIATE SUPERVISOR OF THE CEPPC AND BOARD OF DIRECTORS & PARENTS

The immediate supervisors of the CEPPC and the Board of Directors must:

1. Being available to parents;
2. To be understanding and open to parents' ideas and suggestions;
3. Knowing how to respond respectfully and quickly to questions and/or concerns raised by parents;
4. Maintaining an open line of communication with parents: "Open Door Policy";
5. Inform parents of any changes to programs that could impact children and their families;
6. Inform parents in a weekly bulletin of all relevant information concerning programs;
7. Ensure that announcements of community events, information for parents, and various available resources are posted on our Facebook page;
8. Ensure that closure notices are displayed;
9. Communicate with parents in various ways: verbally, by email, by press release, by notice, etc.
10. Make the agendas and minutes of meetings available to the parents of the CEPPC.

Open doors

The Canmore Early Childhood Education Program (CEPPC) strongly believes that parents should always feel welcome in our programs. We therefore invite them to visit us at any time, provided, of course, that their presence does not negatively affect their child and that the daily activities are not disrupted. 24-hour notice is appreciated. We are delighted that your presence can enhance the children's experience.

Parental involvement in classroom life

Parents are welcome in the classroom to participate in enriching their child's preschool experience and that of their classmates. To ensure positive parental involvement, we ask that you confirm the date and time of your attendance in advance with the members of your child's teaching team so that we can coordinate the class schedule and activities.

Several activities requiring parental involvement will be organized throughout the year (outings, special activities, celebrations, shows, parent star, cooking activity, etc.). You will be informed of the needs through the monthly calendar and/or the outing form.

You will also have the opportunity to share your profession, passions, and life experiences with the students. To do so, please contact the teaching team responsible for your child. Each parent or visitor must have obtained and submitted a *Criminal Record Check, including a vulnerable sector check*, before being granted access to the classroom and the children during school hours.

Although CEPPC services are offered in a French-language setting, English-speaking parents or guardians are welcome to participate in classroom activities as volunteers. We simply ask that you make an effort in French if you feel comfortable and according to your abilities. **Your child will be very proud!**

Privacy policy

- Children are protected by confidentiality; it is professional misconduct to disclose personal information outside of CEPPC services. Parents present in class and/or at service activities must also comply with this confidentiality.
- If a problem arises, please discuss it with the member(s) of your child's teaching team to find a solution that accommodates all parties involved. The teacher in charge of the group is responsible for managing behavior and attitudes in the classroom and for communicating with parents when problems arise.

Complaints from families

and other stakeholders

The aim of this policy is to ensure that all concerns and complaints are acknowledged and addressed within a reasonable timeframe by the responsible entities. SPEF Canmore makes every effort to ensure that complaints are addressed within a reasonable timeframe (normally 24 hours). However, this timeframe may be longer when the matter is referred to the Board of Directors.

- **Step 1.** With an open mind, parents should first approach the relevant staff member(s).
- **Step 2.** If this meeting does not produce the desired results, the parent may request a meeting with the immediate CEPPC supervisor for a more in-depth discussion.
- **Step 3.** If the problem is still not resolved, a formal written complaint explaining the situation in detail can be filed with the Board of Directors, who will examine the matter and respond in writing to the complaining party.

SECTION 5.2

Health

Introduction

Developed with the aim of promoting health among families, children and employees, our health and safety policies, procedures and protocols encourage preventative hygiene practices.

Handwashing

CORRECT WAY TO WASH YOUR HANDS

The best way to wash your hands and forearms is still to rub them vigorously with soap under hot running water for at least 20 seconds and then rinse them.

Special care should be taken with the nails, wrists, and between the fingers. Finally, the hands and forearms are dried with a disposable towel or a hot air dryer.

Alcohol-based disinfectants cannot replace handwashing. They should only be used when soap and water are unavailable.

FREQUENCY OF HAND WASHING

The hands of children, as well as those of employees, must be washed and dried properly:

- before eating
- before undertaking any activities related to food services, including setting the table
- before and after the administration of medication
- after blowing one's nose or blowing a child's nose
- after sneezing or coughing
- before and after playing with sand, water, and modeling clay
- upon returning from outdoor activities
- after bathing and diaper changes
- after touching animals
- after any activities that are messy for the hands or that could lead to contamination

Infectious Disease and Outbreak Management Policy

1. Purpose

The purpose of this policy is to protect the health and safety of children, staff, and families by preventing, identifying, and managing infectious diseases and outbreaks within the child care centre.

This policy follows the recommendations of Alberta Health Services (AHS) and the applicable regulations for child care services under the jurisdiction of Alberta Children's Services.

2. Definitions

Illness

A child or staff member exhibiting symptoms such as fever, vomiting, diarrhea, persistent cough, rash, or other signs of an infectious disease.

Outbreak

An outbreak may be suspected when two or more children or staff members develop similar symptoms within a short period (generally within 48 hours), or when indicated by Alberta Health Services.

3. Daily Prevention Measures

The center implements the following preventative practices:

Hand Hygiene

Children and staff must wash their hands:

- upon arrival
- before eating
- after using the toilet
- after playing outdoors
- after coughing or sneezing

Hand sanitizer may be used when appropriate.

Cleaning and Disinfection

- Frequently touched surfaces are cleaned daily, or more often if necessary.
- Toys are cleaned and disinfected regularly.
- Areas used by a sick child are cleaned immediately after use.

Symptom Observation

Staff observe children daily for symptoms such as:

- fever
- vomiting
- diarrhea
- unusual fatigue
- skin rash

- persistent cough.

4. When a Child Becomes Sick at the Center

If a child develops symptoms during the day:

1. The child will be separated from the group but supervised.
2. The parents or guardians will be contacted immediately.
3. Parents must pick up their child as soon as possible (ideally within one hour).
4. The area and equipment used will be cleaned and disinfected.

Children must remain at home until they meet the return criteria (e.g., 24 hours without symptoms, unless otherwise directed by a healthcare professional or Alberta Health Services).

