

LCDS Preschool & Kindergarten
(Londonderry Child Development Society)



Parent Handbook

www.lcdskids.com

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PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide a summary of the LCDS policies that apply directly to our parents' participation in the LCDS Preschool & Kindergarten (LCDS) program. A full policy manual is available to parents upon request and will be distributed to registered families in September. In circumstances where a policy does not exist for a particular situation, the LCDS Board of Directors will assess the matter and make appropriate decisions for LCDS and the family. LCDS recognizes that there can be many different caregivers for a registered child. For simplicity in this document, we have used the term 'parent' throughout when referring to a child's caregiver whether they be the parent(s) or guardian(s) of the child.

The LCDS Board of Directors reserves the right to update the LCDS Preschool & Kindergarten Parent Handbook and Policy Manual at any time. The most up-to-date Policy will be posted to the LCDS website. It is the responsibility of parents to become and remain familiar with the LCDS Preschool & Kindergarten policies.

****Please be sure to read and understand all the school registration requirements and policies before you submit your child's application to register.**

LONDONDERRY CHILD DEVELOPMENT SOCIETY

LCDS Preschool and Kindergarten (Londonderry Child Development Society) was established in Northeast Edmonton in 1972 by a group of parents who wanted an early learning program in their community for their young children. They wanted to be actively involved in their children's education and they believed that learning should be fun and affordable. Today, LCDS still operates with the same values and beliefs established by the founding members of the Society.

LCDS is a private Early Childhood Services (ECS) program and is a non-profit parent cooperative, in which parents must be involved, informed and supportive in the operations and sustainability of the program. LCDS relies on and values the continued volunteer support from our parents. The Board of Directors and various committee roles are filled by volunteer parents; they help support the overall administration and operations of the program in coordination with the Executive Director, Teaching staff, and Business Manager.

LCDS is licensed under the Government of Alberta through Early Learning and Child Care and Alberta Education. A qualified Teacher (Bachelor of Education Degree) possessing a valid Teaching Certificate and qualified Educational Assistants and Therapists are employed by the society. We are proud members of the Alberta Independent Schools and Colleges in Alberta (AISCA).

LCDS is a distinctive early learning program in that we offer both preschool and kindergarten in a combined classroom setting. We follow a "learning through play" philosophy, in a language rich and fun environment. Under the guidance of our teaching staff, children aged 3, 4 and 5 attend together in the same classroom where they are introduced to a daily structured routine, balanced with learning and play. The program focuses on age-appropriate development of the child's language, vocabulary, social, emotional, cultural, physical and intellectual growth and development. The teacher introduces the children to daily kindergarten curriculum concepts and focuses on kindergarten readiness for all children. Children develop a strong foundation for future educational success.

Please be sure to read and understand all the school registration requirements and realize that all registration requirements apply to all families regardless of individual circumstances.

SOCIETY PHILOSOPHY AND BELIEFS

OUR MISSION

LCDS exists for the purpose of providing a well-defined, quality early childhood education program within an interactive, dynamic, and fun learning environment involving family and community.

VALUES AND BELIEFS OF THE SOCIETY

- We believe in quality, affordable early childhood education.
- We believe that children learn through play and experiences within their community.
- We value each child's individual development.
- We believe that school should be fun to encourage a love of learning.
- We believe that parents play a key role in their child's education and development within and beyond the classroom.
- We believe that school should be a safe inclusive environment that is respectful of each child's cultural heritage and language, and this is central to the child's safety, well-being and development.
- We believe that all children should have positive experiences and should be protected from all forms of physical punishment, abuse, whether physical or verbal and emotional deprivation.

LONDONDERRY CHILD DEVELOPMENT SOCIETY BELIEVES THAT:

CHILDREN LEARN IN SUPPORTIVE ENVIRONMENTS.

In our program:

- We have fostered an environment in which children are free to experiment, explore and take controlled risks as they strive to construct meaning.
- We understand and accept that students develop at an individual rate.
- We encourage their progress.
- We respect and support children's efforts, ideas and intentions by using student contributions rather than adult models.
- We encourage positive interactions between children in which the focus is on support and feedback that would lead to improvement.

PERSONAL GROWTH AND LEARNING ARE CLOSELY INTERWOVEN

In our program:

- We accept and respect the personal responses of the children.
- We encourage children to develop and extend their imagination.
- We encourage children to apply skills and strategies that they have learned in one situation to other learning situations.

MEANING IS CENTRAL TO LEARNING

In our program:

- We encourage children to make sense of the world for themselves.
- We use what the children already know to help them make links with what they are trying to learn.
- We provide activities that encourage students to practice skills and strategies in functional authentic situations.

LEARNING IS ENHANCED THROUGH INTERACTION

In our program:

- We encourage children to share their experiences, thoughts, emotions, imagination, and language with others; formally and informally.
- We encourage children to test the validity of their own ideas.
- We encourage student's ownership of their own learning.
- We encourage children to make choices about what they communicate, construct, and explore.
- We assist children to develop and use language to think clearly and logically.

LCDS VISION STATEMENT

- We are the standard for Early Childhood Education.
- We provide a quality, fun, early childhood program.
- We provide quality programming and services that adapt to the changing needs of the Society.
- We are families and staff who are involved, bring enthusiasm, newness, and ideas creating growth, and instilling pride in affordable education.
- We are proactive, strong and have attained security financially and structurally.
- We adapt our program policies and curriculum to grow with changes in technology and educational standards.
- We are a network of past members, colleagues, and professionals that provide accessible resources to families in the community.
- We are committed to small class sizes.

LCDS PROGRAMS

PROGRAMS

LCDS offers a unique classroom setting where the preschool and kindergarten children attend together in the same classroom setting. The kindergarten children have the benefit of a small class size with 1:1 learning with the teacher and the preschool children have the benefit of early exposure to kindergarten curriculum concepts.

(Classes require a minimum number of students to run and may change annually.)

PRESCHOOL

LCDS offers a small class setting for preschool aged children (3 – 4 years). Preschool and kindergarten students are combined in the classroom up to a maximum of 17 students/day/class (daily class size may change without notice).

The LCDS preschool program is a structured, fun, play oriented program with a focus on family and community, language enrichment, social & personal development skills and development of fine & large motor skills.

Preschool students benefit from the inclusion of the kindergarten students in the classroom by receiving early exposure to kindergarten curriculum concepts and classroom expectations. The older children model appropriate behavior expectations and enhance language learning.

LCDS offers one morning class (9:00 – 11:45 a.m.) and one afternoon class (1:00 – 3:45 p.m.) five days/week.

**Parents may choose the class and days their child attends (subject to availability at registration).*

For 3-year-old students, 2 days per week are recommended.

For 4-year-old students, 2-3 days per week are recommended.

**Parents who would like their child to attend extra days may submit their request with their child's registration; extra days are subject to availability, teacher and board approval.*

JUNIOR KINDERGARTEN

****In the event all the kindergarten placements are filled at the time of registration, Jr. kindergarten placements will not be offered.**

When there are open placements for kindergarten registrations at the end of April, LCDS will fill them with children who are developmentally ready for more challenging learning. Families who would like to register for jr. kindergarten will indicate this request when they register. Their request will be recorded with the time and date. We will fill open jr. kindergarten spots in order of registration. For example, if you registered on February 8th at 9:00 am and another family registered on February 8th at 10:00 am, the 9:00 am family would get the first open jr. kindergarten spot. There are no guarantees for jr. kindergarten spots. If your child does not get registered in a spot for jr. kindergarten, they will do just as well attending three or four days per week as we integrate kindergarten curriculum goals throughout our daily learning. If you have questions, please speak with the Executive Director or the teacher.

