



**LCDS Preschool & Kindergarten**  
**(Londonderry Child Development Society)**

**POLICIES**

Last Updated: January 15, 2020

## Table of Contents

1.	INCLUSIVE EDUCATION.....	9
1.1.	Inclusive environment.....	9
1.2.	Collaboration with Other Professionals .....	9
2.	MEMBERSHIP .....	9
3.	ADMISSIONS & WAITLIST .....	10
3.1.	Admission requirements.....	10
3.1.1.	Age.....	10
3.1.2.	Washroom Requirement.....	11
3.1.3.	Structured Classroom Environment.....	11
3.1.4.	Behavior Expectations.....	12
3.1.5.	Parent Cooperative Program.....	12
3.1.6.	LCDS Acceptance Requirement Form.....	13
3.2.	Registration .....	13
3.3.	Consent for Release of Information .....	14
3.3.1.	Guiding Principles: .....	14
3.3.2.	Informed Consent:.....	15
3.4.	Waiting list.....	15
3.5.	Minimum number of days .....	16
3.6.	Withdrawal from the Society .....	16
3.7.	Non-payment of fees .....	17
4.	EDUCATIONAL SUPPORT FUNDING.....	18
4.1.	Definitions .....	18
4.2.	Fees .....	21
4.3.	Program Unit Funding - PUF.....	22
4.3.1.	PUF Registration and Requirements .....	22
4.4.	Mild Moderate Funding Requirements.....	23
4.5.	Transportation Funding.....	25
4.6.	Program Suitability and Withdrawal .....	25
4.7.	Individual Progress Plan .....	27
4.8.	Administration of Educational Support Funding .....	27

4.8.1.	Responsibility of the Board of Directors .....	27
4.9.	Salary .....	29
4.10.	Budget .....	29
4.11.	Purchase Approval .....	29
4.12.	Expenditures .....	30
5.	PARENTAL REGISTRATION REQUIREMENTS.....	30
6.	NON-PARTICIPATION OPTION.....	31
7.	PARENT HELPER DAYS .....	31
8.	CLASSROOM CLEANING.....	32
9.	FUNDRAISING.....	33
9.1.	Fundraising Events, Goal, and Usage.....	33
10.	BINGO & CASINO POLICIES.....	35
10.1.	Bingo & Casino Commitments.....	35
10.2.	Ethical Fundraising & Financial Accountability Code.....	36
11.	GENERAL MEETINGS & ANNUAL GENERAL MEETING .....	37
11.1.	Number of Meetings .....	37
11.2.	Meeting Duration .....	37
11.3.	Notice .....	37
11.4.	Attendance.....	37
11.5.	Minutes .....	38
12.	CURRICULUM .....	39
13.	HEALTH.....	39
13.1.	Fire & Safety.....	39
13.2.	Communicable Disease Protocol.....	39
13.3.	Medication .....	41
13.4.	Vaccinations (02/27/2019).....	41
13.5.	Accident or Illness.....	42
13.6.	Supervision of a Sick Child .....	42
13.7.	Emergency Health Care .....	43
13.8.	Reporting and Documenting of an Accident or Illness.....	43
14.	EMERGENCY EVACUATION .....	44