5. Identifying a Potential Outbreak

The administration or a designated staff member will monitor the illness log daily.

A potential outbreak may be suspected if:

- two or more children or staff members develop the same symptoms within 48 hours;
- several cases of vomiting or diarrhea are reported;
- several cases of respiratory illness occur;
- or an unusual cluster of illnesses is observed in the same classroom.

6. Reporting to Alberta Health Services

The centre will contact Alberta Health Services – Public Health when:

- two or more cases of a similar illness occur within 48 hours;
- a gastrointestinal outbreak is suspected (vomiting/diarrhea);
- a notifiable disease is suspected;
- advice from Public Health is required.

Public Health will determine if an official outbreak should be declared and will provide guidance.

7. Communication with Parents

When Parents Will Be Notified

Parents will be notified when:

- their child becomes ill at the centre;
- multiple cases of illness occur in a class;
- an outbreak is suspected; or
- Public Health officially declares an outbreak.

Methods of Communication

Parents may be notified by:

- email;
- the childcare centre's communication app;
- written notice;

- a direct phone call when necessary.

Information shared may include:

observed symptoms; preventive measures; home monitoring recommendations; and Alberta Health Services guidelines, if applicable. The confidentiality of individuals will always be respected.

8. Outbreak Control Measures

If an outbreak is suspected or declared, the centre will implement additional measures:

- increased cleaning and disinfection
- temporary removal of toys that cannot be washed, such as fabric toys
- enhanced hand hygiene
- possible separation of groups
- application of exclusions recommended by Public Health.
- Increase cleaning to 1000 ppm.
- Closure of the sensory bin.

The centre will fully cooperate with Alberta Health Services in managing the outbreak.

9. Illness Tracking

The centre will maintain an illness log including:

- name of child or staff member
- room or group
- symptoms
- date of symptom onset
- date of return.

This information may be requested by Public Health during an investigation.

10. Return to Childcare

Return to childcare will be in accordance with the centre's policies regarding return after an outbreak.

Use of toilets and urinals

At CEPPC, our educational team members (including volunteers) accompany children to the restroom to assist them and/or make things easier for them: opening and closing doors, washing hands, etc. Please dress your child as comfortably as possible so they can go to the restroom independently. Avoid suspenders, overalls, tights, belts, tight-fitting clothing, difficult-to-use buttons, etc.

Members of the educational team (including volunteers) will only be allowed to help your child if they verbally express that they need help.

In case of an accident, the child will receive help, if needed (if requested), to remove their soiled clothing. At all times, the child must wear clean clothes. It is essential that the child always has a change of clothes at daycare (pants, underwear, socks, and a sweater).

Nutrition

LUNCH

Lunch is usually taken between 12:00 and 12:45, but may vary if visitors or other special activities are planned.

Each child must bring their own lunch in a designated lunchbox. The lunchbox must be ice-covered to keep the food at a temperature that inhibits bacterial growth. Parents are asked to provide a healthy, balanced meal every day and to use thermoses instead of microwaves. We also ask that only water be provided as a beverage. If the meal provided by parents does not meet the recommendations of Canada's Food Guide, the program will provide the missing food for the children. Staff members are encouraged to eat their meals with the children to serve as positive role models.

SNACK

Snacks are usually taken between 10:00 and 10:15 in the morning and between 14:30 and 15:00 in the afternoon, but may vary if visitors or other special activities are planned.

All snacks are the responsibility of the parents. We suggest fruit, vegetables, yogurt and cheese as snacks.

RESTRICTIONS

Depending on emerging allergies, certain foods may be prohibited.

The following items should not be brought and/or offered to the preschool daycare: grapes (unless cut lengthwise), hot dogs (unless cut lengthwise), hard candies, nuts, jujubes, jelly beans, fruit with pits (unless the pit is removed), caramel, toffees, gum, toothpicks.

We do not allow children to eat candy or other sweets at daycare. Any food that does not comply with these guidelines will be sent home with a note to the parents.

SPECIAL OCCASION

On special occasions, parents and/or the program will provide a snack. A list of ingredients must be submitted to the CEPPC before the start of class. These lists will be kept in the educator's file and you may consult them at any time at the school.

HEALTHY FOOD PREPARATION

To ensure safe food handling procedures, kitchen staff must have completed a food handling course. If they have not completed the required training, the CEPPC will provide pre-packaged snacks and/or snacks prepared by the grocery store.

Indoor Shoes

We require that each child wear indoor and outdoor shoes that fully cover their feet (*slippers, Crocs, or sandals are not permitted*) at all times for health and safety reasons. That said, volunteer parents must also wear separate indoor and outdoor shoes.

Sunscreen

Between May 1 and September 30, staff members will ensure that children apply sunscreen at least 30 minutes before going outside to play in the afternoon. Parents are therefore responsible for applying sunscreen in the morning **before** arrival in the classroom. The sunscreen may be provided by the parent if the sunscreen provided by the program is not wanted, labeled with the child's name, and kept in the classroom. The brand of the sunscreen provided by the program will be shared at the beginning of the season. In order to comply with **Policy 5.2.8**, aerosol sunscreen products will be sent back home.

Smoke-free environment

Our preschool programs are smoke-free environments. Therefore, smoking is not permitted on our premises or during outings when children are present.

Drug-free and alcohol-free

The Canmore Early Childhood Centre (CEPPC) ensures that employees, family members, volunteers, etc. do not consume drugs or alcohol at any time on the daycare grounds, within the facilities, or at locations where childcare services are provided. If a parent picking up their child is suspected of having driven while impaired, a staff member is required to contact the Canmore Police Service and report the incident.

Aerosol Products

Given their potential health risks, aerosol products are not used at SPEF Canmore. As a precaution, for the protection of staff and children, bear spray is included in the emergency kit.

