

Kaleidoscope Kids Preschool STAFF HANDBOOK



Revised August, 2022

This handbook is intended to familiarize staff members with current Kaleidoscope Kids Preschool policy, practices and standards. A print copy of the handbook is available upon request. Kaleidoscope Kids Preschool reserves the right to revise its policies, practices and standards as deemed appropriate by the Director. Staff members will be notified of updates to the staff handbook as they occur.

*Please note, COVID protocols take priority when applicable.

HISTORY

Celebrating over 10 years of preschool, Kaleidoscope Kids Preschool has remained true to its original philosophy to support and encourage the importance of guiding children in developing a strong sense of self-worth, self-image, value and belonging.

Where did the name Kaleidoscope Kids come from? We chose the name because when looking through a kaleidoscope what you see is always changing, just as children are always changing. It also led us to our motto, 'where every movement creates a new experience'.

- Kaleidoscope Kids Preschool opened its doors in September 2003 with 80 families.
- In September 2006, we expanded into the Tuscany Club at the resident's association's request.
- In January 2010 we expanded at the Tuscany Market location to now serve 336 families.
- We are licensed with Alberta Children's Services for our Preschool and Jr. Kindergarten.
- September 2013, we celebrated our 10 year anniversary at the Tuscany Market location.
- In 2009 we were awarded 'Best Preschool 2009' honourable mention from Calgary's Child Parent's Choice Awards.
- In 2010 we were awarded 'Best Preschool 2010' honourable mention from Calgary's Child Parent's Choice Awards.
- In 2011 we were awarded 'Best Preschool 2011' honourable mention from Calgary's Child Parent's Choice Awards.
- In 2014 we were awarded 'Best Preschool 2014' honourable mention from Calgary's Child Parent's Choice Awards.
- In 2015 we were awarded 'Best Preschool 2015' honourable mention from Calgary's Child Parent's Choice Awards.
- In September 2015 we opened 2 new locations; Edgemont and Nolan Hill, we now serve over 400 families.
- In 2016 we were awarded 'Best Preschool 2016' honourable mention from Calgary's Child Parent's Choice Awards.
- In 2017 we were awarded 'Best Preschool 2016' honourable mention from Calgary's Child Parent's Choice Awards.
- In 2018 we were awarded 'Best Preschool 2018' from Calgary's Child Parent's Choice Awards.
- In 2020 we were awarded 'Best Preschool 2020' from Calgary's Child Parent's Choice Awards.
- In 2022 we were awarded 'Best Preschool 2022' from Calgary's Child Parent's Choice Awards.

PHILOSOPHY

For children, preschool is a new world full of exciting things to do. At Kaleidoscope Kids preschool children will find new friends to share experiences with, and teachers who understand and care. We believe in the importance of guiding children in developing a strong sense of self-worth, self-image, value and belonging. The preschool's philosophy is based on the knowledge that young children learn by playing and that their play reflects their continuous emotional, social, intellectual, and physical growth and development. Our most important goal is to have each child develop a positive self-image, and an interest and joy in learning. To do this, we strive to provide a nurturing and stimulating environment in which children learn through play experiences.

Young children are unique, eager to learn, and responsive to love, attention and guidance. By nurturing and respecting each child, we foster the development of a child's sense of well-being. Each child can expect to be treated with respect. The child can try out ideas, express feelings, and know that he or she will still be accepted and loved as a worthy individual. We strive to help children form good habits, solve problems, learn to interact with others and develop a good self-image.

Kaleidoscope Kids Preschool realizes the importance of exposing children to many books. This is a main component of our program; therefore, we maintain a routine that is centered around the 'book of the day'.

Our qualified and caring staff nurtures emotional and social growth. Each child feels accepted, safe and important. The child also feels he or she can make friends and can be an integral part of the class. Physical skills using both large and small muscles are practiced through musical games and activities, so the children become competent and feel good about themselves.

The development of cognitive skills is also an important part of our curriculum. Through self-directed play, games and planned activities, children learn language skills, pre-reading skills and beginning math and science skills.

Since children explore, discover and learn through their play, we offer an enriched environment for this exploration. The environment includes experience and materials that are stimulating, challenging and satisfying. There are many experiences with art media, sand and water play, and other sensory activities.

Kaleidoscope Kids Preschool provides an atmosphere where children can feel confident about themselves and their

abilities and where each child is encouraged to contribute individual ideas. A day at Kaleidoscope Kids Preschool will be a day filled with games, laughter, music, exploration, wonder, experimentation and growth.

GENERAL INFORMATION

ADMINISTRATION

Directors: Chad Khera, Ike Dhanda & Celine Dhanda

Main email: office@kalkids.com

Office: (403) 547-1020

Chad Khera Cell: (403) 613-6304

ckhera@kalkids.com

Ike Dhanda Cell: (403) 891-9127

idhanda@kalkids.com

HOURS OF OPERATION

Kaleidoscope Kids Preschool is open Monday through Friday from 8:30am to 4:15pm. The school is closed for the following holidays:

Thanksgiving

Winter Break

Alberta Family Day

Spring Break

*T/T Organizational Days (2 days)***

*Remembrance Day**

Teachers Convention

Good Friday

Victoria Day

*M/W/F Organizational Days (3 days)***

If the holiday falls on a weekend day, Kaleidoscope Kids Preschool will close during the week.

*If Remembrance days falls on a weekend, it may or may not be represented immediately after or before.

**Subject to change

PROGRAMS

There are 4 programs offered at Kaleidoscope Kids Preschool. They are:

Preschool	3 Year Olds	2.5 hour classes
Preschool PLUS	3 Year Olds	3.75 hour classes
JR Kindergarten	4 Year Olds	2.5 hour classes
JR Kindergarten PLUS	4 Year Olds	3.75 hour classes

RATIOS

At Kaleidoscope Kids Preschool, we maintain the following staff-to-child ratios at all times in our classrooms:

Age of Children

2.5-3 years

3 years

4 years

Minimum Ratio of Staff to Children

1 staff for every 6 children

1 staff for every 12 children

1 staff for every 12 children

Parent Volunteers may be used to meet staff-to-child ratios.

Ratios must be maintained at all times, including when emergency procedures are in effect.

LICENSING

Kaleidoscope Kids Preschool is licensed by Alberta Children's Services. A copy of the licensing rules is available for review in the school, and on the web at <http://www.kaleioscopekidspreschool.com> under the staff area.