LCDS offers a Junior Kindergarten program for those children who are 4-5 years of age and are developmentally and academically ready to attend kindergarten but will not be old enough in the coming school year to attend kindergarten as their birth date is after December 31st. A child with a birth date falling between September 1st and March 1st of the intended school year will be considered for this placement. The children will be introduced to the kindergarten curriculum and will allow them to develop their skills at their own pace. With early exposure to the kindergarten curriculum, the children will master those concepts in their kindergarten year.

LCDS offers one morning class (8:45 a.m. – 11:45 a.m.) and one afternoon class (12:45 p.m. – 3:45 p.m.) five days/week. Children who register for junior kindergarten will commit to attend 4-5 days per week. Junior kindergarten children will begin class with the kindergarten children 15 minutes earlier than the preschool children to work on specific curriculum goals; more class time is provided for extra work (if needed) throughout the half day schedule. The daily classroom routine is designed to introduce all the children to the kindergarten curriculum concepts set out by Alberta Education. The curriculum overlaps the goals and guidelines laid out for the preschool children; the expectation is that the junior kindergarten & kindergarten children have already had exposure to these goals or will have by the end of the school year. The goal for all children at LCDS is to be kindergarten ready.

A maximum of 6 kindergarten & junior kindergarten children are enrolled in each daily class; combined with the preschool children to a maximum of 17 children/day/class (daily class size may change without notice). The junior kindergarten and kindergarten children attend together in a small group setting with a maximum 1:6 teacher to child ratio.

Children who are 4 years old and who will turn 5 between September 1st and March 1st will be considered for participation in the junior kindergarten program. Children enrolled in the junior kindergarten program will commit to attend 4 or 5 half days / week with the kindergarten children.

* Children entering the junior kindergarten program will be required to perform some basic testing prior to being accepted to for this program.

* Junior kindergarten is not funded by the Alberta Government; regular monthly fees for 4 or 5 half days/ week/month will apply.

KINDERGARTEN

LCDS offers a small class setting for kindergarten children with a maximum 1:6 teacher to child ratio. A maximum of 6 kindergarten students are enrolled in each daily class; combined with the preschool students to a maximum of 17 students/day/class (daily class size may change without notice).

Kindergarten curriculum is provided and funded by Alberta Education. The kindergarten curriculum overlaps the goals and guidelines laid out for the preschool students; the expectation is the kindergarten students have already had exposure to these goals or will have by the end of the school year. The goal for all children in the program is to be kindergarten ready.

Children who will be 5 years old before December 31st in the coming school year (September – May) are eligible to attend kindergarten in Alberta. Students who qualify for kindergarten attend 5 half days /week unless an alternate path has been approved by the teacher and parents. If your child is eligible for enrollment in kindergarten, and you feel he/she is not ready to attend, please contact the office with your concerns; learning alternatives may be available.

LCDS offers one morning class (8:45 a.m. – 11:45 a.m.) and one afternoon class (12:45 p.m. – 3:45 p.m.) five days/week. Kindergarten students begin class 15 minutes earlier than the preschool students to work on specific kindergarten curriculum goals; more class time is provided for kindergarten work throughout the half day schedule. The daily classroom routine is designed to follow the kindergarten curriculum concepts.

If there are open kindergarten registration spots, they will be filled with Jr. kindergarten children (please see the Jr. kindergarten criteria).

*If there is a demand for more junior kindergarten or kindergarten spots, the maximum number of children may change without notice.

OFFICE HOURS:

Office Hours are Monday thru Friday, from 9:00am – 4:00pm. Messages and emails will be monitored until 4:00pm. After 4:00 pm please leave a message and we will return your call the following workday.

SCHOOL YEAR

The LCDS school year runs from September until the last day of May. All statutory holidays and most public-school holidays are observed. The yearly calendar will be provided to parents and posted on the parent bulletin boards in August.

REGISTRATION

REGISTRATION PRIORITY

Currently registered children and siblings are given priority to register for the next school year. Registration forms will be available online during the last week of January and must be submitted by the specified date in February to secure their spot for the coming school year. After the specified date in February, registration will be open to receive registrations from previous families and new families.

All families who have previously registered with LCDS have priority for registration in the program and are eligible to register in February on the designated registration date for the following year.

Children who are new to the program are eligible to register in February; the applications will be accepted after the designated deadline for current and returning members.

****A complete registration form, fees, all deposit cheques, and any supporting documentation must be submitted to the registrar at the time of registration to be considered registered in the program.**

It is the responsibility of current members, associate members and returning members, to confirm the date of the February registration deadline for priority registration. After the set registration date, new members will be allowed to register and there will be no guarantee for the spot of your choice. Late registrations may or may not be able to be accommodated.

WAITLIST

A wait list is formed when the program is full. If there are any withdrawals prior to September, the wait list will be accessed by the date in which families were added to the list.

FAMILY MEMBERSHIP REQUIREMENTS

Registered Children:

- Children enrolled in the program must be independent in toileting. (Please see Toilet Training).
- Children must be at least 3 years of age on September 1st to attend the preschool program and 5 years of age by December 31st of the current school year to attend kindergarten.

Adult Society Members:

- Attend your child's first orientation day.
- Fill out the orientation day forms.
- Inform the school of all caregivers who may pick up your child.
- Ensure all personal information is up to date and accurate in the event there is an emergency we need to reach you.

- Ensure all allergies, food restrictions, medications and chronic health conditions have been provided. Please be sure to update this information throughout the year.
- Attend your monthly scheduled parent helper days.
- Attend all General Membership meetings (Sept & January) and the Annual General Meeting (May).
- Participate in all school activities including your registration commitments.
- Ensure that you fully understand the requirements and obligations of the LCDS program.
- Make yourself familiar with the LCDS Bylaws and Policies and abide by all LCDS Bylaws and Policies.
- There is NO SMOKING, VAPING, and ALCOHOL CONSUMPTION OR RECREATIONAL DRUG USE in or outside the facility.

FEES & PARTICIPATION DEPOSITS

Monthly fees are charged per child attending class and are used to pay for the operational costs of the society. These include but are not limited to teacher and administrative staff salaries, rent, utilities, furnishings, copier lease, insurance, professional fees, cleaning supplies, special activities, field trips & transportation, classroom materials and furnishings. LCDS reserves the right to update or change fees during the current school year if necessary.

REGISTRATION FEES

Along with a completed registration form, the following fees will be submitted to complete the registration process:

- **\$100** non-refundable registration fee

Registration fees are payable on the day of registration to secure your child's spot. Upon the acceptance of your child's registration form and your registration fee, you become an acting member of the Society and are bound by the Bylaws and Policies of the Society for the duration of the current school year or until withdrawal.

All families will select either a Board or Committee volunteer position for their Volunteer Commitment to the Society at the time of registration (please see the Volunteer Positions Checklist).

In addition to the registration fee, the following participation deposit cheques must be submitted:

- **1 - \$500** family fundraising Opt Out fee (cheque, cash, or e transfer) paid by September 30.
- or
- **1 - \$350** family fundraising participation deposit check for \$350, undated.
- **1 - \$100** classroom cleaning participation deposit cheque, undated.
- **1 - \$200** casino participation deposit cheque, undated (only on a casino year (even year)).
- **1 - \$100** parent helper participation deposit cheque, undated.