Pesticides and herbicides

1. The application of pesticides is prohibited when children are present.
2. Where necessary, children are kept away from recently treated outdoor areas. They will be kept indoors if pesticide spraying has recently taken place in the vicinity of the Centre, for a period recommended by the Local Health Authority. For a period also recommended by the Local Health Authority, children must wear full-body clothing to prevent skin absorption of pesticide particles when playing on recently treated ground.

Non-toxic art materials

SPEF Canmore obtains its art supplies by ordering them from catalogues or purchasing them from retail stores. Staff members carefully read the labels before purchasing or using the materials to ensure they are identified as non-toxic.

Healthcare

Health care may be provided to a child by a program employee or by program delegates only if the parents have provided written consent for this purpose or if it is an emergency.

Contagious diseases and the supervision of a sick child

In order to comply with the regulations of Alberta Children and Youth Services, attendance at the preschool daycare service will be prohibited for any child suffering from or exhibiting symptoms of a contagious disease or parasitic infection, such as:

- Diphtheria – Haemophilus influenzae type B
- Hepatitis A – Rubella
- Meningitis – Mumps
- Poliomyelitis – Ringworm
- Measles – Scabies
- Whooping cough

NOTE. *A more comprehensive list of contagious diseases or parasitic infections—Communicable Diseases Regulation (Alta Reg. 238/85)—is posted on our premises at all times.*

To ensure the safety of all children, we will be obliged to send home as quickly as possible (maximum 45 minutes before contacting emergency services) any child who is suffering from, or suspected of suffering from, a contagious disease or parasitic infection. While awaiting the arrival of the parent/guardian or emergency contact, the child will be separated from the

group and will remain under the direct supervision of a CEPPC member or volunteer in the designated room.

The parent of a child suffering from one of the illnesses included in Schedule 1 of the Communicable Diseases Regulations must notify the educator as soon as possible. The educator will then notify the other parents in the daycare program via a notice, including the list of symptoms and/or precautions to be taken, which will be provided by the Calgary Health Region Authority . The child will be permitted to return to the program once the educator has received official medical advice from the CEPPC.

The CEPPC will follow the necessary disinfection procedures to limit the transmission of contagious diseases or parasitic infections.

The following information is used to help parents and CEPPC staff decide if a child is too ill to attend the preschool daycare service.

- For the safety of other children, a child should not attend the CEPPC if they have the following symptoms:
 - **Diarrhea:** When the stool regains regular consistency
 - **Vomiting:** 1 or more episodes within the last 48 hours
 - **Influenza:** in combination with diarrhea, vomiting, fever, or lethargy
 - **Fever:** temperature of 100 degrees Fahrenheit or 38 degrees Celsius or higher in the last 48 hours
 - **Itching:** With any questionable itching (conjunctivitis, etc.), the child should stay home until they have been on medication for 24 hours and no longer have symptoms.

- A child should stay home for at least 24 hours if they are being treated with antibiotics due to the following illnesses:
 - Otitis
 - Sore throat
 - Cough

The child must have taken antibiotics for at least 24 hours and be feeling better before returning to the CEPPC. The parent must inform the CEPPC if their child is taking medication.

In all cases, employees can provide parents with more detailed information about contagious diseases as well as the duration of withdrawal from the program for each disease.

Drug administration

No medication will be administered to children by staff members, parents, or any other adult participating in our program, except for emergency medication such as an EpiPen or inhaler (e.g., for asthma) or when prescribed by a doctor (e.g., antibiotics). Parents whose children may require medication must complete and sign the consent form beforehand. Medications will be stored in a container inaccessible to children.

To ensure the safety of all children, medications, vitamins or natural medicinal products **cannot** be kept in your child's backpack, or in a bag within reach of children.

Medications must be returned home on the last day of the prescription. Emergency services (911) will be contacted in case of a medical emergency. Parents will be contacted and informed when arrangements are made for their children to receive any medical treatment they may need (e.g., ambulance transport).

Any staff member responsible for a child requiring special medical care (other than medication administration) will receive the required training. These professional certifications will be kept in their file and in the child's file. It is the parent's responsibility to ensure that medications required for certain healthcare services are replaced before their expiry date.

For more information regarding the CEPPC Medication Administration Policy, please refer to the " Program plan", available in the entrance of the Center.

At all times, the parent must:

1. Notify the immediate CEPPC supervisor if the child is taking medication at home;
2. Notify the immediate supervisor of the CEPPC if the child requires special treatment (e.g., in case of diabetes);
3. Provide the CEPPC with what is needed for children's health care, for example: insulin in the treatment of diabetes, EpiPens for allergies, etc.;
4. Complete the relevant forms;
5. Notify the CEPPC of changes made to children's health care;
6. Ensure that health care products provided to the program are replaced before the expiry date; g. Work jointly with employees to establish a health plan when this measure is deemed necessary.

SECTION 5.3

Security

Discipline

For SPEF Canmore, the goal of the discipline policy is to foster a fun and enjoyable learning environment while respecting participants. With this in mind, all CEPPC programs share the same discipline policy.

Prevention and intervention strategies are implemented to promote appropriate classroom behavior in children. These strategies guide children toward desired behaviors while protecting them and fostering their self-esteem. Encouragement and reinforcement of positive attitudes are emphasized. During any intervention, the responsible educator will apply a fair, logical, and realistic consequence to help the child express their emotions and act positively.

Whenever possible, children will be kept within the group. If inappropriate behavior is observed, the child will generally be redirected to another activity. A child who loses control of their emotions will be removed from the situation and given individual attention until they regain composure. The child will then be invited to rejoin the group activities. Constant communication between the educator (responsible for the programs in which the child participates) and the parents is an important part of our discipline policy. Therefore, all communication regarding a child's discipline will be strictly between the educator and the parents concerned.

A parent or visitor may not, under any circumstances, discipline a child who is not their own, but must instead refer the situation to the educator. Parents or visitors present during class hours must respect the CEPPC's confidentiality policy.