WEATHER-RELATED CLOSINGS

Kaleidoscope Kids Preschool will remain open during most severe weather. The Director(s) will monitor the weather and local news stations to determine when it is appropriate to close the centre early or cancel care for the following day.

In the event that Kaleidoscope Kids Preschool closes early or cancels classes for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel safely home.

General Staff Expectations

PROFESSIONALISM

Each Kaleidoscope Kids Preschool staff member is a childcare professional and is expected to act as such. The following general guidelines for professionalism should be maintained at all times:

- Arrive on time.
- Is not absent from work on a regular basis and finds a substitute when necessary.
- Dress appropriately for interaction with children.
- Take directions, suggestions and criticisms, and follow through to improve performance.
- Respect confidential information regarding children, families, and co-workers.
- Display a positive attitude toward the entire centre (the program, children, families and co-workers).
- Attend staff meetings and other centre events.

DRESS CODE

Staff members are expected to observe the 3 C's for appropriate attire at work as follows:

- **COMFORTABLE** – Staff is expected to play with the children and be down at their level whenever it is appropriate. To do this, staff must be dressed in comfortable clothes that allow free movement and activity. Staff members should wear clothing they feel comfortable getting dirty or stained, as staff members are expected to participate alongside the children during all daily activities. Flip-flops and sneakers are appropriate footwear.
- **CLEAN** - All clothing should be clean with no stains, rips or tears, and must smell appropriate. This also applies to personal hygiene.
- **COURTEOUS** - Staff members interact with children and parents on a daily basis and should dress professionally. Clothing may not contain alcohol, drug, or cigarette references. Vulgar sayings or suggestions are forbidden.
- Certain articles of clothing are never appropriate for the work environment, including: halter tops, strapless "tube" tops, short skirts/shorts (must hit at fingertip length or below), sweatpants, excessively torn jeans/shorts, and low-rise jeans/shorts which expose undergarments.

It is expected that all staff members will present themselves and Kaleidoscope Kids Preschool in a professional, respectable manner. Any staff member not adhering to the dress code may be asked to leave and return dressed appropriately.

CELL PHONES

It is important that every staff member's attention remains on the children *at all times*. A second's lapse in attention could result in a serious accident, which, with effective supervision, would have been prevented. Therefore: Cell phones are not permitted in any of the program rooms with the exception of lead teachers for documentation purposes. Cell phones should remain on silent and stored in a purse, bag, coat or staff area, etc. while a staff member is working. Cell phone use is permitted only during breaks, and never in a classroom. It is never appropriate to make a personal phone call, send a text message, check voicemail, etc. while in the presence of children, even while on break.

It is expected that when leaving the Preschool for any reason (walk, field trip, etc.), one staff member will carry with them a cell phone. In this circumstance, the cell phone should only be used in the event of an emergency and not for personal calls/text messaging.

In the event of an emergency, the staff member must inform the Director(s) of the situation. In this case, cell phones must be set to vibrate. Ratios must be maintained at all times.

COMPUTERS

All Kaleidoscope Kids Preschool-owned computers are to be used for work purposes only. Under no circumstances may software be installed without the prior permission of the Director(s). Staff members may bring in a personal computer to use during breaktime only. Tuscany Wi-Fi SHAW-2EDEC0 Password: 251177005945

Nolan Wi-Fi SHAW- 2E6B70 Password: 251176093456

Computer use is forbidden during all school hours other than breaktime, unless during an in-service and effective supervision is maintained.

PAYROLL

Payroll is done monthly, via Payworks.

DIRECT DEPOSIT

Direct deposit of payroll cheques is available to all staff members. Staff should complete and return a Direct Deposit Authorization form to enroll. Processing may take one to two weeks; staff members will receive a paper check until direct deposit is processed. Pay is deposited the last day of the month.

PERSONAL BELONGINGS

Coats, backpacks, purses, etc. must be safely put on hooks, in closets/cabinets and out of reach of children. Personal belongings may also be stored in the staff area. Kaleidoscope Kids Preschool is not responsible for lost or stolen items.

FOOD/MEALS

Kaleidoscope Kids Preschool is a peanut/nut aware facility. No food containing, or processed in a facility with peanuts/nuts, are allowed in the Preschool. Food must be stored in refrigerator or out of the reach of children. Meals should be eaten and prepared only during breaktime.

HAND WASHING

Staff members must wash their hands at the following times:

- Upon arriving at the Preschool
- After helping a child use the toilet
- After wiping a nose, coming into contact with saliva or any other bodily fluid.
- Before and after meal times
- Before and after using the sensory table
- After removing gloves
- After using the restroom
- After returning to the Preschool from breaktime.

****Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like COVID-19, diarrhea, the flu, and conjunctivitis (pink eye).**

Professional Development

REQUIRED TRAINING

Required training within the first six months of employment, for ALL staff members:

- Minimum requirement - Level 1 Early Childhood Educator

Staff members must have completed before their first day of work, or within 6 months of hire if agreed upon with the Directors

- Childcare First-Aid and CPR and must maintain valid certification.
- Police Clearance – A police clearance including vulnerable sector search current within eight (8) weeks upon starting. Each staff member is required to update their police clearance and vulnerable sector search every 3 years.

All fees for required training courses are to be paid by the staff member, unless otherwise arranged with a Director.

STAFF MEETINGS

All Kaleidoscope Kids Preschool staff members are required to attend 3 staff meetings per year. Important information, procedures, and policies are introduced and reviewed at these meetings; it is important to have 100% attendance. Employees will be notified with as much notice as reasonably possible and must meet with the Director(s) if unable to attend a staff meeting. The required staff meetings are unpaid. Additional staff meetings may be held throughout the year.

NEW STAFF ORIENTATION

All new staff members will be asked to read the Kaleidoscope Kids Preschool staff and parent handbooks. Prior to working in the classroom, the Director(s) will schedule an orientation meeting to complete required paperwork and review Preschool operation and policies.

Personnel Policies

The following policies are intended to protect the rights of staff members and to ensure maximum understanding and cooperation. Kaleidoscope Kids Preschool staff members are expected to be:

- On-time and alert when at work.
- Careful and conscientious in performance of duties, including the use of positive words and actions.
- Respectful, thoughtful, and considerate of other people.
- Courteous and helpful when dealing with children, parents, visitors, and other staff members.