14.1. Procedures ..... 44

15. SNACKS/NUTRITION ..... 45

15.1. Regulation ..... 45

15.2. Nutrition ..... 45

15.3. Food Allergies ..... 46

15.3.1. Nut-Free Classroom ..... 46

15.3.2. Snack Inspection ..... 46

15.3.3. Notification ..... 46

15.4. Religious or Personal Choice Food Restrictions ..... 47

15.5. Allergies and personal food restrictions ..... 47

16. FIELD TRIPS ..... 48

16.1. Attendance ..... 48

16.2. Fieldtrip Notification ..... 48

16.3. Fieldtrip Description Sheet..... 48

16.4. Insurance..... 49

16.5. Parental Approval..... 49

16.6. Field Trip Supervision ..... 50

16.7. Ratio and Supervision..... 51

16.8. Volunteer Parents..... 51

16.9. Portable Emergency List..... 52

17. SUPERVISION (CHILD) POLICY ..... 53

18. LATE PICK-UP POLICY ..... 55

19. DISCIPLINE POLICY..... 57

19.1. Preventative Measures ..... 57

19.2. Communication ..... 57

19.3. Discipline Limits ..... 58

19.4. Transition..... 58

19.5. Intervention..... 58

19.6. License Holder Discipline..... 58

19.7. Corporal Punishment..... 59

20. ABUSE POLICY..... 59

20.1.	Interpretation.....	59
20.2.	Responsibility of the Board.....	59
20.3.	Investigation .....	59
20.4.	Guilty of Abuse .....	59
20.5.	Abuse towards LCDS Staff Members .....	60
21.	WHISTLEBLOWER POLICY.....	60
21.1.	Adoption of Policy.....	60
22.	BOARD OF DIRECTORS.....	61
22.1.	Responsibilities of the Board of Directors.....	61
22.2.	Confidentiality .....	62
22.3.	Terms of Office and Meeting Expectations .....	62
22.4.	Management of Funds .....	63
22.4.1.	Signing Officers.....	63
22.5.	Representation .....	63
22.6.	Management and Delegation .....	63
22.7.	Being Informed .....	64
22.8.	Essential Skills and Duties .....	64
22.9.	Resolutions.....	64
22.10.	Dismissal of Board Member or Key Staff Members.....	65
23.	COMMITTEES .....	66
23.1.	Appointment.....	66
23.2.	Recommendations.....	68
23.3.	Reports .....	68
24.	NEWSLETTER .....	68
25.	FINANCIAL MATTERS.....	69
25.1.	Fees .....	69
25.1.1.	Society Membership & Administration Fee.....	69
25.1.2.	Monthly Material Fees.....	69
25.1.3.	Late Payment of Monthly Material Fees.....	70
25.1.4.	Non-Payment of Monthly Material Fees.....	70
25.1.5.	Kindergarten Material Fee.....	71

25.1.6.	Withdrawal and Payment of Fees.....	71
25.2.	Budget .....	71
25.3.	Capital Expenditures .....	71
26.	ADMINISTRATIVE RECORDS.....	72
26.1.	Child Records .....	72
26.2.	Inspection of Records .....	72
26.3.	Retention of Child Records .....	73
27.	EMPLOYMENT .....	74
27.1.	Employment Equity .....	74
27.2.	Recruitment and Selection.....	74
27.3.	Employment Requirements .....	75
27.4.	Nepotism.....	76
27.5.	Orientation .....	77
27.6.	Employee Classifications .....	77
27.7.	Employee Duties.....	77
27.8.	Employee Records/Personnel File .....	77
27.9.	Probationary Period .....	78
27.10.	Annual Salary.....	78
27.10.1.	Teacher.....	78
27.10.2.	Educational Assistant.....	79
27.11.	Contracts & Performance Appraisals.....	79
27.12.	Teacher Growth Supervision and Evaluation Policy (01/25/2019) .....	81
27.12.1.	Regulation .....	81
27.12.2.	Supervision .....	83
27.12.3.	Evaluation.....	83
27.12.4.	Other .....	84
27.13.	First-Year Teacher.....	84
27.14.	Professionalism .....	85
27.15.	Discipline.....	85
27.16.	Hours of Work.....	85
27.17.	Absences.....	85