If, in the educator's opinion, a child's behavior is frequently aggressive and/or disruptive towards themselves, other children, adults, program materials, or the normal functioning of the classroom, and if the educator has unsuccessfully used prevention and intervention strategies over a period of time deemed adequate, a formal discussion with the parents and the immediate supervisor of the CEPPC will be necessary. In addition, an action plan will be developed, taking into account the expertise of both parties, before the child can be allowed

to reintegrate into the program. If needed, the intervention of a specialist may be required to assist the child with their behavior.

Inflicting or threatening to inflict corporal punishment, humiliating and/or degrading actions/words, denying basic needs, or physically restricting, confining, or isolating a child for any reason whatsoever is never admissible to CEPPC service.

As stated in the Anti-Bullying Policy, SPEF Canmore has a zero-bullying policy among all partners participating in the CEPPC program, including: children, parents, employees, contractors, volunteers, specialists, visitors, etc.

The Board of Directors, parents and/or guardians, as well as members of the educational team, are all partners in their efforts to help each child flourish personally within the group.

For more information regarding the Discipline Policy of the preschool daycare service, please refer to the "Program plan ", available in the classroom.

Procedure for Implementing and Monitoring a Support Plan

A support plan is always developed during a meeting with the Director, the educator, and the parents. Any refusal by parents to participate in meetings to develop a support plan will be considered a lack of collaboration and will result, initially, in a suspension of the contract and, if necessary, in the permanent termination of the contract.

The following situations may require the implementation of a support plan:

- When there is no improvement following the strategies put in place by the team;
- When a child exhibits behaviors that jeopardize their own safety, the safety of others, or that of the educators;
- When a child presents ongoing behavioral challenges.

Follow-Up

If there is no improvement following the implementation of the initial support plan, a second meeting with the parents and collaborators will be scheduled to propose new strategies. At

that time, all parties will sign an agreement stipulating that if this plan proves insufficient, the centre reserves the right to reduce the child's hours of attendance.

If this measure remains ineffective, the centre reserves the right to terminate the service contract without prior notice. The parent society will be kept informed of the situation's progression starting from the second support plan.

In the event of contract termination, the centre will make every reasonable effort to assist parents in finding an alternative childcare centre.

Cases of abuse and neglect

Anyone who has reason to believe that a child has been, or is at substantial risk of being, abused or neglected by a parent or guardian has a legal obligation under the *Child, Youth and Family Enhancement Act* to report the situation. The Canmore Child Protection Facility (CPPF) provides a comfortable and safe environment at all times for the children who attend its facilities. Because child abuse is a serious crime, any staff member or volunteer at the CPPF who has information about behaviour that may reasonably be considered or suspected to be abusive or neglectful towards a child has a legal obligation under the *Child, Youth and Family Enhancement Act* to report the situation to the appropriate authorities and to the **Child Abuse Hotline** at 1-800-387-5437.

Upon request, staff members, volunteers and/or the Board of Directors will collaborate with social services during the investigation.

Against bullying

This policy aims to ensure the safety and well-being of children participating in programs implemented by SPEF Canmore and to outline prevention and monitoring strategies and intervention measures to be taken in cases of bullying. Staff members strive to maintain a respectful and harmonious environment that does not tolerate bullying. Employees firmly believe that all children have an important role to play in improving their relationships with others.

DEFINITION

Bullying is a form of aggression—physical, verbal, psychological, or sexual—that causes feelings of shame, pain, discomfort, fear, or humiliation in the victim. The person or people guilty of bullying are always physically or emotionally stronger than their victim.

Here are the measures we take in the event of an act of intimidation:

1. **STOP. Find a way to end the incident immediately.**

- To end the incident without anyone being injured.
- React verbally to the situation by firmly stating that the behavior is unacceptable.

2. NAMING. Explain the situation using specific vocabulary.

During their intervention, staff members must proceed as follows:

- Describe the unacceptable behavior clearly and in direct terms, while emphasizing the impact such an action can have on others.
- Remind children of the behavior expected of them.
- To link the incident to the values conveyed by the CEPPC programs and the community.

3. REPORT. Write an incident report.

- What happened?
- Where did it happen ?
- Who are the people involved?
- Is this a recurring incident? Has this happened before? When? How often?

4. ASSESS. Location, frequency, duration, severity.

- In order to take appropriate action, employees called upon to intervene must immediately assess the behavior based on their knowledge of bullying and the individuals involved. Based on an analysis of the data collected and the incident report, they can determine whether they are dealing with a simple conflict or an act of bullying.

5. RULES. In case of intimidation.

- To provide support to the victim and witnesses of the incident.
- Strengthen the sense of empathy in the child who bullies, make them feel responsible and encourage them to become aware of their actions.
- Helping the child who bullies to improve their relationships with others.
- Inform the parents of the victim and those of the child who is bullying.

6. FOLLOW-UP.

The program provides follow-up with the victim, the child who is bullying, their parents, and witnesses by asking them the following questions:

- Has the bully acknowledged his responsibility for his actions?
- Has he done anything to correct the situation? Has he changed his behavior?
- Does the victim feel helped and safe? Does she feel understood?
- Did witnessing the act of bullying influence the behavior of the other children?
- Were communications with the parents open and continuous?
- The staff members in charge monitor the situation to ensure that the incident does not recur and to assess whether the conflict resolution method used has yielded the desired results.

The program:

- Requires staff members to comply with the obligation to react to and report serious incidents involving children.
- Ensures that all employees, both new and existing, receive appropriate training on bullying prevention and intervention methods.
- Encourage children struggling with behavioral problems to participate in a rehabilitation program.
 - Takes all allegations of bullying seriously and acts with tact and empathy when a child reports an incident.
 - Take immediate steps to address any incident that may threaten group harmony.
- Requires staff members to report to the immediate CEPPC supervisor any incident that may warrant suspension or expulsion no later than the end of the day and that the recommendation be communicated in writing.
- It uses various means of intervention, support and assistance in cases of bullying, both with regard to parents and children.
- Respects the right to privacy: Staff share information with parents, on one side with those of the victim, on the other with those of the child who is bullying, but do not disclose the name of the other party involved.