CONFIDENTIALITY

It is important that all staff members be discreet in sharing information regarding the children and their parents in public areas. Names and identifying characteristics of children and families should not be shared with anyone other than staff members working in the classroom and the Director(s). Confidentiality is expected and required when grievances arise; staff members who discuss issues with individuals not directly related to the situation may be subject to Disciplinary Procedure.

Staff should also be careful in discussing details of the Preschool operation, particularly problem areas, with others in public. Staff members may not distribute or post children's last names, address, phone numbers, etc. with the exception of distribution to Kaleidoscope Kids Preschool employees. Personal information should never be used for personal purposes. Alberta's Freedom of Information and Protection of Privacy Act (FOIP) specifically prohibits the sharing of information about children or staff members within a child care setting without written consent from the parent, guardian, or individual. This applies to outside professionals as well. You must seek *written* parental consent before

consulting with an outside agency about a child.

CHILD ABUSE AND NEGLECT

Under the Child, Youth and Family Enhancement Act any person who has “reasonable and probable grounds” to believe that a child is being harmed or in danger of being harmed by their parent or guardian has an obligation to report it. This means that if you believe that a child has been abandoned, is being neglected, physically injured, emotionally injured or sexually abused, you are required to report your concerns. People can be fined under the Child, Youth and Family Enhancement Act for not reporting when a child is in need of intervention services.

If you have reason to believe a child is being abused or neglected by their parent or guardian, you should contact a Director to discuss your concerns and then report your concerns but it is not required to have approval from anyone to report and reporting can be anonymous. A child might not come right out and tell you they are being abused, but you might observe signs of neglect or abuse. The child might drop hints or make repeated comments that suggest abuse, or the child's behaviour may suddenly change so drastically that you know something is wrong.

If you suspect a child is being abused, call 310-0000 to get the telephone number of your local office or call the Child Abuse Hotline at 1-800-387-KIDS (5437) to speak with a caseworker.

What do I do if a child tells me he or she is being abused?

Do...

- remain calm
- listen carefully to what the child says
- let the child tell you what happened in his or her own words
- write down what you heard and saw:
 - as soon as possible,
 - using the same words the child did,
 - using words that describe things you can see or hear, and
 - keeping your notes confidential and secure
- acknowledge how the child is feeling (e.g. sad, scared, embarrassed, hurt, angry)
- reassure the child that it is right to tell
- let the child know that you believe what he or she said
- say “I will try to help”
- call your local office or the Child Abuse Hotline as soon as possible

Do not...

- interrupt the child's story
- ask the child too many questions – leave that to the experts
- overreact by showing anger, shock, disbelief or fear
- let the child think that the abuse is his or her fault
- provide opinions or judgments
- confront the parent(s)
- promise to keep it a secret, as this is a promise you cannot keep
- promise the child what the next steps will be

If a Kaleidoscope Kids Preschool staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation will be reported to the Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report must be made to Alberta Children's Services. Kaleidoscope Kids Preschool will cooperate with any Alberta Children's Services investigation. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations. Termination of employment after a child abuse allegation is at the discretion of the Director.

GRIEVANCE PROCEDURE

As childcare professionals, all staff members are expected to make reasonable attempts to resolve conflicts directly with the individual(s) concerned. If a solution cannot be reached, staff members should then seek assistance from the Director(s) in resolving the conflict.

Confidentiality is expected and required when grievances arise. Staff members who discuss issues with other staff members not directly related to the situation may be subject to the Disciplinary Procedure. This policy applies both during paid hours as well as on a staff member's personal time.

CO-WORKER COMMUNICATION

Open communication between staff members, parents, and children is crucial to a successful program. Before leaving a classroom for any reason (bathroom, making a copy, calling a parent) an employee should inform his/her cooperating teachers of the reason he/she is leaving. For all involved, it is important that all issues be addressed and resolved as they arise. All employees are expected to function as a team member at all times.

SUPPLIES

Lead Teachers are responsible for reporting to the Director when supplies are running low so they can be replenished before supplies are completely depleted. Lists should be emailed on Fridays, weekly.

PARKING

Staff members should park away from the Preschool entrance. The parking lot in front the Preschool is for parents picking up and dropping off.

SUGGESTIONS

Kaleidoscope Kids Preschool is always seeking suggestions that will: improve methods, procedures, and working conditions; reduce costs or errors; and benefit the children, staff, and centre. Staff members who have suggestions or innovative ideas are encouraged to discuss them with the Director(s).

PERSONNEL FILES

Kaleidoscope Kids Preschool maintains a permanent personnel file for each staff member. These files are confidential and staff must arrange a time with the Director to review their file. Staff members are prohibited from accessing the personnel file of another staff member for any reason. Staff members should report to the Director(s) if there is a change in address, phone number or emergency contact

SUBSTANCE ABUSE

Any staff members reporting for work under the influence of alcohol or controlled substances will be asked to leave immediately. If the Director(s) or other staff member has probable cause to believe a staff member's faculties are impaired while on the job, the staff member may be suspended or terminated immediately.

TOBACCO USE

Cigarettes and smokeless tobacco products are prohibited on Kaleidoscope Kids Preschool premises, including parking lots. Staff members who smoke are strongly suggested against doing so immediately before or during their shift, as smoke can stay on clothing and hair for an extended time. Staff members must wash hands immediately after smoking, before returning to work.

REIMBURSEMENT

The Director must first approve all purchases made by a staff member using personal funds. Any unapproved purchases may not be eligible for reimbursement. Original sales receipts should be submitted to the Director(s) within one week of purchase to receive reimbursement. Each school has \$200.00 in petty cash. Petty cash records are to be submitted monthly to a Director in the school mail envelope.

NON-DISCRIMINATION STATEMENT

Kaleidoscope Kids Preschool does not discriminate on the basis of race, colour, age, religion, national origin, sexual orientation, gender identity, sex, marital status, or disability. Kaleidoscope Kids Preschool is an equal opportunity employer.

Kaleidoscope Kids Preschool prohibits harassment of and by its staff members on the basis of gender, race, age, colour, national origin, religion, marital status, sexual orientation, citizenship, disability, and other characteristics. Harassment includes, but is not limited to, making derogatory remarks about any of these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, and visually offensive behavior.

Attendance Policies

ATTENDANCE

Consistency is crucial to creating a successful program. Therefore, all staff members are expected to be in regular attendance, in order to provide a consistent environment and routine. Regular absences will be subject to disciplinary procedure.