***Deposit cheques are not cashed unless the member fails to meet their scheduled commitments.*

***Families who register after December 31st will be responsible to fulfill all the registration requirements.*

**** All participation deposit cheques must be submitted at the time of registration. If you do not have cheques, you will be asked to either order cheques from your bank or to pay your deposits in cash.**

MONTHLY FEES

Monthly fees can be paid by cash, post-dated or monthly cheque, or e-transfer.

****All cheques will be made payable to LCDS or Londonderry Child Development Society**

Post-dated cheque or e-transfer:

- 9 post-dated cheques dated September 1st – May 1st
- 2 cheques dated September 1st (4 months fees) and January 1st (5 months fees)
- 1 cheque dated for September 1st (9 months fees)
- E-transfer for the same increments in b) or c).
- Exact cash or cheque submitted to the office monthly.

For those members who request an alternate payment method such as cash, monthly e-transfer, or month to month cheques, they will be subject to the following requirements:

- E-transfers, monthly cash or cheques will be delivered to the school office no later than the 3rd day of the upcoming month.
- **Cash payments will be exact amounts only, no change will be given. Credits will not be recorded for the next month's fee payment.** The Executive Director will issue a receipt for the cash received.

The Government Affordability Grant of \$100 is shown in column 3 and will be deducted from your monthly fees in column 2. The required fees are listed in the last column. The Affordability Grant is a yearly contract with the government of Alberta. In the event this program is rescinded, fees will increase by \$100 to the regular monthly fee.

Number of days/week/month	Regular Monthly Fee	Less the Affordability Grant	Reduced Monthly Rate
2 days/week/month	\$198.00/month	\$100.00	\$ 98.00/month
3 days/week/month	\$297.00/month	\$100.00	\$197.00/month
4 days/week/month	\$396.00/month	\$100.00	\$296.00/month
5 days/week/month	\$495.00/month	\$100.00	\$395.00/month

**Additional days may be added at any time in the school year – (subject to availability and teacher approval).*

**Fees paid in full or in two payments are subject to a 10% administration fee if the family withdraws after August 1st.*

KINDERGARTEN MATERIAL FEE

Kindergarten monthly fees are covered by the Government of Alberta through Alberta Education. LCDS charges a one-time, non-refundable, yearly material fee of \$450.00 to be used towards non-instructional costs for operating the kindergarten program for items such as photocopying of materials, and consumable materials used by the kindergarten child throughout the year. The fee will be due and payable for the first day of September.

Junior Kindergarten is not covered by the Government of Alberta, regular fees apply for the number of days the child is registered to attend.

REGISTRATION COMMITMENTS

LCDS is a non-profit organization that relies on parent involvement to operate and finance the school. Parents are asked to contribute to the operations of the school by volunteering and participating in all aspects of raising funds for the school (fundraising, and casino) and its operations.

The LCDS staff and your children thank you in advance for your involvement and sharing the gift of time with our organization.

Volunteer Commitment

Mandatory

Each family will choose a Board or Committee position at the time of registration.

*****Please note that volunteering to assist with field trips or other in-class events does not fulfill the Volunteer Commitment requirement.***

A complete list and detailed description for the available volunteer positions and their responsibilities is available upon request to the school office. A list of volunteer positions will be included with the registration package and positions will be filled at the May AGM according to the selections submitted from each family.

Positions include:

Board of Directors	Committee Positions	Yearbook Coordinators AM & PM
President	Classroom Cleaning Coordinator(s)	Laundry Committee
Vice President	Fundraising and Event Committee	Library Coordinators
Treasurer	Newsletter Coordinator	Maintenance Coordinators
Secretary	Website or Social Media Coordinator	Bottle Recycling Coordinators
Fundraising Chair Fundraising Co-Chair	Parent Helper Schedulers AM & PM	Legacy Fund Coordinator
Liaison	Social Committee	Legacy Fund Committee

Classroom Cleaning Commitment

Mandatory

Each family is required to participate in one (1) classroom cleaning event. There will be 1 scheduled event each month.

Each family will submit one (1) cheque in the amount of \$100.00 (PER CHILD) (undated).

Upon completion of your scheduled classroom cleaning(s) your deposit cheque will be returned or shredded.

It is the responsibility of the parent to find a replacement worker to cover their shift in the event they cannot attend. Paid workers may be available for \$50/shift, providing we have members sign up to be paid helpers to create the emergency list.

The parent is responsible for arranging and paying the emergency worker.

No shows or day-of cancellation will result in the member's \$100.00 participation deposit being forfeited to LCDS for each scheduled shift that is missed (Exceptions for your child being sick, please call the school office in this situation).

Casino Commitment

Mandatory

Each family is required to work one (1) casino shift at the scheduled LCDS casino event (Dates are scheduled by AGLC, members will be updated with the dates and shifts when they are received).

Each family will submit one (1) cheque in the amount of \$200.00 (PER FAMILY) (undated).

Upon completion of your scheduled casino shift your deposit cheque will be returned or shredded. ****Only required on a casino year.**

It is the responsibility of the family to find a replacement to cover their shift in the event they are unable to attend. LCDS may create a list of paid workers for families who need to hire a worker to cover their shift. Paid workers arranged by LCDS will receive \$150.00 to cover a scheduled shift. **The parent is responsible for paying exact cash to the office to pay the emergency worker. No shows or day-of cancellation will result in the member's \$200.00 participation deposit being forfeited to LCDS.**

Family Fundraising Commitment

Mandatory

LCDS sets a yearly minimum Fundraising Fee. All members are required to either participate in fundraising to raise the minimum fee or opt out by paying the set Fundraising Opt-Out Fee.

- For the fundraising participation option, an undated deposit cheque written for the set amount will be submitted with the registration form and will be held until the commitment has been fulfilled.
- Parents can receive monetary credit towards their fundraising commitment by volunteering to work shifts at the larger events, ie. \$50 for a 2-hour shift at the Silent Auction.
- Employer matching donations (i.e., by directing United Way funds to LCDS, or via an employer's charitable giving program) Corporate Donations or Sponsorship would also be considered for fulfilling your Family Fundraising commitment to the Society.

Options for opting out of fundraising:

- Opt out and pay the designated Opt Out fee (could be paid in monthly instalments or other arranged payments).
- Opt out of half of the designated Opt Out fee, submit a participation deposit cheque for the remaining half; participate in fundraising.
- Families who choose to opt out or pay half of the Family Fundraising Fee will be issued a charitable tax donation receipt in the amount of the set fee. Receipts will be issued in February for the tax year the funds were received.
- The Family Fundraising Fee will be set each year at the Membership Meeting in May. Members present at the meeting will discuss the fundraising requirements for the coming school year and will decide on the amount of the fee and the fundraising events that will be run. All members accept the decisions of the membership at the AGM by signing the registration contract.

2 large fundraising events such as a Silent Auction & 50/50 Pub night or Ladies Night or other event, will be planned each year to meet the societies fundraising goals. Smaller fundraisers will be included for members to fulfill their fundraising commitment and reach the fundraising goal. The fundraising events may include a 50/50 draw, walk-a-thon, poinsettia or spring flower orders, chocolate sales or specialty food (kielbasa, pizza kits, pierogis, etc.) sales. Fundraising events will be discussed at the January and May (AGM) membership meetings.

Parent Helper Participation

Mandatory

Each family is required to assist in the classroom at least once per month (scheduling will depend on the calendar days available each month and the number of families registered).

Each family will submit one (1) cheque in the amount of \$100.00 (PER FAMILY) (undated).

It is the responsibility of the parent to find a replacement worker to cover their shift in the event they are unable to attend. The LCDS office may be able to send an email to members to request a switch.