Signs and symptoms of a child being bullied:

1. shows signs of fear and remains evasive when asked what is wrong;
2. Sudden loss of appetite;
3. Starts to show signs of aggression towards siblings, playmates or other children; d. Constantly loses lunch, money or personal belongings;
4. They suffer from unexplained cuts, scrapes and bruises;
5. Returns home with soiled or torn clothes, and damaged books or other possessions; g. Begins to perform less well in schoolwork or daycare activities;
6. Always complains that he is sick when it's time to leave for school or daycare;
7. Cries at bedtime and suffers from recurring nightmares;
8. Threatens suicide and makes attempts to do so, or inflicts other forms of self-harm; k. Attempts to run away or actually runs away from home, school, or daycare;
9. Starts to stutter, seems nervous and avoids looking others in the eyes;
10. Seems withdrawn and anxious, and suffers from a sudden drop in self-esteem;
11. Request to change schools or daycare, or not to have to go;
12. Significantly changes his habits;
13. Shows very obvious signs of fear and a reluctance to go to school or daycare;
14. Provided improbable and unacceptable reasons for all these behaviors.

It should be noted that the signs described above may also be symptomatic of other problems, but bullying is a possibility that must be immediately taken into account and investigated.

Incident Report

In addition to maintaining an internal record and informing parents, Canmore SPEF employees must immediately report the incidents listed below by telephone to the Alberta Children's Services agent assigned to our CEPPC. Outside of business hours, an emergency number for ACS is available. A report is then completed and submitted to the same agency in accordance with provincial regulations.

- Emergency evacuation
- Emergency closure of the program
- Intruder on the program premises
- Injury or illness that requires the program to request emergency medical assistance (call 9-1-1) and/or the child to spend the night in the hospital.
- Error in the administration of medication by an employee or volunteer resulting in illness or injury to a child requiring first aid or that the program requests emergency medical assistance (call 9-1-1) and/or the child spends the night in the hospital.
- Death of a child
- Child left alone on the premises outside of opening hours
- Sudden absence of a child from the program (lost child)
- Child taken from the program by someone other than the parents
- Any allegation of child abuse (physical, sexual, emotional abuse and/or neglect) by a staff member or volunteer
- Offence committed by a child under Canadian and Alberta laws

The CEPPC management keeps a record of all accidents and incidents that occur at the CEPPC or in related areas. Files are filed by location and month. Trends and problems encountered are discussed at the monthly staff meeting. All accidents and incidents are analyzed annually, and a formal report is submitted to the Regional Office for Early Childhood. A copy of this report is presented to the Board of Directors.

SPEF Canmore is legally obligated to report any reasonable suspicion of abuse to the *Family Services Authority* (Child welfare).

Emergency Evacuation

The emergency evacuation route is posted on the wall in the classroom. Each CEPPC program educator will conduct an evacuation drill once a month with their group, in accordance with provincial government regulations for daycare centres.

In the event of an emergency evacuation, the educator in charge of each program will accompany the children in their group to the assembly point (soccer field) via the nearest emergency exit. She will bring with her her safety plan containing: the evacuation route, the class list with attendance records, the emergency contact list (including contact persons and their phone numbers), the medication compartment, and the first aid kit.

The teaching assistant (or volunteer or other staff member, if applicable) will ensure that all children are out of the classroom by checking under tables, in bathrooms, and in play areas and leave via the evacuation route. They must close the door behind them and assist in supervising the children under the guidance of the teacher.

Before leaving the classroom, the teacher will display one of the **Hour Zero panels** according to the situation, as follows:

- **OK / Green:** Everything is fine – no injuries – no missing students
- **Blue:** Do not use during evacuation
- **Red:** If a person has been left behind
- **Yellow:** To be used only at the designated meeting point

Upon arrival at the site (**soccer field**), the teacher must count the students and take attendance. The teacher will contact the school at **403-609-0002**, or if necessary, emergency services or any other required emergency assistance.

The teacher and support staff will wait for the arrival of emergency responders and will display one of the **Hour Zero cards** according to the situation, as follows:

- **OK / Green:** Everything is fine – no injuries – no missing students
- **Blue:** To be used together with another required card identifier (red or yellow if there is an additional or missing person)
- **Red:** If a person evacuated with you or is seriously injured
- **Yellow:** To be used only if a person who evacuated with you has minor injuries

The educator will contact emergency services (fire department, gas company, etc.) if necessary. Under the educator's direct supervision, the group will wait at the assembly point until they receive permission to return to the classroom from the authorized person (fire department, etc.). If returning to the classroom is not permitted within a reasonable timeframe, and the temperature is causing discomfort to the children, the educator will walk them to the **Stewart Creek golf course** (4100 Stewart Creek Drive, Canmore).

Upon arrival at the secondary meeting point, the educator will contact the parents, guardians, or other emergency contacts to determine who will pick up the child as soon as possible. The parent must indicate their child's departure time. The educator and any other staff members present at the time of the emergency evacuation must remain in charge of all children until they have all left with the designated person.

An accident/incident report will be completed by the educator as soon as she is no longer directly responsible for the children. The Incident Report Policy must be followed.

NOTE. *The educator for each program organizes a monthly fire practice. These are documented.*

Accidents, incidents or illnesses

CEPPC staff members must possess their first aid and cardiopulmonary resuscitation (CPR) certificate to be authorized to administer first aid.

In the event of an accident, incident, or illness (e.g., allergic reaction), the priority will be to administer and/or receive first aid, ensure the safety of all children, and then contact the parents of the child in question. The educator will take all necessary steps to obtain any emergency medical services deemed required. These steps, in order of priority, include but are not limited to:

1. Provide first aid and assess the situation and the need for the following points;
2. Contact emergency services (ambulance or other);
3. Contact your family doctor;
4. Contact the parents or guardians;
5. Contact the parents through the people identified for emergency contacts.