ABSENCE DUE TO ILLNESS

If a staff member is ill and unable to work, the Director(s) should be notified immediately, by phone. Electronic communications such as text message are acceptable as long as a response is received. Email is not acceptable methods of contact when reporting sick. If unable to contact a Director, please contact your Lead Teacher.

When possible, a staff member must assist in making arrangements for a substitute. If absent more than two consecutive days, the Director will require a note from the staff member's physician indicating the type of illness and when said staff member may return to work.

ABSENCE DUE TO PERSONAL TIME OFF

If a staff member requires time off, you must go to www.kaleidoscopekidspreschool.com and under the staff section submit a TIME OFF REQUEST form.

The staff member must have made arrangements for a substitute.

No more than ONE regular staff member will be granted time off on the same day.

Time off will NOT be granted during the first month of school (September), holiday parties, graduation parties, and year-end picnics. Any exceptions are at the discretion of the Director(s).

SUBSTITUTES

Staff members will be supplied with an approved substitute list and phone list at the beginning of each school year. Staff members are expected to use these lists to find substitutes when unable to work for any reason (illness, appointments, etc.).

One regular staff member must always be in the classroom. Situations in which all regular staff members of a classroom are gone must be avoided. Staff members are expected to communicate with each other to ensure both regular staff members are not absent on the same day. Time off may not be taken the first month of school beginning.

Disciplinary Procedure

UNACCEPTABLE JOB PERFORMANCE

Kaleidoscope Kids Preschool uses progressive discipline as a positive way to correct unacceptable job performance.

STEP 1 Verbal Warning

If a staff member's job performance is not meeting Kaleidoscope Kids Preschool standards, or if a staff member is in violation of any policy stated in this handbook, he/she will be informed of the problem and the possible penalties if performance does not improve. Suggestions on ways to improve job performance are discussed. Verbal warnings may be given for violation of Kaleidoscope Kids Preschool policies, failure to follow procedures, unsatisfactory performance, absenteeism or tardiness.

Verbal warnings will be recorded, discussed, and signed by both the staff member and Director(s). After two (2) verbal warnings have been issued for any reason within a period of six (6) months, a written warning will be issued.

STEP 2 Written Warning

A written warning is given if a problem/s identified by multiple verbal warnings has not been corrected. Written warnings will be recorded, discussed, and signed by both the staff member and Director(s). A staff member may receive only one (1) written warning during a six (6) month period. After one (1) written warning has been issued, any further issues or actions subject to the Disciplinary Procedure may result in suspension or termination.

Written warnings will be issued immediately for refusal to follow lawful instructions or any other serious policy violation, which endangers the safety or integrity of a child or staff member.

STEP 3 Termination

Termination may result when using progressive discipline if steps have not produced satisfactory and acceptable performance. Termination may be immediate without using progressive discipline. Reasons for immediate termination may include, but are not limited to:

- Commitment of child abuse
- Abuse of a parent/guardian of a child or another staff member
- Harassment
- Being under the influence of drugs or alcohol while at work
- Theft
- Possession of a weapon
- Violation of any policy which states that violation of such policy may result in termination

The above violations are only examples and are not meant to be all-inclusive. Disciplinary action up to and including termination may be taken immediately at the discretion of the Director(s).

Health & Safety Policies

ILLNESS

Our first priority at Kaleidoscope Kids Preschool is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Chickenpox (the child can be permitted to return to the program when he or she feels well enough to participate in all activities, regardless of the state of the rash);
- Diarrhea or loose stool (the child should be excluded for 24 hours until symptoms are resolved or assessed by a physician);
- Hepatitis A (the child should be excluded until 14 days after onset of illness or seven days after onset of jaundice);
- Impetigo (the child should be excluded until 24 hours after antibiotic treatment has been initiated);
- Wheezing/Persistent Coughing; (the child should be excluded until assessed by a physician or the symptoms are resolved);
- Measles (the child should be excluded until four days after the appearance of a rash);
- Mouth sores with drooling (the child should be excluded until a physician has determined that the symptoms are non-infectious);
- Mumps (the child should be excluded until nine days after onset of parotid gland swelling);
- Pertussis, or "Whooping Cough" (the child should be excluded until five days after antibiotic treatment has been completed, until three weeks after onset of symptoms, or until the coughing has stopped);
- Purulent conjunctivitis, or "Red/Pink Eye" (the child should be excluded until 24 hours after antibiotic treatment has been initiated);
- Rash, with fever or behavioural change (the child should be excluded until a physician has determined that the symptoms are non-infectious);
- Rubella (the child should be excluded until at least four days after onset of the rash, or up to five to seven days at the option of local health authority);
- Scabies, Head Lice, or other Infestation (the child should be excluded until appropriate treatment has been completed);
- Strep throat or other Streptococcal Infection (the child should be excluded until 24 hours after appropriate antibiotic treatment and cessation of the fever);
- Symptoms of Possible Severe Illness, such as lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing (the child should be excluded until assessed by a physician or symptoms are resolved);
- Temperature, with a fever of 38.0 degrees C or higher; (excluded until 24 hours symptom free);
- Tuberculosis (the child should be excluded until a physician has approved his or her return);
- Vomiting – with two or more episodes of vomiting in the last 24 hours (not return until 24 hours symptom free).

A child who becomes ill while at Kaleidoscope Kids Preschool must be removed from the classroom in order to limit exposure of other children to communicable disease. An ill child will be moved to a quiet area to wait for his/her parent to arrive. Parents are to be contacted immediately.

Kaleidoscope Kids Preschool reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

NOTICE OF EXPOSURE & REPORTING DISEASE

If a child or staff member is found to have a communicable disease, an email will be sent to all affected classes.

In the event a child is reported to have a communicable disease, the Director(s) will notify the Alberta Health Link.

MEDICATION AUTHORIZATIONS

Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form. Parents must indicate a reason for the medication, and the dosage or medication cannot be administered.

Medications must be stored in a locked box (non-emergency) or in a high cabinet (emergency) while in use at Kaleidoscope Kids Preschool. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at Kaleidoscope Kids Preschool.

Medications may be administered only by Teachers or the Director(s). When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given as well as any unusual reactions or circumstances.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

Staff members shall document accidents and incidents that occur at Kaleidoscope Kids Preschool using an Accident/Incident Report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be reported to the Director(s) to be placed in the child's file.

Any Reportable Incidents will be forwarded to Alberta Children's Services by a Director.