Two (2) no shows or day-of cancellation without making arrangements for a replacement worker will result in the member's \$100.00 participation deposit being forfeited. The \$100 deposit cheque will be expected to be replaced if the family wishes to remain in the program.

PAID EMERGENCY VOLUNTEER POSITIONS

LCDS realizes that life is busy and that scheduling conflicts happen. LCDS tries to provide the LCDS members with paid emergency helper lists for such occasions. If you can add your name to the paid emergency worker lists, please let the school office know. The list will be provided to members at the beginning of the school year. If we do not have any volunteers for these positions, parents will be responsible for finding their own replacements for their shifts or forfeiting their participation deposit. **(This does not count towards your registration volunteer position commitment).**

PAID EMERGENCY PARENT HELPERS

(as many as we can sign up)

Volunteer to be on the paid emergency parent helper list. In the event a family cannot make their scheduled parent helper day, they can call volunteers from the paid list. The family will arrange to deliver the scheduled snack to the school and to pay the emergency worker \$40.00 for working their scheduled shift.

PAID EMERGENCY CLASSROOM CLEANING WORKER

(as many as we can sign up)

Volunteer to be on the paid emergency classroom cleaning worker list. In the event a family cannot make their scheduled classroom cleaning shift, they can call volunteers from the paid emergency list. The family will arrange to deliver a \$50.00 payment to the school office in cash to pay the emergency worker for working their scheduled shift.

PAID EMERGENCY CASINO WORKER

(in a casino year) (as many as we can sign up)

Volunteer to be on the paid emergency casino worker list. In the event a family cannot make their scheduled casino shift, they can call volunteers from the paid emergency list. The family will arrange to deliver a \$150.00 payment to the school office in cash to pay the emergency worker for working their scheduled shift.

REQUIREMENTS FOR MULTIPLE REGISTRATIONS

LCDS understands the challenges faced by families with more than one child registered in LCDS. We appreciate your full participation in the program. Families with more than one child registered in the school are expected to complete parent commitments for both children where applicable.

Fundraising is PER FAMILY (one payment of \$500 to Opt Out or a \$350 participation deposit cheque is provided). It is appreciated if you can go above the \$350 minimum requirement for fundraising participation.

Casino is PER FAMILY (one shift).

Classroom Cleaning is PER CHILD (1 classroom cleaning shift per child registered)

Volunteer Commitment is PER FAMILY, choose one volunteer position, you are welcome to choose a second if your family can manage it.

Parent Helper days can be shared by both children once per month or you may choose to do separate parent helper days for each child.

NEW FUNDRAISING INITIATIVES

As a non-profit organization, LCDS receives funding from the following sources: School fees, ELCC Government grant funding, AGLC events (Casino, 50/50 draws & raffles), seasonal school fundraising events and Alberta Education (Kindergarten & ECS supports).

To pay for the operational costs involved in operating the school and securing qualified staff, we cannot stress how important the additional funds raised through AGLC events are to the sustainability of LCDS. Without the extra funds from these events, monthly fees would need to increase significantly to cover the loss of these funds. Parent involvement is extremely vital.

Our Board of Directors has begun initial steps to create a Legacy Fund Committee that will oversee a yearly donation drive that we hope will eventually grow to a level where we can eliminate the need for dependence on gambling funds. We are also developing an Affiliate Marketing initiative to involve community businesses in raising funds with us. If you would like to be a part of the committee, please sign up to volunteer.

CLASSROOM CLEANING

Classroom cleanings are scheduled each month, to ensure all furnishings and storage areas get a deeper cleaning than what is provided by the weekly janitorial service (the classroom is cleaned regularly for floors and high touch surfaces). There will be one classroom cleaning scheduled each month. For those who require a daytime cleaning, one date will be provided at the beginning of the school year, usually the last week of August. The duration of the cleaning is normally two hours or until all tasks have been completed regardless of total time.

CASINO

LCDS participates in working a casino event every two years. The funds raised from one casino event will pay our rent and teacher's salary for two years. Working a two-day casino event can raise a substantial amount of money for the school, past years have seen amounts of \$75 000.00 - \$95 000.00.

LCDS will receive notification from AGLC after we submit our application for our license renewal. They will assign our event dates and LCDS members will fill the shifts that are needed to operate the casino event. We are required to staff approximately 35 workers and a few extras in case of emergency. The shifts are scheduled for daytime and nighttime, they may be anywhere from 7 to 10 hours duration. Each family will be required to fill one (1) or two (2) casino shift(s), depending on enrollment numbers.

LCDS will provide members with the dates and shifts as soon as they are received from AGLC so members can prepare for working the event. All volunteers must be 18 years old. A criminal record form is required for key positions. LCDS can pay for babysitting and taxi service with a receipt provided to LCDS. No previous training or knowledge is required, a casino advisor is hired to train our workers at the event. A meal is also provided.

****The next Casino year should be spring of 2027- 2028.**

CASINO NO SHOWS

If you cannot make your scheduled casino shift, it is the parents' responsibility to find someone to replace them at the scheduled event. LCDS maintains a list of paid workers that may be available to work for you with advance notice. Workers on the LCDS paid workers list are paid \$150 per casino shift. It is the parents' responsibility to arrange for the worker, and to provide payment for them. If the parent provides their own worker, they must be 18 years or older to work. No shows on the day of the event will result in the immediate cashing of your casino participation deposit cheque.

Last minute cancellations create a lot of stress, anxiety, and extra work for LCDS Staff and Board Members. We ask our members to be respectful of the other members' time and commitment towards running our program. When members don't follow through with their commitment to the society, it affects all members involved including LCDS staff.

FUNDRAISING

All funds raised from AGLC events such as casino, 50/50 draws or other raffles are controlled by AGLC and can only be used towards specific operational costs. LCDS participates in other fundraising activities to generate extra funds that the AGLC funding is not eligible to cover. The LCDS Fundraising Coordinator and Fundraising Committee will plan yearly fundraising events for members to participate in and raise their share of the annual fundraising goal.

Fundraising is particularly important during non-casino years, and we appreciate the hard work of our current and past members and their connections to support us through these events.

Over the years some families have indicated that it is easier to pay out their fundraising requirement rather than participate in the planned fundraising events. The LCDS Board of Directors has provided parents with two options for fundraising. All families can choose between paying out their fundraising or to participate in fundraising. If the family chooses to pay the Family Fundraising fee, they will submit \$500.00 as a donation to the school by September 30th. A tax donation receipt will be issued for the donation.

If the family chooses to participate in fundraising, they will submit an undated \$500.00 participation deposit cheque and will agree to participate in the fundraising events of their choice throughout the year. If at the end of April the family has not met their fundraising commitment of \$350.00, they will be issued an invoice for \$500.00 less the amount of fundraising they completed. The remaining balance to be paid to the school as a donation, a charitable tax receipt will be issued for the donation.

If a family fails to participate in any fundraising, the member's participation deposit of \$500.00 will be forfeited to LCDS. A tax receipt will not be issued for unfulfilled fundraising (balance owing at April 30).

☐ Option 1: Participate in Fundraising

I agree to participate in school fundraising activities during the school year and to raise a minimum of \$350.00. If the minimum amount is not reached, the funds raised will be applied toward the \$500.00 Opt-Out Fee, and I agree to pay any remaining balance. A charitable donation receipt will be issued for any amount paid.

☐ Option 2: Opt Out of Fundraising

I choose to opt out of the fundraising commitment by paying the \$500.00 Opt-Out Fee by September 30. A charitable donation receipt will be issued for this contribution.