In the event of a serious injury, the educator will, based on their knowledge, decide whether to contact emergency services. **Efforts to contact the parents will be made only after the emergency services have been called.**

In the case of a minor injury, if the parents or family doctor cannot be contacted, the educator, according to her knowledge, may take one of the following measures:

- Contact your family doctor or any other available doctor;
- Call an ambulance*, or
- Take the child to the hospital.

***NOTE.** *Ambulance costs are fully covered by the child's family.*

When the situation is no longer under the authority of the educator in charge at the time of the situation, the necessary reports will be completed according to the policies of Alberta Children Services and those of SPEF Canmore.

The immediate supervisor of the Child Protection Program (CPPP) closely monitors accidents and incidents occurring within the program and carefully notes behavioral patterns. In cases of unusual behavior (e.g., a child repeatedly attempting to escape, a child intentionally and continuously injuring themselves or others, etc.), the supervisor contacts the parents to discuss the matter. With parental consent, the situation may be referred to an external agency. If the parents refuse agency intervention or do not agree to cooperate in implementing recommendations to modify the unusual behavior, SPEF Canmore reserves the right to terminate the services provided to the family by the CPPP if this action is deemed to be in the best interest of the program, the family, and/or the child. A notice of termination of services will be provided to the family in writing and signed by the President of the Society following a proposal from the Board of Directors.

For more information regarding the CEPPC Incident, Accident and Illness Policy, please refer to the "Program plan", available in the classroom.

Wild Animals

SPEF Canmore is aware that CEPPC services are offered in an environment where interaction with wild animals is possible. Therefore, the following measures will be taken to ensure the safety of children and staff during outdoor activities.

- Play areas (parks, etc.) will not be fenced. **An annual exemption request is submitted to Children Services** and is posted and available to parents. This exemption outlines the system we have in place to ensure that the safety of every child is our priority.
- Staff members must be positioned to maintain visual contact with each child at all times. Children must remain within 10 meters of a CEPPC staff member at all times. This perimeter will be considered the safety zone. If necessary, the zone will be marked with cones and may be modified according to the children's stimulation needs.
- A child will not be allowed to leave the area without being accompanied by an employee or their parent.

- Staff members must, at all times during outdoor activities, carry a whistle and have a first aid kit and a bottle of cayenne pepper nearby.
- Staff members will be informed of any movements of wild animals in the areas frequented by the CEPPC. They will follow the safety measures prescribed by the specialists.
- Staff members will hold monthly practice sessions with the children regarding interaction with different wild animals.

General Safety Guidelines

In terms of safety, staff members of SPEF Canmore must comply with the guidelines for childcare facilities issued by Alberta Health Services .

Children do not have access to the mechanical room, the kitchen (except during supervised activities), radiators, heating appliances, hot water pipes and other similar equipment.

At least one responsible person capable of using the daycare's fire extinguishers must be present in a room when children are present.

All equipment used at the daycare meets safety standards and is in good working order. The ambient temperature in the Centre is maintained between 20 and 22 degrees Celsius.

All outdoor and indoor play facilities comply with the standards defined in the latest edition of "A Guideline on Children's Play Spaces and Equipment, CSA Standards."

Emergency during an outing

1. Ratio and Procedures

- a. For outings more than 2 km from the center with school-aged children, the ratio is 2:15. The maximum number of children on outings is 15.
- b. Two adults will be with the group at all times.
- c. Educators will carry a backpack with emergency information and a first-aid kit, in accordance with Child Care Services regulations, and a cell phone.
- d. An emergency location must be pre-established on each outing form.
- e. All children participating in the outing will receive verbal instructions on the rules to be followed during the outing. These rules will also be included on the outing form.

2. **Qualification of educators.** A minimum of one educator must have a level 2 qualification and a first aid certificate at all times during outings.

3. **Parent volunteers.** A copy of the day's schedule and the route for travel by public transport will be given to the parent volunteers.
4. **Minor Incident Procedures.** In the event of a minor incident, one of the educators will administer first aid if safe, while the other educator ensures the group's safety. Afterward, the group will resume its planned daily activities. When time and safety permit, an accident report must be completed.
5. **Procedures for a serious accident.** One educator keeps the group safe and calls 911. They will also call the center manager and the parents if the situation is safe. The second educator performs first aid procedures if safe until emergency services arrive.
 - a. The program coordinator or center director will inform Children Services within 48 hours.
 - b. A serious illness or injury occurs while the child is participating in the program.
 - c. Any other incident that occurs while the child is participating in the program and that could seriously affect their health or safety.
6. **Procedure in case of illness developing during the day (including symptoms of Covid-19).**
 - a. If a child develops symptoms related to Covid or another contagious illness during an outing, isolate the child from the rest of the group and contact the parents. The parents must arrange for their child to be picked up as quickly as possible. An educator will stay with the child to ensure their safety and minimize contact. This educator will contact the parents—refer to the emergency list in the backpack for the parents' information—and provide a safe location, possibly the same location as the outing.
 - b. If possible, an educator will assist the child in following the group to a safe location, which will be specified on the exit form.
 - c. The center manager will be contacted, and an illness form will be completed after the child leaves.
 - d. The child may not return to the program until the center manager determines that the child does not pose a risk to other children and center staff.
7. **Loss of a child during an outing.**
 - a. One educator must ensure the safety of the rest of the group while the other educator calls 911, the center director, and the parents of the lost child.
 - b. The other educator must ensure the safety of the rest of the group and take them to the location indicated on the outing form.
 - c. The center director must report any unexpected absence of a child from the program (i.e., a lost child) to Children Services.
8. **Pool Procedures**

- a. **Changing Room.** The instructors will use the family changing room and send 4 children at a time to change in the private changing room according to their gender. The children who are ready will wait on the benches, and when everyone is ready, we will do a briefing and go to the changing area.
- b. **Swimming Procedure.** Everyone will wear life jackets, and the City of Canmore has agreed to a ratio of 1 to 8. Teachers will be in the same area as the children and will ensure they have their assigned ratio with them in the rescue area (hot tub, lazy river).

