



Building Confidence. Building Skills. Building our
Future.
Learning Through Play

ABC Playschool Program Handbook

Program Information, Regulations and Policies
Revised May 2021

Welcome to ABC Playschool!

ABC Playschool is a Not-for-profit organization registered under the Societies Act of Canada and is Licensed Preschool Program by Alberta Human Services and Child Care. Our operations run mainly on volunteer of the Society's Executive Board Members and the Parent Volunteer Committees. We have two paid employees, the Teacher and Teachers Assistant. The operation of the Alberta Beach Community Playschool Society is comprised of the Teacher, the Society's Executive Board and the Parent Volunteer Committees.

ABC Playschool Contacts, Location & Class Times

Our general email address is abcplayschool@hotmail.ca

Teacher	Susan Davis	(780) 902-4647	abcteacherdavis@gmail.com
President	Faith Leewes	(780) 903-1099	
Secretary	Rachel Kynsh	(780) 218-3751	
Treasurer	Katy Plamondon	(780) 983-3014	treasurerabcplayschool@gmail.com

ABC Playschool is located at Camp Warwa: Lot 31 in Warwa Estates. Accessed off Range Road 43 from Highway 633. Camp Warwa's location is accurate on Google Maps. The rural address of Camp Warwa is #31 4224 TWP RD 545.

ABC Playschool has 3 terms, each of approximately 12 instructional weeks. Term one will run from Sept - Nov. Term two will run Dec - Feb. Term three will run Mar - May.

The 3&4 Year old Playschool Program will run Tuesdays & Thursdays from 9:30am - 12:30pm

Registration & Fees

There will be a \$100, nonrefundable registration fee which needs to accompany the registration form (cheque or e-transfer). Payment for each of the three terms is \$200 per term, and is due prior to the term starting.

Term 1 Payment \$200 Due by September 7th
Term 2 Payment \$200 Due by November 30th
Term 3 Payment \$200 Due by March 1st

ABC Playschools accepts cheques or e transfers sent to treasurerabcplayschool@gmail.com

Instructional Days

The Playschool will operate on the same calendar days as Northern Gateway Public Schools. As such there will be no Playschool classes on:

- School holidays
- PD days
- Spring break, Fall break, etc.
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Message from our Teacher, Mrs. Davis

Hello! My name is Susan Davis. I have been teaching playschool for 18 years now, and taught in Edmonton Public Schools prior to starting my family. I am a substitute teacher for Darwell, Onoway, Sangudo and Grasmere. I have four children of my own, ages 12 through 19. I live in the Darwell area. My children attend school in Darwell and Onoway High, and the University of Alberta.

I have a Bachelor of Education degree, specializing in Early Childhood. Besides working as a playschool teacher and subbing, I have experience with all ages of children in the various volunteer work I do, both in the community and my church.

Teaching Philosophy & Goals

Learning Through Play

Each centre or play space will encourage self-learning of concepts taught in class, such as counting, letters, colours, and shapes. Opportunities will be provided for children to explore and discovery, practice fine motor skills and be creative. Children will be encouraged to engage in imaginative play, creativity and story building.

Social Skills and Peer Interaction

This is an important age for children to develop their social interaction skills, and practice conversation and communication. Some centres are designed for interaction between peers. These may include a housekeeping centre, dress-up, a grocery store, doctor's office or vet clinic and a restaurant.

Other centres will encourage small group interaction of two or three children. These centres can also allow a child to play alone or alongside others. Smaller centres encourage imagination and story creation. We may use centres such as farm or zoo animals, blocks, trucks and cars, dolls, dinosaurs etc. for this purpose.

Children are encouraged to play cooperatively, practice manners and courtesy, and employ common social rules such as taking turns, sharing, and using our words to express feelings and needs. Through play with peers, children learn how to negotiate, compromise, and show compassion and thought for others.

Speech, Communication and Conversing

Children will be given many opportunities to share information and stories in both group and one-on-one settings. We often have informal chats during snack time, discuss and share on topics during storytime, and take turns presenting in front of the class. Speech sounds are worked on in the Phonics program and practiced through play centres and one on one instruction with the teacher.

Listening and Following Directions

Learning to follow directions and listen to a teacher's instruction is a very important skill to ensure future school success. We often do activities that require the children to listen to instructions and then complete a task by following those instructions. This learning skill also includes being able to sit quietly, listen, and pay attention while a teacher or another classmate is speaking.

Group Conformity and Following Rules and Routines

Participation in a school setting includes following the rules, practicing a set routine, and complying with the group activity. Exceptions are always considered, but generally children are encouraged to participate in the activity being organized. A daily routine allows children to build confidence in their environment and develop independence. Complying with classroom rules helps develop respect for authority and appreciation for rules that ensure safety and comfort.

Program Highlights

Music and Movement

We use songs, poems, fingerplays, music videos, and dance throughout the program. Music helps children to learn and retain concepts, practice speech, follow directions, and express themselves. Music adds life, enthusiasm and excitement to the classroom!