28.	SUBSTITUTE TEACHERS.....	87
28.1.	Qualifications.....	87
28.2.	Substitute Teacher Salary.....	88
28.3.	Lesson Plans.....	88
29.	STATUTORY HOLIDAYS.....	88
30.	OVERTIME.....	89
31.	DEPARTURE.....	89
31.1.	Termination with Cause.....	89
31.2.	Termination without Cause.....	89
31.3.	Resignation.....	90
31.4.	Layoff.....	90
31.5.	Employee Property.....	90
32.	TIME AWAY FROM WORK.....	90
32.1.	Vacation Pay.....	90
32.2.	Supplemental Days.....	90
32.3.	Compassionate Leave.....	91
32.4.	Jury Duty.....	91
32.5.	Disability Leave.....	91
32.6.	Maternity, Parental, and Adoptive Leave.....	91
33.	BENEFITS.....	92
33.1.	Health Spending Account.....	92
34.	PROFESSIONAL DEVELOPMENT.....	92
35.	CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY.....	92
35.1.	Confidential Information.....	92
35.2.	Intellectual Property.....	93
35.3.	IT Information Storage and Security.....	93
36.	HEALTH AND SAFETY.....	93
37.	AIR QUALITY.....	94
37.1.	Smoke-Free Environment.....	94
38.	HARASSMENT.....	94
39.	WORKPLACE VIOLENCE.....	94

---

40.	DISPUTE RESOLUTION.....	95
40.1.	Program Evaluations .....	95
1.	APPENDIX B - ETHICAL FUNDRAISING & FINANCIAL ACCOUNTABILITY CODE.....	96



# Inclusive Education

---

LCDS Preschool & Kindergarten welcomes all children to register in the educational program regardless of race, color, handicap, nationality, religion or ethnic origin and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child, while maintaining the abilities and performance expectations of the LCDS program for all children. We believe that each child is unique and will work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential within the existing resources and abilities of the program.

## 1. INCLUSIVE EDUCATION

### 1.1. Inclusive environment

Early Childhood Educators at LCDS Preschool & Kindergarten use developmentally appropriate practices and consider the unique needs of all children when planning. The LCDS Preschool & Kindergarten classroom follows a scheduled daily routine with some free play and Teacher-directed activities. Staff will make every attempt within their abilities and resources to make any adaptations or modifications necessary to meet the needs of the children. Early childhood educators will work with therapists, special educators, and other professionals to integrate individual accommodations, modifications, and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

### 1.2. Collaboration with Other Professionals

Many children who require Educational Support receive developmental assistance from educational professionals such as therapists, teachers, and others. LCDS Preschool & Kindergarten welcome those professionals and works with them to assure the child's developmental success. The service provider is encouraged to provide services to the child in the context of the LCDS classroom environment. The Teacher and the service provider work collaboratively to determine the best strategies to support the child in the classroom group setting.

## 2. MEMBERSHIP

All persons who are active in the Society and have paid the yearly Society Membership & Administration fee is considered to be a current member of the Society and has the right to vote on current matters concerning the welfare of the

Society. Active in the Society means the member will participate in all aspects of the Society, whether they have a child actively enrolled or not. A Member may be Active, Patron or Associate, as defined in the LCDS Bylaws.

### **3. ADMISSIONS & WAITLIST**

Children of all abilities who meet the registration admission requirements are accepted into LCDS Preschool & Kindergarten. Families interested in having their child attend LCDS Preschool & Kindergarten program will be given an equal opportunity for admission.

For children who may have need of educational supports in regards to moderate to severe developmental delays, LCDS designates a limited number of registration spots each year. The number of spots available will be determined by the availability of qualified staff members, the needs of the prospective child and the needs of the children already enrolled in the program. The LCDS Executive Director, Business Manager, Teaching staff and contract specialists will determine the number of children they can accommodate each year based on the resources available to LCDS at the time. If a designated educational support placement is not available, a waiting list may be maintained and children will be accepted from the list on a first come first served basis when a placement becomes available.

#### **3.1. Admission requirements**

##### **3.1.1. Age**

- a) The child must be at least three (3) years of age to attend the preschool program. Children not three (3) years of age by September 1 may be registered to hold a placement but cannot start until they turn 3 years of age. During the time they do not attend, all monthly fees are due, and will not be waived for the child's non-attendance as a registration spot is being held for the child and other applicants may be willing to take the spot beginning in September.
  