Teachers will conduct a headcount every 5 minutes.

9. **Pick-up.** Parents will join the group at the pool if they need to be picked up before 4:30 p.m. At 4:30 p.m., the staff will take the group to the changing rooms. A communal shower will be available at the entrance to the family changing area, and the children will share a private changing room in groups of four while the staff ensure everyone has their diaper bag. Once the children are changed, they will wait on the bench until the groups are ready.

The staff will count the children and change them one by one before taking the group to the pool waiting area for pickup.

Pick up for after-school (For student attending from other school)

The following procedures are followed for pick-up of children at the bus stop.

The mode of transportation for all our programs is walking.

All educators have appropriate class of license and training to provide transportation to the children seeing as the mode of transportation for all of our program is walking.

For OSC program in the afternoon, the bell rings at 3:15 p.m. and the children meet the educator by the secretary's office inside the school so that the educator can take attendance before they go to the OSC designated room. If the children need assistance, an educator accompanies them from their classroom to the designated meeting spot.

On the authorization form that the parents sign to allow the child to be transported from one program to the other, all the important information such as; times, the program name, the individuals that are responsible for transporting the child and the steps to follow if the child does not show up to the program.

For children who are in kindergarten, there is a meeting spot to ease the transition from school to the out of school care program or an educator goes to meet the children at their

designated classroom. For the older children, if they do not show up to the program as soon as the bell rings in the afternoon, an educator can go seek them out in the hallway/classroom.

If the child does not show up to the program here are the steps that we follow:

- We asked the school secretary or the child's teacher if they were present that day
- We call the parent directly to verify if the child was supposed to be at the program or not
- If the child is supposed to be at the program and cannot be located after the parent has confirmed they should be present, we call 911, inform the school, and search the surroundings.

For children arriving by bus from Elizabeth Rummel School (ERS)

1. Mode of transportation for children from the school bus stop to the program is walking. Children attending the program will leave the school with the school bus and the school is responsible for putting them on the correct bus. They will be arriving at Steward Creek Drive stop at 4:05 pm and educators will be expecting them there and walk them the 400-meter distance to arrive to our program.
2. Parents will be signing a written authorization to authorize the transport of the children from the bus stop to the program now of registration. The authorization includes all details on pick-up procedures, transportation methods, and any relevant details. Procedures will also be available online and on our manual of parents.
3. If a child fails to show up at the pick-up location the following steps will be taken:
 - a. Confirm with the school bus driver that the child was on the bus and didn't go out at the wrong bus stop. If the child did get out to a wrong bus stop contact center director and arrange someone to check the bus stop to look for the child. If we fail to find the child proceed to **STEP E**;
 - b. contact the school and confirm the child was put on the bus (the child could have been absent or picked up by an authorized person and communication failed to be sent to the program);
 - c. contact the parent or emergency contact and confirm the child was supposed to be on the bus and there wasn't any missing communication;
 - d. if all the previous steps didn't lead to a confirmation that the child was safe and with an authorized person, this will be considered a Missing child.
 - e. Contact immediately 911 and the center director to facilitate the research.

THE RATIO AND PROCEDURES

- a. On pick-up from a school bus within 2 km from the center with school-age children the following ratio will apply:

- One educator will be with the group at all times if the ratio is below 6 and 2 if the ratio is 7 and up to a maximum of 15/2 ratio. Educators will carry a backpack with emergency information, a first aid kit, as per Child Care Services regulations, and a cell phone.
- Educator Qualifications: A minimum of one educator must have a level 1 and a first aid certificate at all times during bus pick-up

MINOR INCIDENT PROCEDURES

In the event of a minor incident, the educators will perform first aid procedures if safe and call the center for help if necessary

PROCEDURES FOR A SEVERE ACCIDENT

The educator will keep the group safe and call 911. He/she will also call the center leader and parents if the situation is secure.

- a. The program coordinator or center director will notify Children Services within 48 hours
- b. A serious illness or injury occurs while the child is in the program
- c. Any other incident that occurs while the child is in the program that may seriously affect his/her health or safety

In any scenario of a severe incident or missing child, the center director will report the accident immediately to Child care services according to regulations.

It is the parent's responsibility to communicate with the center and inform any changes to the children's schedule.

SECTION 5.4

Pedagogy of the preschool daycare service

Programming

The scheduling of activities and outings is planned on a monthly basis by the employees who work directly with the group concerned.

Staff members dedicate time each week to programming. To help them choose activities, they have access to the internet, reference materials, and banks of ideas and examples of outings. They are assisted in their task by the immediate supervisor of the CEPPC, who must also approve the program plan. The program is developed based on observations of the children and according to their needs, interests, and abilities. The planned activities provide opportunities for children to explore themes such as cultural diversity. Upcoming activities and outings can also be discussed with the children, to the extent that they can express their preferences.

The schedule sheet must include the activities and outings for the coming week, with each day dedicated to specific activities and their learning objectives. Each center has its own specific elements planned, along with information and references to help plan the activities and outings.

Improvised activities, when they occur, will preferably be documented and noted on the program sheet.

Educators must also plan outdoor activities at least twice a day. They should consider the children's interests. Outdoor activities don't always have to be free play in parks. We try to teach children that physical activity and team games are important. Educators must be role models, playing with the children to promote the importance of being active and expending energy outdoors.

The centre will apply the guiding principles of Alberta's early childhood education framework (play, participation and opportunity). Children learn daily through their experiences, their explorations, and above all through their discoveries, their experiences, their feelings.

Throughout the day, the educator remains available and attentive to the children's experiences in order to support and guide them in their discoveries and learning.

The educator is the child's companion. He creates an atmosphere of well-being, trust and dialogue, he listens to the child and observes him, supports, through his own interest and active accompaniment, the child's discoveries, he puts at the service of the child the resources necessary for his activities, communicates and reports in team the experimental progress made by the child, and advises the parents.