Fitness and Exercise

It is very important for children to move. Gross motor movement helps improve health, balance, flexibility, strength, and coordination. It wakes up the brain, stimulates the senses and improves focus and attention span. Each day will include exercise - outdoor fun, dance, aerobic fitness, or stretching.

Books and Library

We love books and use them at every opportunity to teach concepts. We also love to read aloud and incorporate at least one storytime into each day. Our classroom will have a cozy book corner to read in. Children will be able to 'check out' a book from our own library on Tuesdays.

Arts and Crafts

To promote individual creativity, We like to provide various art supplies for the children to use freely. Classroom crafts will also be scheduled each week. Some are take home treasures, while others are used to decorate our room.

Themes

Children should explore the world around them and learn all they can about their environment. We will delve into various subjects throughout the year.

Hibernating Animals and Migrating Birds, The Four Seasons (winter, spring, summer and fall), Dinosaurs, Under the Sea. The Farm. Bugs and Insects etc.

Special party days - Dress up day, Winter Celebration, Pajama Party, Dinosaur Day, Birthday Celebration, Spring Tea Party, Teddy Bear's Picnic.

Sharing and Presentation

To teach children skills such as courage, confidence, and pride in their accomplishments, We incorporate a sharing time into each day. Each child will have a turn to stand in front of their peers and share special photos, stories or memories.

Arrival and Departure

Arrival

We ask parents to check children's temperatures daily before coming to the program (COVID procedure) You are required to sign-in all children under your care with your signature and time of your arrival. Please enter through the East door of the Hall. Arrive no earlier than 10 minutes prior to the commencement of class.

At 9:30, the teacher will welcome two to three families into the classroom at one time. Remove outdoor footwear and place on boot rack (parents will carry their footwear with them) and sign your child in on the attendance roster. Here you will also fill out a COVID-19 symptom check form.

Proceed to cubby shelves across the room to put outdoor items away, store snack bags and backpacks, and put on indoor footwear. Parents/Guardians will then exit the building through the rear door.

Departure

Pick up is at 12:30pm. Please wait outside the hall, or in the sheltered building for the teacher to dismiss your child. Your child will be "signed out" by the teacher. Please inform the Teacher if someone other than yourself is picking up your child (also, see "Authorities to pick up child" section on the registration form.

Supply List

- Indoor non marking footwear
 - Labeled lunch kit
 - Water bottle
 - Backpack
 - Extra set of clothing - Please place in a Ziploc bag with their name. These will be kept at school.
 - Outdoor attire appropriate for the weather
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Snacks

Please pack food that your child can open on their own and only send enough food for your child to consume as a snack (2-3 small snacks is sufficient). Water bottles are preferred over juice boxes. A great option is a "Bento box" or a compartmentalized snack container.

Be aware of the food allergies in the class and do not send any food or items that another child is allergic to (this information will be given prior to the start of class, if applicable).

Potty Training

Students in Playschool must be potty trained to enrol in the program.

Refund Policy

No refunds will be made in the event of a child's withdrawal from Playschool with the following exceptions:

- Reasons of health (doctor's certificate required)
- Moving to another area
- The unanimous recommendation of the Executive

If the child is withdrawn from playschool for medical reasons a doctor's note must be produced to the Executive committee for review and approval in order to be eligible for a refund. If approved, the amount of the refund will be determined by the Executive committee. If a doctor's note is not produced, no refund will be given.

If the preschool is required to close by a level of government, such as in response to a pandemic or infectious disease outbreak, refunds of funds paid will be pro-rated according to the amount of instructional days remaining in the term.

The \$100 registration fee is non-refundable.

Cancellation of Playschool

If Playschool is cancelled due to Teacher absence or poor weather conditions, parents will be notified not less than 1 hour prior to the start of Playschool. Updates will be posted on our parent notification app.

Lines of Communication

Questions

Questions concerning the Playschool Operation should be directed to the President.

Questions concerning the Playschool programming, or your child's progress or experience, should be directed to the Teacher. Please never hesitate to contact Susan if you have any concerns, questions, or would like to discuss your child's progress and well-being. You can talk on the phone or arrange an in-person meeting after class.

Newsletters

We will be sending out newsletters via email. Please be sure you have given me your email. If you do not receive a newsletter right away, be sure to let us know.

Bloomz App

We will be using Bloomz to send out quick reminders. Please be sure you have given me a cell number that we can use to register you. You will be invited to download the app and join the class.

Zero Tolerance of Abuse Policy

The teacher, parents, and students of ABC Playschool must be treated in a respectful and professional manner. Any abuse, whether it be verbal, physical, or emotional, by a parent or student will be brought to the Executive Board for immediate action which may include students' dismissal from the Playschool.

Discipline Policy

The Alberta Beach Community Playschool Society has the following discipline policy in effect. The teacher will:

- talk about the negative behaviour with the child.
- give the child a choice of alternatives.
- redirect the child to another activity.
- issue a time away.
- contact the parents and get their involvement.
- try to have the child solve their own problems.
- be consistent and follow through.