Incidents that require reporting include, but are not limited to:

- death of a child.
- allegation of physical, sexual, emotional abuse and/or neglect of a child.
- missing or lost child or unexpected absence of a child.
- a young person involved in crime.
- child removed from a program without permission.
- emergency evacuation.
- unexpected program closure.
- intruder on premises.
- illness or injury requiring emergency medical services and hospitalization and/or requires the child to remain overnight.
- error in the administration of medication resulting in the child becoming ill or injured.
- child left on premises after hours.
- the commission by a child of an offence under the Act of Canada or Alberta

DOCUMENTATION OF HEALTH INCIDENTS

Each time a parent is contacted regarding an ill child or symptoms of illness, staff members should complete a Health Incident Form. All parents will be notified of any communicable illnesses present in the Preschool via email explaining the illness.

DOCUMENTATION OF ALLERGIES

A child with allergies are added to the Allergy List posted in a visible location in the classroom. If the allergy is food-related, it also be posted in the kitchen area. All staff working in the classroom of child must review the Allergy List to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any child or staff member with special health care needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the class binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's or staff member's specific health care needs.

ACCESS POLICY

Any person in the Preschool who is not a director or teacher, **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a Teacher at all times and will not be allowed to assume any child care responsibilities.

Teacher's will approach anyone who is in the Preschool without their knowledge to ask what their purpose is. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a Teacher and will not be allowed to interact with children on the premises.

VISITORS

All individuals who are visiting the Preschool (i.e., someone who is not a parent or authorized pick-up person; or staff member) are required to sign in. The visitor is then required to sign out before leaving the building. This does not apply to parents or legal guardians.

Curriculum

CURRICULUM

Curriculum at Kaleidoscope Kids Preschool includes child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively.

Each classroom has school year lesson plan, posted in the classroom.

Each classroom is set-up in centres, which include blocks, dramatic play, books, gross motor, fine motor, and art. Gross Motor play is important to a child's physical development and must be included in circle time. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which centre or activity he/she participates in. This promotes creative expression and development of important social skills.

DAILY SCHEDULE AND ACTIVITIES

The Lead Teacher and Teachers work cooperatively to meet each child's developmental abilities and needs.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children **thrive** on consistency! Routines should be maintained whenever possible for arrivals and departures; snacks; hand washing; and transitions.

Before the Preschoolers Arrive To-Do List (to be assigned or shared)

1. Set up Classroom.
2. Set up Parent Information Board.
3. New bleach solution is to be made.

4. Birthday celebrations to be checked
5. Paper towel, soap, toilet paper to be checked.
6. Staff discusses responsibilities and expectations for day.
7. Hand out items in mailboxes.
8. Check binder for missed items for handout from previous classes.

Routine/Schedule:

Free Play - When children arrive: Children can choose an activity while other students are arriving and putting their belongings away. Upon arriving at school, children select various activities of their choice and move freely around the room. Adults interact with the children and facilitate/model social and language skills. The staff makes contact with all the children, welcoming them to school. This is a good time to check the children's mailboxes for notes from home and bathroom time or those in the toilet training process. Parents should sign children in as they arrive.

Transition - Teacher should go around class and tell children that we will be cleaning up soon. Have special helper give auditory cue (bell, then clean up song) to children to clean up.

Clean-Up - Children do the bulk of the work with adults facilitating clean up. Good time to work on matching and sorting skills. Adults should not do the cleaning.

Circle Time - Have children choose mat and find space on floor. Encourage all to help sing good morning song. Introduce special helper and say good morning to him/her with group. Depending on day, time constraints some morning 'chit chat'. If time allows and teacher is asking a question such as 'tell me something you did on the weekend' make sure all children have an opportunity to answer. Talk about theme for the week, perhaps recap discussions. Read story. Show craft. Craft should be shown step by step. Always reminding children how to glue, paint by asking questions. Special helper dismisses mats by colour for snack.

Gym Time - Students are provided with a variety of opportunities to exercise large muscles. The staff supervises play facilitating social and play skills. Expansion of play behaviour is emphasized. Children are encouraged to participate. If a child does not want to participate that is their option but they must stay with the class in their spot.

Snack - Children always wash hands before snack. Staff set up snack prior to children sitting down. Adults should focus on facilitating language and independence during snack time. Children practice using table manners, making requests, and trying a variety of foods. It is the child's responsibility to put their snack in the garbage when finished.

Main Free Play - Child centered activities enhance gross motor and fine motor skills, cognitive, readiness, social, and communication skills. The activities are designed to reinforce basic concepts and themes. Children choose to participate in various open-ended activities available in given learning centers. Concepts, which may be embedded in planned activities, include science, pre-math, pre-reading, language, social studies, pre-writing, art and music.

Staff should help facilitate children's play. Helping children initiate play with other children or organize a group game. It is important teachers be attentive to the children they are playing with while maintaining a careful overview of what is going on within the classroom. Teachers should be constantly rotating their interests. It is important that teachers monitor play that is becoming overactive or not appropriate and try and redirect play more positively. If needed teachers are to give warnings about certain items and put them away if warnings are not adhered to, stating positively that we will try that toy again next class.

Items in centres should be changed/rotated to keep children's interest. This also decreases the occurrence of boredom and therefore behaviour problems.

Craft - We encourage all children to do craft every class, it is however, not mandatory. If a child is not wishing to do craft when asked, ask the child again later, 99% of the time children do make craft. Teachers help guide children through craft but do not do craft for them. Teachers need to allow children their creative license but do need to monitor and maintain some limits (even monsters can't have 15 eyes!)

Closing circle time

- The special helper shows what they have brought for show and share.
 - 3 year olds – Take item around for children to have a closer look.
 - 4 year olds – Questions using the children's name plates.
- Calendar – Sing days of the week. Figure out what day it is. Count to the new date.
- Important concepts are reinforced and summarized.
- Finger plays/ felt board - to practise vocabulary building, language development, and motor development.
- Sing good-bye song.

Letter of the Week – M/W/F 4 Year Old Children

Wednesdays – Handwriting Without Tears

- read letter of the week. (copy goes home in children's mailbox)
- talk about what sound that letter makes.
- sing letter cheer.
- have each child try and find something that start with the letter.
- group Handwriting Without Tears activities during circle time.

Friday

- have children come up and show the pictures they have brought and paste them on the poster board.
- all of the above.
- ask what letter we will be doing the following week.
- sing alphabet.

Dismissal: No child should be released to anyone who has not been authorized on the enrolment paperwork. Attendance roster needs updating.