PARENT HELPER

Once per month (approximately), each registered family is responsible for attending their scheduled parent helper day and to bring the designated snack and beverage for the class. (17 total children per class). The parent helper is asked to stay for the entire duration of class. Please arrive for the class start times for your child. The snack schedule and parent duties will be reviewed during orientation (September), and it will include children's food allergies or restrictions to ensure the safety of all children and to be respectful of personal, cultural or religious choices. A snack suggestion (idea) booklet will also be provided to parents.

Please record your scheduling requests on the parent bulletin boards for the upcoming month. The request schedule is provided as a courtesy to our members; while every attempt will be made to accommodate parents' schedules, we may not always be able to accommodate all requests. Please ensure you have given the schedulers more than one option for your parent helper day. For September, parents will be requested to give their availability by email to the school office.

Please come prepared to assist the classroom staff on your helper day. You will assist by bringing and preparing the snack in class, helping with some general cleaning duties, participating in classroom activities as needed and helping with preparations for other class activities.

If the parent is unable to attend their scheduled parent helper day, it is the parent's responsibility to find a replacement. The parent may switch or trade their day with another member; the office can assist by sending an email to the other members on your behalf. Please notify the office of any changes to the schedule.

LCDS also tries to create a paid parent helper list for parents to use in the event they cannot make their scheduled day, and they can hire someone from the list to take their place. Parents who are interested in being on the paid Emergency Parent Helper list should contact the school office.

We thank you in advance for making alternate childcare arrangements for siblings as they are not covered by insurance and licensing regulations. Nursing babies or non-mobile babies in carrier seats are the exception.

FINANCIAL ADMINISTRATION

Except for the month of September, deposits will be made by the 3rd day of each month. If you require a grace period, please let the office know prior to the 1st day of each month and the Business Manager/Executive Director will make alternate arrangements with you to receive your fees. For September, all fees will be due by the 3rd week of September.

Please use **lcds.direct@gmail.com** for e-transfer. A password is not needed, please put your child's name in the message section of the e-transfer and indicate what the payment is for.

There is no reduction in fees for months with extended holidays or months of shorter duration.

****Children who are approved for educational support funding will have access to extra days as set out in the Alberta Education Funding Manual at no extra charge. Upon approval of funding from Alberta Education special services branch, extra days will be discussed with the parent and implemented at the Teacher's and SLP's discretion. A one-time transportation grant will be dispersed in May to each of the approved families. Information will be provided to the applicable families for application for the grant.**

LATE PAYMENT OF MONTHLY FEES

All monthly material fees must be paid no later than the 3rd day of each month unless a request for an alternate arrangement was made. If the monthly material fees are not received by the end of business on the 3rd day of the month, the member will be assessed a late fine of \$10.00. For each day late thereafter, a fee of \$2.00 per day late will be applied. Fines will be due with the payment of the outstanding material fees.

Members will receive written notification by email when fines are assessed. The online system will administer the fee automatically. The fines will still apply regardless of absence from school, the member receiving or not receiving an email or not picking up their students mail before the specified deadlines in the letter. The child will not be allowed to attend class until the fines and fees are paid in full.

NON-PAYMENT OF MONTHLY MATERIAL FEES OR NSF

LCDS is supportive of all families and enjoys having their children attend class. To provide sustainable services to our families, prompt payment of school fees is required. Should fees remain unpaid for three weeks following the start of the first day of school or if participation deposit cheques are not received, your child will not be permitted to attend LCDS until the fees are paid and the participation cheques are received.

Failure to pay required fees during the school year will be considered a voluntary withdrawal of your child, or children, from the preschool. LCDS reserves the right to review fee guidelines and amounts on a case-by case basis as unexpected or extenuating circumstances arise.

NSF cheques will be subject to a penalty fee of \$40.00.

If a family has more than two NSF cheques, they will be placed on cash-only payments. The members' deposit cheques must also be exchanged for cash.

REFUNDS

There will be no refund of fees without 1 month (30 days) notice of withdrawal from the program. If you will be away for a holiday or an extended absence, full monthly fees shall remain due and payable to hold your spot for your return and shall not be refunded or reduced. If you choose to withdraw and return after the holiday, the \$100 registration/administration fee will be required to be paid upon re-registering. There are no guarantees that a spot will be available if the program has a waitlist. The \$100 registration/administration fee is nonrefundable upon withdrawal.

WITHDRAWAL

Should notice of withdrawal be given prior to August 1, all postdated monthly fee cheques and deposit cheques for fundraising events that have not occurred or were worked shall be returned to the parent. The \$100.00 registration fee is non-refundable.

Parents may hold their child's registration spot until their child turns 3 by paying the required monthly fees for the months prior to their child coming of age. The Board may wave this requirement if the program is not full. Special circumstances may be arranged with the Executive Director and Board approval.

If a family chooses to withdraw from the program after September 1st, one month (30 days) notice is required to avoid paying the coming month's material fees. If one month's notice of withdrawal is not given, the next month's fees will remain payable. The \$100.00 registration fee is non-refundable. All deposit cheques will be shredded or returned as per parent request; no refunds will be given for registration commitments already worked; registration commitments worked cannot be transferred to another family.

GROUND FOR REMOVAL FROM THE PROGRAM

LCDS believes in open communication and the safety of all children, staff and parents associated with our program. LCDS does not tolerate abuse towards staff members of any kind. Policies are in place for bullying and to facilitate conflict resolution. All situations will be reviewed on a case-by-case basis.

The following will constitute immediate removal from the program:

- Behavior from a child or parent which interferes or threatens the safety of the children and/or staff.
- Willful disobedience and/or open opposition of authority by the child or parent.
- Willful damage to school or others' property by the child or parent.
- Physical or verbal abuse to a staff member by a parent.
- Non-Payment of Fees.

Where a parent has been asked to leave the school premises due to their conduct and they refuse, the authorities will be immediately notified, and they will be physically removed from the premises. The family will be removed from the program immediately and Alberta Early Learning and Child Care will be notified.

****Where a child may be receiving educational support services, the child may continue attending the program, but the parent may be barred from entering the school premises by restraining order.**

ORIENTATION WEEK

You will be notified by email in the last week of August to notify you of your child's scheduled orientation day. Orientation Week will usually fall on the week of Labor Day but may change depending on the calendar year. On this day your child will come to school on the assigned date and time to meet the staff and other children and participate in a shortened version of their regular school day. At least one parent is asked to attend and anyone else who may be attending your parent helper days throughout the year. Important information will be discussed for your parent helper duties and general housekeeping items.

GENERAL MEETINGS

All LCDS Members are responsible for the operational decisions of the Society. LCDS is required by the **Societies Act, Alberta Education and Child Care and AGLC regulation** to hold regular meetings to ensure members are informed of the status of the society and to provide documentation of financial decisions for audit purposes.

Members are strongly encouraged to attend these meetings. We do not take a participation deposit cheque for this commitment as we trust our parents to be responsible for fulfilling this commitment.

As per the Society's By-Laws, LCDS will hold 2 General Membership meetings in September and January, and the Annual General Meeting (AGM) in May. Meetings may be online or in person, you will be notified of the format, dates, and times in the newsletter and by email. If you cannot attend a meeting, please notify the school office.

LCDS BOARD OF DIRECTORS

The LCDS Board of Directors is composed of current parent members who volunteer to oversee the operations of the school. They are responsible for the sustainability of LCDS and the employment of its staff. We employ an Executive Director/Business Manager to provide continuity for the board members from year to year and to maintain the yearly operational requirements from Alberta Corporate Registries, City of Edmonton, Alberta Education and Child Care, Alberta Health, AGLC, AISCA and Gateway Alliance Church.