- b) ECS children (Kindergarten) must turn five (5) years of age before December 31<sup>st</sup> of the current school year, in order to qualify for Kindergarten program funding provided by Alberta Education. A copy of the child's birth certificate is required in order for the school to apply for and receive funding. If a birth certificate or passport is not presented to the school before September 30<sup>th</sup>, the family will be required to pay the monthly material fees as funding will not be available after September 30<sup>th</sup>.

### 3.1.2. Washroom Requirement

All children enrolled in LCDS must be completely toilet trained, this means:

- a) The child is able to acknowledge the sensation of having to go to the washroom and is able to verbally express their need to use the washroom.
- b) The child is self-sufficient in the washroom cubicle. The child must be able to perform all necessary toileting steps (such as being able to get on the toilet, being able to sit on the toilet, being able to wipe themselves, able to flush the toilet and able to wash their hands) by themselves.
- c) The child does not use pull-ups or training pants during the day. A child may not attend LCDS in pull-ups or training pants.
- d) Parents will be notified when their child has a toileting accident at school. Where a child is having frequent toileting accidents not typical of the average child, the Executive Director will contact the family to ensure the well-being of the child. If the situation cannot be resolved in a timely manner, the child will be considered not completely toilet trained and not ready to attend school. The family will be asked to withdraw the child from the program until the child is completely toilet trained. They may hold their child's registration spot by paying their monthly fees and working with the child at home until they are completely toilet trained.
- e) Special circumstances where a child is unable to achieve toileting independence due to developmental delays may be presented to the LCDS Board of Directors for review.

### 3.1.3. Structured Classroom Environment

The LCDS Preschool & Kindergarten classroom follows a scheduled daily routine with Teacher-directed activities and free play. Due to the structured nature of the LCDS Learning Program all children should be ready to participate in a school setting. This means that the child should be able to do the following:

- i. The child should be able to follow simple directions.
- ii. The child should be able to sit for meal times and feed him/her self.
- iii. The child should be able to attend a 2.75-hour class without a parent being present.
- iv. The child should show a willingness/interest in learning.

In September there is a general period of time where the children are settling into the classroom routine and will learn to transition from activity to activity. Where a

child is having considerable difficulties settling into the classroom routine, the Teaching staff will make every attempt within their abilities, strategies, and resources to make any adaptations or modifications necessary to assist the child in accepting the daily routine and transitions. If the typical strategies are not working in a particular child's situation, the Teacher will discuss their concerns with the family.

In the event a child is found to be not ready for the structure of the LCDS program but the LCDS Learning Team believes that with extra educational support services the child would be able to meet the requirements, the Teacher may recommend the application for educational support services (PUF or Mild/Moderate funding) in order to benefit the child and allow them to remain in the LCDS program.

This option would only be available if LCDS was able to support the child's educational support needs with the resources currently available in the existing structure of the program (see Policy (3)). Where there are insufficient resources available to support the learning requirements of the child within the existing structure of the LCDS program, the LCDS Board of Directors would be apprised of the situation and the child's educational support needs would be discussed. If an appropriate solution cannot be achieved given the state of resources and enrolment at that time, it will be recommended that the child will be withdrawn from the LCDS program and LCDS will do its best to recommend an alternate program for the child which would be more suitable in meeting the child's educational needs.

#### **3.1.4. Behavior Expectations**

All children are expected and encouraged to display appropriate behavior at LCDS. This includes demonstrating respectfulness and a positive attitude towards staff and other children at all times. In requiring this behavior as standard practice, we create an inclusive and welcoming environment for our registered children. We take this requirement seriously; any noncompliance in this area would be considered grounds for removal from the program. Examples of inappropriate behavior would include: hitting, kicking, biting or spitting, swearing, running away and any disruptive behavior that will distract or harm other children.