THEMES

The use of themes is a practical and logical way to begin curriculum planning. The themes are based upon what the children know and see every day, as well as the children's interests. The themes are age-appropriate and may span the length of 2-4 weeks.

Teachers are encouraged to discuss with each other themes and coordinate the sharing of materials and activities.

PHYSICAL ENVIRONMENT

The actual room arrangement of each program room is the responsibility of the program Lead Teacher and Director. Centres should include blocks, dramatic play, art, large and small motor, and books. These areas should be clearly defined, with obvious boundaries. Quiet areas should be set-up as far away from noisy activities (blocks, cars, etc.) as possible. The room décor should consist mostly of child artwork and photographs of animals, people, food, and the children themselves at the child's eye level. Room arrangement should take into consideration that staff must be able to see every child at all times.

The Director(s) must approve changes to the physical environment, including the room arrangement.

PETS & VISITING ANIMALS

In-services may introduce animals to the classroom. Please review the Allergy List for any children with allergies to pets or animals.

Field Trips

Kaleidoscope Kids Preschool offers a variety of experiences both at and away from the Preschool. Field trips are a creative way to enrich a theme and expand the learning environment. Parents must be notified at least one week before the planned field trip.

Daily Duties for Classroom Staff

Each classroom has a set of opening, closing and weekly cleaning tasks. Below are some general things that must be completed each day. Staff members are expected to familiarize themselves with the classroom specific duties.

MORNING DUTIES

Make sure all program room doors are unlocked; mix new bleach water; put away sanitized toys; straighten toys and shelves; re-stock supplies such as soap, paper towels, toilet paper, wipes, etc.; and complete room set-up for the day's lesson plan.

AFTERNOON DUTIES

Wash or spray toys that have been mouthed by children with bleach solution and air dry; take trash to dumpster, sanitize trash can, and replace trash bag; put toys and equipment away; sanitize tables, chairs, and shelves; wash dishes; empty bleach solution; vacuum carpets; adjust thermostat; lock all program room doors after the last parent leaves for the day.

Arrival and Departure

ARRIVAL

Staff members are expected to greet each child and parent upon their arrival to the classroom*. Arrival is the opportune time to discuss how the child's night was, what he/she ate for breakfast, special instructions for the day, etc. Upon arrival, each child must have direct contact with a staff member. Children are marked for attendance as they pass through the gate into the classroom. If children arrive later than 5 minutes after doors open, the time must be noted in the attendance.

*COVID protocols take priority.

DEPARTURE

During the enrollment process, each family completes an "Emergency Contact and Parental Consent" form. This form provides authorization for select individuals to pick-up children from the

Preschool. If you are not familiar with the person attempting to pick-up a child, you must request photo identification and check the Registration Forms form. At the end of the day, staff must check the attendance book to verify all children have been signed out.

5 minutes after dismissal, please record times of pick-up for any remaining children.

LATE PICK-UP

Kaleidoscope Kids Preschool may charge a late fee of \$5.00 for every minute a child is present past class time. If a child is picked-up late, please make a note in the attendance book. If parents do not arrive by 10 minutes after class time to pick-up their child, attempt to contact them at all available phone numbers. If the parents cannot be reached, attempt to contact the authorized pick-up persons. If you are unable to reach the authorized pick-up persons, contact the Director(s). Alberta Children's Services will then be contacted.

Guidance Strategies

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Kaleidoscope Kids Preschool staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions:

"Am I..."

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

REASONS FOR MISBEHAVIOR

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

PREVENTING MISBEHAVIOR

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly

creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., *walking feet; gentle touches*)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., *participating in activities with the children so they stay interested for longer periods*)
- Encourage self-control and independence by providing meaningful choices. (e.g., *"You may pick up the blocks or art center."*)
- Focus on the desired behavior, rather than the one to be avoided. (e.g., *"Ashley, please use gentle touches with your friends."*)
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., *"Joey is playing so nicely. I like it when you keep the blocks on the table."*)
- Encourage children often and generously.
- Set a good example. (e.g., *using a quiet voice when children should be quiet*)
- Help children see how their actions affect others.

RESPONDING TO MISBEHAVIOR

Below are strategies Kaleidoscope Kids Preschool staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

Redirection

This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity.

Logical consequences

These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related.

Participate in the solution

If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."

Natural consequences

Allowing children to experience the consequences of their behavior is also called learning the hard way. Only use natural consequences when they will not endanger the child's health or safety.

Quiet Time

In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to have some quiet time. This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or moved to a quiet activity like looking books or a puzzle.

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director(s). The Director(s) will observe the child and meet with the Lead Teacher to develop a behavior management plan.
2. The behavior management plan will be discussed with the parent and then put into practice.
3. The Director(s), Lead Teacher and Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time or indefinitely.*

USEFUL PHRASES

The following phrases are useful when problem-solving with children.

Instead of Say	"No" or "Don't" "Please stop", "I don't like that", "That's not OK", or "That is not a choice"
Instead of Say	"That's not nice" "That's not OK", "Please use gentle touches", or "That hurts Jordan"
Instead of Say	"No running" "I need you to use your walking feet" or "You may run when we go outside"
Instead of Say	"Stop crying" "I need you to use your words to tell me what is wrong"
Instead of Say	"Can you put away your toys?" (If it is not a choice, do not pose it as a question) "You may help me pick up the blocks, or help Alyssa pick up the puzzles"
Instead of Say	"I said yes" (when a child tells you "no") "No is not a choice, I need you to..."

EFFECTIVE SUPERVISION

What is Effective Supervision? Effective supervision reduces the risk of harm to children by preventing injuries and accidents. It also promotes positive, responsive, and intentional learning environments for children and child care providers. Effective supervision requires primary staff in licensed child care settings and approved family day home providers to be involved and familiar with the children in their care. This is important because the most effective kind of supervision for a particular setting can change depending on the type of program provided (out-of-school care versus a family day home), or the ages and individual needs of the children under care. Effective supervision also requires child care programs and staff to assess their supervision practices on a regular basis to ensure that they continue to promote safety and to meet the needs of children enrolled in the program.

Effective caregivers are always aware of the physical environment of the child care program. They:

- conduct regular safety checks of the program premises and equipment to remove hazards;
- position equipment and arrange the environment to allow caregivers to supervise the children's play, rest, and toilet areas;
- know which individuals are authorized to pick-up a child from the program in place of a parent;
- notice when children arrive and leave the program, ensuring that both arrival and departure times are accurately recorded;
- remember where emergency medications, first aid kits, and emergency contact numbers are kept; and
- monitor children are at all times.