THE CONCEPT OF SPACE IN THIS PEDAGOGICAL APPROACH

Spaces are considered the "third educator." Children develop and grow through their interactions with their physical and human environment. Their development is influenced by their biological characteristics, their immediate surroundings, and the broader physical, sociological, and cultural context in which they live.

The CEPPC programs aim to create continuity between the spaces that connect the outside and inside. Some offer children security, while others provide activities. Spaces dedicated to creation and discovery are open, and children and educators can adapt and enrich them according to their needs. All of this engages the child and encourages them to develop their bodily identity, to try out different roles, and to communicate with others.

Use of Technology

In order to ensure control over the use of various media, the program restricts their use according to the following criteria:

TELEVISION

An educational program or documentary may be included in the weekly schedule. Films are shown to children on special occasions (a maximum of one film per month). Films shown must be rated "G" and their content must be reviewed before screening.

COMPUTER

A laptop is made available to the educators for the purpose of presenting educational material related to programming. Children's use of the computer is restricted.

IPAD

An iPad is accessible to children only during activities supported by the educator on a 1:1 basis. The child can only participate in the activity pre-selected by the educator.

RADIO

During dance, music, relaxation, and other activities, a CD can be played. The music content should be age-appropriate for the children.

NOTE. *Portable electronic devices (MP3 players, DS players, iPods, etc.) are prohibited at all times in the daycare, including on days when children are allowed to bring toys from home.*

Program Review

In order to achieve the best results for our community (children, parents and employees) the administrative team of SPEF Canmore constantly reviews the daily operation of the program and makes the necessary changes.

In May of each year, the administrative team reviews daily operations as well as policies and procedures. This allows any planned changes to be implemented by September 1st .

- Changes to educators, schedules, and premises (physical space, equipment, and materials) are decided based on suggestions from staff members, observations and evaluations made by the immediate CEPPC supervisor regarding employee work, and annual enrollment projections.
- A survey is conducted with parents, no later than March, to gather feedback on the Centre's operations and planned policy changes. The surveys are reviewed by CEPPC management and the Board of Directors.
- All changes that require Board approval must be submitted to the Board before being implemented.

SECTION 6

Administration

SPEF Canmore (Canmore Parents' Society for Francophone Education)

The Canmore Francophone Parents' Association is a non-profit organization comprised of members who use one or more of the educational programs or activities in the Bow Valley. One of SPEF Canmore's mandates is to manage the programs of the Canmore Preschool and Extracurricular Experience Centre (CEPPC).

CEPPC Administration

The administration of the CEPPC is under the responsibility of a Board of Directors of SPEF Canmore.

All positions on the Society will be filled by election at the Annual General Meeting in September for a one-year term. A minimum of two members must be users and represent parents using preschool services in order to represent their interests on the Council.

The Council guides the work of the CEPPC supervisor, who oversees the smooth running of daily activities and the implementation of programs. The supervisor ensures the financial management and long-term planning of the CEPPC, identifies various associations from which donations can be received, supervises fundraising efforts, prepares the budget, oversees the purchase of equipment, and prepares and reviews the policies that govern, among other things, the services of the CEPPC and the Canmore Francophone Community School Centre.

SPEF Canmore values a holistic approach based on teamwork and coordination to provide services that meet the needs of children and parents. Parents wishing to meet with a staff member are asked to make an appointment by phone at 403-678-0082 or email at **adm@spefcanmore.com**. To join the Board of Directors, please contact us at **spefcanmore@gmail.com**.

Staff members

SPEF Canmore makes every effort to recruit experienced employees specializing in early childhood education, who, in order to ensure a quality program, demonstrate a positive and respectful attitude when interacting with children.

All CEPPC staff members are required to have obtained (or be in the process of obtaining) a First Aid (Infant/Child) certificate before working with children. At all times, an employee with a valid First Aid certificate will be directly accessible to children.

In addition, each staff member will be required to submit a vulnerable sector criminal background check. This check must then be completed every three (3) years. Verifiable references are also required from employees.

Any staff member or volunteer who has not obtained a certificate in early childhood education or provided a valid vulnerable sector criminal background check cannot work with children without supervision.

The immediate supervisor of the CEPPC ensures that employees' early childhood education certificates, first aid certificates, and vulnerable sector criminal background checks are kept on the premises at all times. The immediate supervisor of the CEPPC also ensures that each employee's daily attendance sheets, including arrival and departure times, as well as hours spent with children, are kept on the premises.

At the time of hiring, employees must sign a form acknowledging that they have read and understood the policies presented in the CEPPC's "Program plans".

Reports and resources

Reports from the *Alberta Children Services* inspector, *Alberta Health Services*, the fire department, and a variety of other resources are available through the program. These can be accessed by requesting them at the office or by reading them on the bulletin board where they are posted.

The statutes and regulations, minutes and agendas of SPEF Canmore are available upon request from the secretary of SPEF Canmore.

For more information, please contact us at **adm@spefcanmore.com** or **403-678-0082**. To join the Board of Directors, please contact us at **spefcanmore@gmail.com**.

Children's Files / Mobile Files

SPEF Canmore maintains at all times at the CEPPC, and in compliance with confidentiality rules, a file on each child containing the following information:

- a. The child's name, date of birth and home address;
- b. A duly completed registration form and any other document provided in the registration kit;
- c. The name, home address and telephone number of the parents;
- d. The name, address and telephone number of a person who can be contacted in case of emergency;
- e. The written consent of the parent when a medication is to be administered;
- f. Detailed directives for the health care to be provided to the child and written consent from the parent to that effect;
- g. Any other relevant information about the child's health provided by the parent, including information about vaccines received, the child's allergies, etc.

Parents must inform the CEPPC of any changes to the information provided about their child. **They must also update the child's information form twice a year.** All changes to the child's file must also be updated on the emergency contact list. Staff members must carry the emergency contact lists when taking the children for walks, field trips, or conducting emergency evacuations.

ADDRESS

Post Office Box 40018
Canmore T1W 3H9

TELEPHONE

403 678 0082

EMAIL

adm@spefcanmore.com

spefcanmore.com