#### **3.1.5. Parent Cooperative Program**

We have found that children have greater success when parents have a good working relationship with the school and its staff. LCDS acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with the LCDS Teaching staff to ensure that each child has an opportunity for optimum success. Open communication is a key factor to make this relationship work.

LCDS Preschool and Kindergarten is a parent cooperative program where parents have a common desire to be involved in their child's educational development and the day to day operations of their school program. Parents are encouraged to be involved in their child's school life by supporting their child at home in their learning needs and assisting in the day to day operations of the school program by volunteering to be a parent helper in the classroom, volunteering to sit on the Board of Directors, volunteering to chair or be involved in a committee, assisting and participating in fundraising events, attending classroom cleaning events, attending scheduled Bingo and Casino events, attending orientation, school-parent meetings, workshops and school events.

### 3.1.6. LCDS Acceptance Requirement Form

All families will sign the LCDS Acceptance Requirement form which accompanies the LCDS Registration form. The family will indicate their child is independent in the washroom, their child is ready for the structured nature of the LCDS program, their child has good behavior and listening skills, and will abide by their parental registration commitments to the program. In the event a child has been registered in the LCDS Preschool & Kindergarten and they are found not to be ready in the areas indicated on the Requirements form, LCDS reserves the right to withdraw the child from the program.

## 3.2. Registration

- a) Families interested in registering their child in the LCDS Preschool & Kindergarten Program will complete a registration form and complete the LCDS Acceptance Requirements form and an LCDS Fundraising Commitment Form. They will provide un-dated deposit cheques for bingo, casino, fundraising, parent helper and cleaning, as listed in the registration form; they may also choose the non-participation payment option and forfeit the required deposit cheques in lieu of fulfilling the commitments. They will provide monthly post-dated cheques for their monthly materials fees as set out in the Fee Schedule.
- b) Registrations will be conducted in the following order:
  - i. Current Board of Directors involved in the registration process will be taken first.
  - ii. Current Members
  - iii. Current Members (siblings of currently registered children)
  - iv. Associate Members that are active in the society with approval of the Board of Directors.
  - v. Patron Members

- vi. Past Members
  - vii. Family and close friends of the staff of LCDS.
  - viii. All other families will be admitted to the Society on a first-come, first-serve basis subject to registration spot availability.
- c) Program Unit Funded Registrations please see Policy 4.3.1
- d) If in consultation with the teacher, a child is taken out of the program due to immaturity, that child's name will be reconsidered for enrollment the following year.
- e) All families will fill out the child's age-appropriate parent screening questionnaire. Where a child's parent(s) indicated concerns with their child's development, the Teacher will contact the family to arrange for further developmental assessment of their child. Further assessment will determine whether the child would qualify for extra educational supports such as PUF or Mild to Moderate funding.

### **3.3. Consent for Release of Information**

#### **3.3.1. Guiding Principles:**

- a) It is the right of the Parent or Legal Guardian to determine what information can be shared about their child and their personal information and with whom.
- b) Consent acknowledges the Parent or Legal Guardian has the authority to grant permission for the sharing of relevant information with another party regarding their child for an identified purpose.
- c) Parents and Legal Guardians will receive a copy of the original signed Consent for the Release of Information form for their own records.
- d) It is the Parent' or Legal Guardians' right to cancel or change their Consent for the Release of Information at any time. This request must be made in writing to the LCDS Board of Directors.
- e) All members are required by the Personal Information and Privacy Act (PIPA) to sign a consent form allowing LCDS to collect their personal information. Please refer to PIPA at the end of the policies. The form is part of the registration form.

### 3.3.2. Informed Consent:

Informed consent ensures that the Parent or Legal Guardian is making informed decisions. Parents or Legal Guardians must be aware of the purpose of sharing personal information, how the information will be used and by whom.