Effective caregivers observe children's play and behaviour by:

- directing and closely monitoring children when carrying out activities that may involve some risk,
- such as playing near water, near doorways, or during transition times when children may gather
- in larger groups;
- observing play and anticipating what may happen next in order to provide caregivers with the
- opportunity to assist children and intervene in the event of potential danger;

- listening closely to children, even those who are not in the caregiver's direct line of sight (such as
- those in outdoor play spaces or areas where children nap);
- positioning staff to allow for the supervision of the entire group of children;
- monitoring children's health to identify early signs of fever, illness, or unusual behaviour; and
- watching and participating in children's play to ensure that children are playing in a safe manner.

BEHAVIOURAL POLICY

Hitting, Kicking, and Spitting:

- 1st Offense in a Day: The child will stand with a teacher. The teacher and student will discuss what is inappropriate behaviour.
- 2nd Offense in a Day: The child will have quiet time.
- 3rd Offense in a Day: Parents will be called and the child will be excused from school for the remainder of the day.

Biting:

- 1st Offense in a Day: This is the process followed when a child bites:
 - The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
 - The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
 - Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.
 - Parents of both children will be informed at dismissal of the incident.
- 2nd Offense in a Day: The parents will be called and the child will be excused from school for the remainder of the day. If a maximum number of offenses is reached by a child for three (3) consecutive school days, for any of the aggressive behaviors outlined above, the child will be excused from school until a meeting can be held between the lead teacher, the parents, and the director. At this time a behavioral action plan will be presented and discussed.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

If at any time a child's behavior becomes threatening to themselves, other children, staff or teachers, the Director and/or Assistant Director should be immediately notified.

Meals and Nutrition

SNACKS

Snack time is a component of our program required by Alberta Children's Services.

Caution Foods (some foods should be modified to make them less hazardous.):

- Whole Grapes – slice lengthwise
- Hot Dogs – slice lengthwise
- Hard Vegetable Pieces – shred or chop vegetables
- Fruit with Pits – remove pits before serving
- Hard fruit pieces – shred or chop
- Any other items with a 'plug' shape that could be a choking hazard.

There are some foods that are **prohibited** for children less than 4 years of age.

- Snacks made with toothpicks or skewers
- Popcorn
- Jellybeans

Due to Peanut/Nut food allergies any snacks clearly containing peanuts/nuts will be sent home with a note. Any caution/prohibited foods will be sent home with a note.

Parent Relationships

PARENT INTERACTION

Many of our Teachers will become well acquainted with the parents of the children, when possible, the Lead Teacher should communicate and concerns or answer parent's questions. This is an important part of providing quality care, but there are a few guidelines to which staff members must adhere:

- Talk with parents about an issue with their child only if you are not in the classroom with children.
- Never talk about concerns about a child in front of any other children.
- When stating a concern about their child, also state at least two positive things about their child. Don't focus only on the negative.
- Do not use other children's names when discussing behavior concerns and/or incident reports.
- Avoid the phrase "I don't know." Instead, say "I'm not certain of the answer for that; can I get back to you?" then find the answer and reply to the parent as soon as possible.
- Conversations at pick-up and drop-off should be brief; your chief responsibility remains the supervision of the children. If you feel a parent needs more time or attention, ask to schedule a time to meet outside the classroom.

HANDLING PARENT COMPLAINTS

- Listen carefully. Many times, a person just needs an opportunity to air his or her feelings and feel they've been heard.
- Repeat what you have heard the other person say, trying to summarize it in one sentence.
- State the changes that you think the parent would like to have made.
- State what you will do to solve the problem. ("I will speak with the other teachers and make a note to make sure the message reaches everyone.")
- Follow through. If you tell a parent you will do something, do it promptly and follow up with them immediately afterward. ("I spoke with the other teachers last week; how are things going with Gavin? Did you notice a change?")
- If you are unsure how to solve the complaint, refer the parent to the Director(s). ("I'm not sure how to answer that; the Director will be able to better help you, I will have them contact you")

Position Descriptions

There are 3 classes of employee at Kaleidoscope Kids Preschool: Lead Teacher, Teacher's Assistant and Classroom Assistant. There are different responsibilities, expectations, and qualifications for each level.

Lead Teachers

General Job Description

Implement a full-day, year-round, developmentally appropriate curriculum including weekly themes and lesson plans, inclusion of theme-related materials, and rotation of toys and equipment on a regular basis. Provide safe, responsive, stimulating environment by actively engaging oneself in daily activities and routines. Form and maintain professional relationship with parents and families. Assess all areas of development of children.

Responsible for supervision and direction of Assistant Teacher, Classroom Assistant, Parent Volunteers. Maintain all certifications as required. Ensure compliance with all Alberta Children's Services rules and regulations.

Required Qualifications

Level 2 and Level 3 Early Childhood Educator preferred – will accept Level 1 Early Childhood Educator at discretion.

Two years of experience working in a preschool classroom.

Assistant Teachers

Job Description

Assist the Lead Teacher in implementing weekly themes, lesson plans and daily activities. Maintain a safe, healthy environment for children at all times. Ensure compliance with all Alberta Children's Services rules and regulations.

Required Qualifications

Minimum Level 1 Early Childhood Educator certification

Minimum one year of experience working with children three to five years old, in a home or centre setting.

Classroom Assistants

Job Description

Assist in the implementation of weekly themes, lesson plans and daily activities. Supervise activities of children and provide stimulating activities. Ensure compliance with all Alberta Children's Services rules and regulations.

Required Qualifications

Level 1 Early Childhood Educator certification

Benefits

Eligibility for benefits is determined by employment status. Full-time and Part-time staff are eligible for:

- Sick/personal days

Benefits will be offered to employees without discrimination to any person on the basis of race, colour, age, creed, sex national origin, religion, political affiliation, sexual orientation, physical/mental disabilities or marital status.

SICK/PERSONAL DAYS

Paid sick days are determined on the employee's status:

- Full-time Staff (5 days/week) are eligible for 5 paid sick/personal days per school year.
- Part-time Staff (3 days/week) are eligible for 3 paid sick/personal days per school year.
- Part-time Staff (2 full days/week) are eligible for 2 paid sick/personal days per school year.