The Board assumes the major responsibility for running the business of LCDS, although the general membership shall remain important in providing input into changing Board policies and programs (funding, social functions, etc.). The Board is the legal authority for the Society. Everything done by LCDS is done in the Board's name even though the actual activity is usually supervised or carried out by the Executive Director, Business Manager, and Teaching Staff. While considerable authority is appropriately delegated to the Executive Director/Business Manager, and Teaching Staff, the source of that authority remains with the Board. The Board's responsibilities include but are not limited to:

- Initiating policy and enforcement of policy and bylaws.
- Student enrollment.
- Advertising.
- Hiring and firing of staff.
- Oversee all contracts.
- Conduct staff reviews.
- Oversee the maintenance of all financial transactions for the school.
- Ensure all licenses, applications, and compliance with governing bodies has been met.
- Stay informed of governing regulations.
- Work with school staff to ensure the yearly timeline is met.
- Keep parents informed of events and activities.
- Listen to members to make changes to the society when needed.
- Inform members of operations.

BOARD MEETINGS

All Board Members, the Executive Director/Business Manager, and the Teacher will attend the monthly Board of Directors Meeting. Monthly Board of Directors Meetings are held once per month except in the month of December. Meetings are approximately 1.5 hours in length and may be held online or in person. Meetings are usually set for the 3rd or 4th week of the month and Board members may set the day of the week that is best suited for everyone's schedules.

Members of the Society are welcome to attend the Monthly Board of Directors meetings. Please confirm your attendance with the school office if you would like to attend.

COMMUNICATION

To be successful, we all must work as a team. Open lines of communication between home and school are essential. If you have any comments, questions, or concerns please contact us! We will do our best to respond as soon as possible.

All communication from LCDS will be sent via email (Child Friendly App), notices on the parent bulletin boards, newsletters, and the children's mailboxes. This may include classroom cleaning and casino reminders, the monthly newsletter, parent helper schedules, school cancellations, fundraising reminders, and other school matters. Please be sure to inform the office of any changes to your personal contact information or email addresses.

You may contact Ms. Michell directly at **lcds.teacher@telus.net**. Contacting the Office and Board of Executives – the main office can be contacted directly at 780-473-7216, or by email at **lcds@telus.net**.

Addressing concerns or complaints as soon as they arise ensures they are dealt with before they become bigger issues. Most issues can be easily resolved when the parties involved take the time to discuss them. Please make any concerns known to the LCDS office as soon as possible. If you do not feel comfortable speaking with the teacher about your concerns, please speak with the Executive Director, Board President or Liaison for the society.

DUTY TO POST INFORMATION

LCDS is required by Early Learning and Child Care to post information and inform parents. All required regulatory documents will be posted in the classroom for parents to review. If there are any changes to such documents, the membership will be informed of the changes and any remedies required by the licensing agencies.

The Parent Bulletin Boards in the entrance hallway contain the volunteer sign-up sheets, event sign-up sheets, parent helper schedules, parent helper request schedules, yearly calendar, and newsletters.

LCDS POLICIES

Parents are responsible for understanding and adhering to the LCDS policies. If a member does not understand a policy, they can speak with the Executive Director or a Board member for clarification.

PHOTOS

Please feel free to take photos while you are in the classroom; please take candid photos so you do not interrupt the learning activities. We would love it if you shared your photos with us; please remember to send them to the Yearbook Coordinators to use for the student yearbooks. Please remember, if you are posting photos to Social Media sites, you can post your own child wherever you like, but if the photo has other children in it, you need to get permission from those parents before posting or block out their faces.

TOILETING

DRESS YOUR CHILD FOR SUCCESS! We want your child to have a positive experience at school; we want them to be capable and successful at school. We understand there will be occasional accidents. Your child is in a new environment; they may not remember or want to go to the washroom when they immediately feel it. Chances are they will leave it to the very last second because they are having so much fun playing and learning. We encourage you to take your child to the washroom before class starts and we will go as a group halfway through. There are two washrooms in the classroom for the children to use if needed. Dress your child in loose comfortable clothing that they can maneuver easily. Save overalls, tight skinny jeans, dresses, and fancy clothes for special occasions. Where a child requires a change of clothes or assistance with their clothing, two adults will be present for the safety of your child and the staff.

All children must be fully independent in their toileting.

This means that your child:

- Does not use pull ups or diapers during the day.
- Can recognize when they need to go to the washroom.
- Can tell someone when they need to go to the washroom.
- Can go to the washroom by themselves and perform all necessary toileting steps (such as getting on and off the toilet, wiping, flushing, and washing hands).

**** Please note,** that should it be found after a child has started in the program that they are not competent in their toileting, the family may be asked to withdraw the child until they are more capable in their toileting; if they wish to hold their placement, monthly fees will remain payable while they are progressing.

**** LCDS realizes** that children with developmental delays may not reach this goal at the same developmental age as other children and will consider all individual situations. There is no guarantee that a mutual solution may be reached.

CHILD GUIDANCE

LCDS has always believed in preventative measures rather than intervention. Our primary philosophy is to set a good example by modeling appropriate behavior and positive problem solving. Positive behavior is always encouraged and is established by developing a positive and respectful relationship with every child and by developing appropriate programming with a wide variety of activities (this will also include age appropriateness).

Intervention strategies are used to redirect and distract from inappropriate behavior. A staff member will intervene when there is a conflict and will assess the situation with the children involved. Together they will determine what happened and how their problem could be solved.

Children will always have access to a quiet area of the classroom where they can go if they feel they need a break from activity. Children will learn about the “Zones of Regulation” and when they may need to take a calming break.

Where a child continues to display inappropriate behavior at a particular activity and they have already received guidance from a staff member, they may be redirected to another activity or to the quiet area with a staff member to talk about how they are feeling and what they can do to have a better outcome. The staff will also inform the parent privately of the situation and discuss the occurrence and possible solutions. Parents are always welcome to discuss the guidance policy with the Executive Director, LCDS staff, or the LCDS Board of Directors.

EXTREME CASES

In extreme cases, such as:

- hitting, kicking, swearing or abusive language, grabbing, pinching, throwing, spitting or biting, where physical harm has been executed towards another child or staff member,
- Non-compliance with teacher's directions
- Other behaviors deemed inappropriate by the teaching staff.

The child will be redirected to the quiet area under staff supervision and parents or guardians may be contacted, and the child may be sent home if the behavior cannot be corrected. Any behavior of this nature will be reported to the Executive Director and will be reviewed with the LCDS Board of Directors as it will conflict with policy.

ILLNESS POLICY

In the event of a major health event (e.g. pandemic), the illness policy will be revised accordingly to align with government requirements and public health orders.

Please inform the school if your child will be away due to illness. Please keep children home when they are sick. Parents who are ill should stay away from the classroom, utilize other members to bring their child into the school and classroom.

If your child has a fever (37.5 degrees or higher), diarrhea, nausea, vomiting, unknown rash, sore throat, runny nose or cough, please keep them home for at least 24 hours or until the symptom is no longer present. Do not send your child to school when they are still sick or under the influence of medication to suppress the symptoms. The teaching staff will refuse your child's admittance. If the child has been brought to school and it is apparent that the child is unwell, the parent will be contacted to pick up the child and take them home. The child will be kept as far away as possible from the other children, under staff supervision until the parent arrives to pick them up. Parents are expected to pick up their child immediately or arrange for another caregiver to come.