Under no circumstances do we: inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any of basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

Health & Safety

Illness

If a child exhibits a Potential Health Risk, the Teacher will follow the Communicable Disease and Supervised Care for Sick Children Policy. The following signs and/or symptoms of an illness exhibited by a child include the child:

- a. vomiting, having a fever, diarrhea or a new or unexplained rash or cough,
- b. requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- c. having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.

If a staff member suspects a child has a communicable disease, the child will be isolated under supervision in the school's sick room. Or if no room is available, the child will be kept as far away as is practicable from the other children. The parents, or emergency contact, will then be called and asked to immediately remove the child. A staff member will call the Health Unit and report the suspected disease and follow the health Unit's recommendations. Disinfection will be done as needed and an Incident/ Accident Report will be completed.

The child will not be able to return to the program until ABC Playschool has been satisfied that the child does not pose health risks to other persons on the premises or the Parent/Guardian has provided a written note from a physician indicating that the child is not a threat.

In the case of an accident or serious illness involving a child:

- a. The child's parent/guardian is notified,
- b. The child receives medical attention if necessary,
- c. Incident/accident report will be completed.

*****COVID-19 PROCEDURES*****

If a child develops symptoms while at the playschool, the child will be isolated in a separate area and the parent will be notified to come and pick up the child immediately.

We will have records of childrens' known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g. allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to the program. A child that has tested negative for COVID-19 does not need to be retested unless new or different symptoms develop.

If two or more children are identified as having symptoms consistent with COVID-19, the preschool program will follow outbreak notification procedures as per routine zone protocols.

Staff and children will be frequently reminded to follow proper hand hygiene and respiratory etiquette (wash hands frequently, sneeze/cough into their elbow, put used tissues in a waste receptacle and wash hands immediately after using tissues).

Our play school facility will engage in frequent, thorough cleaning and disinfecting between each cohort (3 and 4 year old classes) using the space.

For more specific details on COVID-19 in preschools please visit:

<https://open.alberta.ca/dataset/a38f9231-886c-4364-93b1-e57869301c80/resource/31e4ee36-12cc-4e26-865b-55b454721a25/download/covid-19-relaunch-guidance-preschool-daycare-childcare.pdf>

Incidents

Serious incidents will be reported immediately to licensing staff by telephone, fax or email and a Serious Incident Report will be completed and set to the licensing office within two working days. This includes, but is not limited to, the following:

An emergency evacuation; unexpected program closure, and intruder on the program premises; an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight; an error in the administration of medication by a 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; the death of a child; an unexpected absence of a child from the program (i.e. lost child); a child removed from the program by a non-custodial parent or guardian; an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer; the commission by a child of an offence under an Act of Canada or Alberta; and/or a child left on the premises outside of the program's operating hours.

Administration of Medicine

Written and signed consent from the parent/guardian must be obtained for staff to administer medications. Medications must be in original packaging, and must be administered according to the labeled directions.

The following will be recorded: Name of medication, time of administration, amount administered and the initials of the Teacher, who is the only person authorized to give medication. All medication is to be stored in a locked container that is inaccessible to children, and medications needed in an emergency are stored in a place that is inaccessible to children.

Records

Children's records containing personal and emergency information will be kept up to date and on program premises at all times. Administrative Records will be kept up -to-date and on program premises at all times. They will also be made available for inspection by licensing director, or children's parent/guardian at all times. Also, the said record will be retained for a minimum of 2 years. Administrative records include the following:

- a. Daily attendance of children, staff, volunteers - including arrival and departure times.
- b. Evidence of child care certification of staff member
- c. Current first-aid certificate
- d. Criminal record check of the staff member(s).

Records containing each child's personal and emergency information as well as telephone numbers of local emergency response services and poison control centre will be available in a portable format and be taken by the instructor in the event of having to go off premises for emergency or program related activities.

Supervision Policy

ABC Playschool requires at least 2 adults to supervise up to 24 children per class. A supervisor is considered to be on-duty, ensuring the children's safety, well-being and development. You may not bring your other children into the classroom while you are a parent volunteer. The Teacher, Educational Assistant or Parent Volunteer is considered a valid supervisor.

Each staff member and volunteer who has unsupervised access to children, must provide ABC Playschool a criminal record check, including a vulnerable sector search, dated no earlier than 3 months prior to the date of commencement with the program and every 3 years after that date. In the event that a volunteer has a criminal record; we, as a Playschool, do not pass judgment (no details about any charges are given to us). A minimum of one in every two of the staff members must have first aid certification.

Program Schedules

3 & 4 YEAR OLD Program

This program is 2 days a week, ***Tuesdays and Thursdays***, running for 3 hours each day.

9:30 - 9:45	Arrival - children play with puzzles and colouring
9:45 - 10:10	Story Corner - Morning Message, calendar and weather, theme of the week, daily schedule
10:10 - 10:30	Math Sense - teaching number recognition, counting, sorting and patterns
10:30 - 11:15	Centre Play - including multiple toy and craft centres
11:15 - 11:40	Bathroom, Hand washing & Snack. Time for looking at books if they finish snack early.
11:40 - 12:00	Outdoor Play or Music and Movement
12:00 - 12:20	Animated Literacy
12:20 - 12:30	Sharing Time
12:30	Dismissal