Emergency Procedures

EMERGENCY MEDICAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Kaleidoscope Kids Preschool staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- If a child becomes ill or injured after arriving at the centre, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.

IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- **CALL 911.**
 - Provide the Preschool's name and location
 - Provide the child's name and a description of the incident. Follow instructions as provided by the operator.
- A photocopy of the child's registration form must be sent with the child in the ambulance. Please retain the original.
- **Staff may not transport an ill and/or injured child in a personal vehicle.**

EMERGENCY FIRE PROCEDURE

- If you detect a fire, pull the nearest fire alarm signal (small red box mounted on the wall near the exits).
- Exit the building and proceed to the designated meeting place.
- **Call 911 as soon as you have reached the meeting place.**
 - Provide the Preschool's name and location
 - Describe the location of the fire.

IF THE FIRE ALARM SOUNDS WHILE YOU ARE IN CLASS:

- Assist in the evacuation of the children from your classroom.

- Collect the classroom **first aid kit and classroom binder**.
 - Staff member closest to the outdoor exit is responsible for leading children out that exit and to the designated meeting place.
 - Staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.
- Once assembled at the designated meeting place, the Lead Teacher is responsible for using the classroom attendance to ensure all children are accounted for.
 - *If the Lead Teacher is not present, Teacher's Assistant will assume this responsibility.*
- The Lead Teacher will verify, as soon as possible, that all children are accounted for.
 - If unable to return to the building in a timely manner: Lead Teachers will be responsible for contacting parents and informing them of the situation.

****FIRE DRILLS WILL BE PRACTICED MONTHLY****

The Lead Teacher will initiate all drills and maintain records of all drills.

INTRUDER OR DANGEROUS ADULT

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

If there is an intruder or dangerous adult in the centre:

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff member will attempt to have the parent/intruder leave, while a second staff member calls the 911.

IN THE EVENT OF AN INTOXICATED PARENT:

- The Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted.
- If another authorized pick up person cannot be reached, we can not legally hold children from their parent but we can call police.
- The teacher will inform the parent that the police will be notified.
- Call the **911** and inform them of the situation. Provide as much information as possible, including parent's name, make/model of the car, and license plate number.

BLIZZARD/SEVERE WINTER WEATHER

The Director(s) will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the centre early or cancel classes for the following day.

Director(s) and Lead Teachers will coordinate for contacting parents to inform them of the situation. Routine classroom activities will continue until parents arrive.

MISSING OR ABDUCTED CHILD

- In the event of a *missing* child, the Lead Teacher will search for the child in the immediate area, while another staff member calls Director to help with the search.
 - If the child cannot be located in a reasonable amount of time, the Director will notify the **Calgary Police Department – 911** and the child's parents.
- In the event of an *abducted* child, the Lead Teacher must **immediately** contact the Calgary Police Department (911), the Director and the child's parents.

POWER FAILURE

Staff members and children should remain in the classroom and if possible, proceed with activities as usual.

If power cannot be restored within a reasonable amount of time, the centre will close and parents contacted.

Hand Washing Procedure

All adults in Kaleidoscope Kids Preschool classrooms need to follow ALL the steps identified below to prevent the spread of disease to children and staff members.

HOW TO WASH YOUR HANDS MOST EFFECTIVELY

- Use soap and warm (between 60 and 120 degrees F), running water
- Rub hands vigorously **for at least 20 seconds** (sing the “ABC’s”).
- Wash all surfaces, including backs of hands, wrists, and under fingernails
- Rinse hands well with the water running
- Dry hands with a disposable towel
- Turn off water with the paper towel

WHEN TO WASH YOUR HANDS

- Upon arrival in the classroom
- When changing from one class of children to another
- Before preparing or serving food
- After eating food
- After toileting a child
- After contact with bodily fluids (vomit, blood, mucus)
- Before and after administration of medication
- Before and after sensory play, including water play
- After handling pets
- After using the restroom

WHEN TO WASH THE CHILDREN'S HANDS

- Before eating snack for others
- After eating
- After using the toilet
- After contact with bodily fluids (vomit, blood mucus)
- Before and after sensory play, including water play
- After handling pets

If they are unable to do it themselves, YOU wash the children's hands. They will learn by watching YOU.

Cleaning, Sanitizing and Disinfecting of Equipment

Cleaning, sanitizing and disinfecting are important steps to removing dirt and reducing the spread of germs in child care settings. Routine **cleaning** with detergent soap and water removes dirt and grime from surfaces. Floors, carpets, walls and windows are cleaned. **Sanitizing** removes dirt or filth and small amounts of germs. Bathrooms, kitchen counters, dishes and eating utensils are clean (to remove dirt) then sanitized. But some child care items and surfaces require the added step of **disinfecting** after cleaning to kill the germs on a surface. Hand washing sinks, table tops, and some toys should be cleaned then disinfected.

Using regular household bleach and water solution is an inexpensive, effective and easy way to remove or kill germs found on surfaces in child care. Bleach and water solution may be used in several ways:

- Dipping the object into a sink or pan filled with the bleach and water solution then letting the item air dry.
- Using paper towels soaked in bleach water solution to wash surfaces, then letting the surface air dry.
- Using spray bottles to thoroughly wet a surface, then allowing the surface to air dry.

All containers of bleach/water solution should be clearly labeled with the contents of the container. Remember to keep all containers of cleaning and disinfecting products out of the reach of children.

A solution of bleach and water loses its strength and is weakened by heat and sunlight. A fresh bleach and water solution must be mixed every day. Unused bleach and water solution should be poured down a drain at the end of the day. Do not discard bleach water solution where other cleaners or chemicals are used. **Do not mix household bleach with other household chemicals** such as toilet bowl cleaner, rust removers, acids or products containing ammonia. Mixing these chemicals with bleach will produce toxic and hazardous gases.

SANITIZING

When using bleach and water for sanitizing eating utensils or toys that are mouthed, a weaker bleach and water solution may be used.

- **1/2 teaspoon bleach to 1 litre of cool tap water***
- Toys should be submerged in the bleach and water solution for at least 1 minute then allowed to air dry. Food preparation and food service items should not be towel dried.

*Subject to change based on updated guidelines

DISINFECTING

Use a stronger bleach and water solution on hand washing sinks, toilets, and other surfaces that need disinfecting. Use the following recipe to mix bleach and water for disinfecting.

- **1 tablespoon bleach to 1 litre of cool water**
- **Allow the surface to remain wet for 2 minutes**