Parents are encouraged to practice proper hygiene skills with their children such as, washing their hands, covering their mouths when they sneeze or cough, and to dispose of their used tissues or medical masks in an appropriate manner. Using a medical mask to hide a child's symptoms is not acceptable. If your child cannot manage their own symptoms (e.g. use a tissue to blow their nose when needed, sneeze or cough into their elbow, wash their hands, etc.) they should not be at school.

Do not bring your child to school if they have a communicable disease or highly contagious condition such as head lice, pinworms, pink eye, mumps, measles, chicken pox, gastroenteritis, influenza (flu), or COVID and its variants. Please seek medical attention to confirm the condition and inform the school of a possible outbreak. The child can return to school as advised by their physician or Alberta Health. Please let the school know if you will be traveling to, or have returned from, other countries or areas which have had reported cases of communicable disease.

MEDICATION POLICY

LCDS maintains a no medication administration policy. No medications will be given to a child unless it is for emergency purposes such as an Epinephrine auto injector or other liquid allergy medication required by a child in the event of a life-threatening situation. Medications will be in their original labeled container. It must be labeled with the child's name, doctor's name, drug name, dosage, instruction for use and the expiration date. All medications will be stored in child specific, labeled containers and stored out of reach of children in a locked cupboard. A record will be kept in the container to record any administration of the medication to the child. The child's name, medication name, time administered, dosage, signature of staff member administering the medication, witness to the administration initials, and staff initial of parent being notified. Emergency medications will be stored out of reach of children but within easy access to the teaching staff in the event of an emergency. Parents will sign documentation giving LCDS permission to administer the medication to their child in an emergency. No other medications will be stored on the school premises.

ALLERGIES

LCDS strives to be a "nut free" school. This means any products, food, beverages, soaps, or lotions brought into the school cannot contain any nuts or nut oils or traces of nuts, tree nuts, etc. All other allergies and food restrictions will be given to the membership prior to starting school and updated as needed.

Food allergies provide the potential for life-threatening situations to occur. LCDS will do its best to ensure the safety of all children registered in the program. Certain foods and products may be restricted from the classroom to ensure the safety of children with food allergies. Where a child has numerous allergies or food restrictions, the family may be asked to provide their child's daily snack to ensure the safety of the child.

Snacks are provided to the students in a group setting, where all children have the same choice of snack daily. This format eliminates children having too much food sent with them to school, food that does not adhere to the allergy restrictions, comparison, and competition amongst peers and between parents to have "*The Best Snack*". This format also allows the children to experience new foods they may not try at home. This also assists in LCDS being able to monitor children's allergies or food reactions on any given day.

LCDS and the Board of Executives, respects the personal choices, ethnic and religious backgrounds of its members. As a result, food preparation procedures may include steps to prevent cross contamination of snacks which contain specific ingredients. This may change from year to year depending on registrations. Examples of specific ingredients which may require additional food preparation steps include eggs, milk or dairy products, gluten products or pork or beef. LCDS has alternate snacks on hand in the event a snack is not suitable for a particular child.

ACCIDENT POLICY

In the event your child has an accident while at school the teaching staff will administer appropriate first aid for the situation. The incident will be recorded and reported if it requires medical attention. If the accident requires immediate medical attention, 911 and the parent will be notified. If the parent hasn't arrived at the school before the ambulance arrives, the teacher will accompany the child to the hospital and the remaining staff will supervise the rest of the children. Depending on the situation, all parents may be called to pick up their children if appropriate supervision cannot be managed. A record of the incident will be recorded and reported to Early Learning and Child Care.

LATE PICK-UP POLICY

ALL members must pick up their child(ren) at 11:45 am and at 3:45 pm. Parents should arrive just before dismissal time and be waiting in the hall for their child to be dismissed. The LCDS Child Friendly Portal will be used for the correct time. Parents will be given one late arrival and a verbal warning.

On the parent's second late arrival the policy will be applied.

There will be a 5-minute grace period. If the parent arrives after 11:50 am or 3:50 pm, they will be considered late and it will be recorded in the Child Friendly Portal, and the late pick-up fee will automatically be applied for each late minute following the grace period time. After the grace period a flat \$5 fee will be applied, and a \$2 charge will be applied for each minute after the grace period times. The parent will receive an invoice for the late fee and will pay the invoice before the child's next class.

If a member is going to be late, they are expected to call the school to indicate they will be late; the late fee policy will still apply.

All late pickups will be documented and will be reviewed at the monthly Board of Directors meeting. Staff members will monitor the occurrences and will notify the Board of Directors. If lateness is a regular occurrence for some members, membership may be reviewed, and the member may be asked to withdraw from the program.

In the event we have not heard from the parent or guardian regarding their lateness or absence, and they have not arrived to pick up their child and there are no obvious extenuating circumstances, such as severe weather, the LCDS staff member will begin calling the child's parents/guardians and emergency contacts. If after calling all the contact numbers and there has been no contact made with the school within 30 minutes of class dismissal, Early Learning and Child Care instructs LCDS to begin contacting Child Protective Services and EPS to report an abandoned child.

In the event of a field trip where parents are expected to pick up the child from another location or the school at a designated pick-up time other than the regular class dismissal times, the same procedures will be followed as set for regular late pick-up.

CUSTODY POLICY

As part of the registration process, parents and guardians are identified to ensure all parties rights are respected. They will also indicate who will be picking up their child from LCDS. LCDS cannot restrict a parent from picking up their child unless there is an official custody order in place. If a parent has an order indicating guardianship rights, custody or access rights, a copy of the order will be required to be placed in the student file with the registration form. The child will always come first and LCDS will notify the parent and authorities if needed in a particular situation.

Parents may update the list of caregivers who may pick up their child with the school office. All alternate caregivers will be required to show their photo ID on pickup before we will release the child to them. If the person is not listed in the child's file, we will call the parent to confirm they have sent someone to pick up their child and will review their photo ID. If they do not have photo ID, we will not release the child to them.

CELL PHONES

Cell phones **MUST BE TURNED OFF** when parents are in the classroom or on field trips. This is a distraction to the children, the staff, and the routine of the classroom. If you must make or take a call, please let the teaching staff know and step out of the classroom into the hallway. We do not mind the taking of photos in class or on field trips, please keep them candid and do not ask the children to pose or say "Cheese".

PHOTOGRAPHY

At LCDS the teaching staff will take photos of your child in class, and we will share them with our parents through the Child Friendly portal. Images taken by teachers will only be used for internal activities such as for projects, the Child Friendly Portal or for the class Yearbook. We encourage parents to show the photos to their children to create discussion with your child, and to establish relationships with his/her classmates. Your child's photos will not be used for any other purposes other than communicating their activities. LCDS will not use the images for marketing, website, media, Facebook, etc. without the consent of the parent first. Parents will select their permission choices in their child's registration.

At LCDS we encourage our families to take as many photos of their child as they wish while volunteering in the classroom or on field trips. If you are taking a photo that will portray other children, you are asked to not post that photo on social media sites unless you have the permission from the other children's parents.

CRIMINAL RECORD CHECKS, FIRST AID AND CONFIDENTIALITY

All LCDS Staff Members and Board of Directors who have access to children's personal information and health records must complete a criminal record check with vulnerable sector search every 3 years and within 6 months of new employees or change of board members as per Early Learning and Child Care regulation.

All LCDS staff and Board of Directors sign a confidentiality agreement each year. They agree to keep all information regarding the private matters of families and children confidential.

Any situations that arise where LCDS must discuss your child or LCDS policy, will be facilitated as respectfully and discreetly as possible. If you have any concerns, please reach out to the Executive Director, teaching staff or a Board member. Where a situation concerns an incident with children, please bring it to the attention of the teaching staff or the Executive Director. If the situation is between parents, we ask you to respectfully discuss the issue and seek resolution with the parent in question.

Where an issue is ongoing and it must be brought to the attention of the Board of Directors, they will consider the circumstances and address it accordingly.

****LCDS reserves the right to remove a child or parent from the program for inappropriate behavior.**

FIELD TRIPS

LCDS conducts regular field trips on and off site. All registered LCDS children are welcome to attend even if the event is scheduled for a day of the week that the child does not regularly attend. Field trip notice will be posted in the upcoming newsletter, the school calendar and on the parent bulletin boards. Parents will be required to give their permission and sign any waivers for the venue for their child to attend. Some field trips will have yellow school bus transportation provided and some will require the parent to drop off and pick up from the venue. Field trips will have a different time schedule than regular classes unless otherwise indicated on the field trip information sheet. Parents are responsible for checking the drop off and pick up times for all events.

All field trips and special events will require extra parent volunteers to ensure appropriate supervision is provided for your children's safety. LCDS will take as many volunteers as we can unless a venue has indicated a specific number of supervisors. In the event we can only take a few volunteers, we will have everyone who would like to attend sign up and then we will hold a random draw to determine who gets to go. The teachers will make every effort to ensure all parents get a chance to volunteer. The teacher will inform parents of their responsibilities while they are supervising children for field trips and special events. Parents will be expected to supervise a small group of children, participate in the activities and to be respectful of the interpreter and LCDS staff. If disciplinary intervention is required with a child other than your own, LCDS policy states it is the LCDS staff member's responsibility to address the situation. Please let the staff know if you need assistance. If you are volunteering for a field trip, please make alternate care arrangements for siblings.

LCDS will cover the cost of the children to attend field trips as well as the volunteers. Where a venue charges for the adult volunteers, LCDS will inform parents of any additional costs to attend.

There is no food or drink allowed on the yellow school bus or at many of the field trip venues; the children will receive a small, packaged snack when we arrive back at the school as they are dismissed from the bus. If a field trip is required to transport over the lunch hour, we ask our parents to ensure that they give themselves and their child an early lunch prior to attending the field trip. Unfortunately, some activities are only offered on specific days and times and the transportation for may occur before regular class times or over the lunch hour.

Volunteering for field trips does not count towards your family volunteer commitment.

CHILD SUPERVISION POLICY

Child supervision at LCDS begins when the parent signs their child into the program on the attendance sheet and the child has been acknowledged by a staff member as they enter the classroom or the playpark. LCDS staff members are not responsible for your child in the hallway before or after class. If staff members are in the hallway and they are walking out to the playpark, you are still responsible for your child, do not leave until you have signed your child in and a staff member has received them.

Staff members will review the classroom routine with the children regularly to ensure the children know what is happening next and where they are going. They will review any safety rules with the children before leaving the classroom, riding a school bus, or entering another facility.

When transitioning to another room or environment, staff members will place themselves strategically throughout the line up to ensure all children are supervised. The teaching staff will confirm the number of children and record the number of children they have in their care. Before leaving the classroom or washroom at transition times, staff members will confirm the number of children. A physical search of the room should be done before leaving to ensure a child hasn't gone

missing. Before returning to the classroom, staff members will do a physical role call and count before returning to the classroom; a secondary visual count will be completed when they are in the classroom.

Staff members will communicate the number of children in their care and periodically check the count throughout the duration of class. A final head count will be taken before dismissing the children to their parents or caregivers.

If a child leaves early, the staff member releasing the child will record this information and amend the daily child count on white board beside the classroom exit door and on the daily attendance sheet. They will also inform all classroom staff of the child's departure. Supervision will be adjusted according to the specifics of the activities and childcare environment and the individual needs of the children attending the program.

When parents are waiting in the hallway and the class is transitioning from outside to inside or the opposite, we ask parents to keep siblings by your side and to not take your LCDS child out of line until they have been directly dismissed to you. This will cause our supervision count to be incorrect, and we will need to recount or figure out where we found an extra child or lost one.

Due to liability and insurance purposes the play park is not available to us before and after class. Please do not enter the play park without staff permission or supervision.

It is the responsibility of the LCDS staff members to conduct regular safety checks of the program premises and equipment to remove potential hazards. It is the responsibility of the LCDS Staff members to ensure the children are a safe distance away from the hazard; if the hazard is removable, it will be removed from the area prior to the entry of the children. If the hazard cannot be removed, the staff members will inform the children of the hazard and will make every effort to keep the children at a safe distance from the hazard.

TEACHING STAFF ABSENCE

LCDS will make every effort to find a substitute teacher or educational assistant when staff members are away. The teacher to child ratio in the classroom is 1:12. We are in ratio if we have a teacher and one other staff member or parent helper. If we do not have the required ratio for the class, classes will be canceled and LCDS will make every effort to notify parents of the cancellation.

SCHOOL CANCELLATION POLICY

There are many unique circumstances where classes may be canceled. In the event a situation arises where we must cancel classes or ask parents to pick up their children from school, we will contact parents to inform them of the situation. Examples: power outage in winter, water disruption, flooding, dangerous weather conditions (freezing rain), emergency situation, etc. LCDS will make every effort to notify parents of the situation.

If the temperature drops to below -40 degrees Celsius with a windchill according to Government weather tracking, school will be closed. At these temperatures exposed skin will freeze in a matter of minutes which would not allow us enough time to safely arrive at our primary relocation center, LEON'S Furniture Center, 13730-140th Street, Phone# 780-456-4455 in the event we had to evacuate from our building. If we had to evacuate due to fire, the children would not have appropriate clothing to walk that far.

EMERGENCY EVACUATION

It is important for the children and staff to know how to react if an emergency occurs and we are required to evacuate the building for an emergency. The regular practice of fire drills and emergency evacuation throughout the school year are required by governing authorities.

- Upon discovery of fire or other emergency, alert others, activate the building fire alarm, and call 911.

- The Teacher will alert the classroom, they will shout “Everyone line up at the door behind me!” and will collect the attendance binder.
- The parent helper will move to line up with the children.
- The support staff will assist the children to line up, check the washrooms and other areas of the classroom for children.
- The Teacher will start the line moving towards the nearest clear exit of the building.
- The support staff will close doors behind the group as they exit and ensure no child stays behind or leaves the line.
- The Executive Director will close the office door and evacuate with the group.
- Everyone will meet on the Northwest corner of the parking lot.
- Attendance will be taken; if anyone is missing the fire department will be notified.
- No one will re-enter the building without the permission of the fire department or they are told all is clear.
- If it is not possible to re-enter the building within a reasonable amount of time, the LCDS Staff will begin moving the children to LEON’S FURNITURE CENTER – 13730-140 Street, Phone # 780-456-4455.
- Parents will be notified of the evacuation immediately upon arriving at LEON’S.
- Early Learning and Child Care must be notified immediately after the last child is released to their parent or guardian that is on school file.

CLOSING STATEMENT

This document is only a summary of some of the LCDS policies that are important for the day-to-day operations of the school. A detailed policy manual with protocols and procedures will be the final say on any of the given topics in this manual. A copy of the detailed policy manual will be made available to registered LCDS families at the start of the school year. The LCDS Board of Executives reserves the right to make changes to policies at its discretion.