- a) Specific information to be disclosed must be identified:
  - i. For example attendance, psychological, psychiatric, physiotherapy, occupational therapy, medical, developmental, social work, and speech & language information.
  - ii. Parents and Legal Guardians have the right to determine which pieces of information can be released, except when required by law.
  - iii. Parents and Legal Guardians must also be made aware that limiting access to pertinent information can make it difficult to meet a child's individual needs appropriately.
- b) Who the information is being released to must be identified. Includes the school, childcare, family support program, agency and or individual who will be in receipt of the information.
- c) The purpose of releasing the information must be identified:
  - i. The information may be used for educational planning, service coordination and or service provision. Other purposes can also be specified.
- d) The school form may be used for Consent for Release of Information or the specific contracted Therapists will have their own consent form for parents to sign. The consent form will be signed and returned to the school before services for the child will commence.

### 3.4. Waiting list

When the maximum number of registration spots has been filled for the Morning Class, Afternoon Class or for Educational Support registration spots, the prospective applicant may place their name on the LCDS Waiting List; there are no guarantees for placement.

- a) When a name is placed on the waiting list, it shall be noted with the date it has been added to the list, the parent's name, child's name, child's date of birth, parent's contact information, program (Preschool or Kindergarten), parent's preference for class (am or pm), preferred days and whether it is a typical registration or an Educational Support registration.

- b) Registered Members of the Society who have another child they wish to place in the program will be given preference over new members on the waiting list.
- c) Registered Members of the Society will be given first preference for switching classes, choice of attendance days or adding extra days. Prospective applicants should be encouraged to register in any open program spots regardless of the class option, as this would give them priority when a registration spot becomes open in the class of their choice.
- d) Educational Support Registration Spots will be reviewed on an individual basis. If there are no spots available, the child's name will be placed on the waiting list; there are no guarantees for placement, as a family holding one of these registration spots would have to withdraw their child in order to accommodate the enrolment.
- e) Persons on the waiting list will be contacted once and if they choose not to accept the class or days available the next person on the list will be contacted, and so on until the spot(s) is/are filled. The Vice-President or Executive Director will give the prospective family a deadline to respond at his/her discretion.
- f) Families, whose names were placed on the waiting list and chose to remain on the waiting list prior to January 1st in the current school year, will receive a phone call advising them of the dates for Open House and Registration for the upcoming school year.

### **3.5. Minimum number of days**

Each registered child shall be enrolled for a minimum of two (2) half-days per week in one of either the morning or afternoon classes.

Typically two (2) days per week attendance is recommended for three (3) year old children, and three (3) days per week attendance is recommended for four (4) year old children. Children under five (5) may attend up to five (5) days per week at the approval of the Teacher and the Board of Directors.

### **3.6. Withdrawal from the Society**

- a) All materials fees will be returned if a family withdraws from the Society prior to August 1st, as per By-law 3.1 (d).



- b) Withdrawal after August 1<sup>st</sup> will require Members to give one calendar month's written notice to the school office and all remaining material fee cheques and deposit cheques will then be returned. If said written notice is not given to the Society, then the next month's materials fees will remain payable and the remaining cheques and deposit cheques will be returned.
- c) The Society Membership and Administration fee is due and payable with the registration form and is not refundable once registration has been received by the school office. Registration is not considered complete until the fee is paid. The fee is non-refundable upon withdrawal from the Society.
- d) If a family withdraws from the society to avoid paying the monthly material fees while they are away on an extended vacation, their registration spots will be forfeited and offered to any families wishing to add an extra day or register in the program. If the family returns from their vacation and wishes to continue registration with the society, they will be subject to whatever days are still available AM or PM, regardless of the days they had before. The family will be charged a \$75 administration fee to process the student.

### **3.7. Non-payment of fees**

In the event of non-payment of materials fees, deposit cheques, including NSF cheques, and any other cheques written to the Society:

- a) The Business Manager will notify the member in writing requesting the required payment by a specific date with the option for the family to contact the office if they require an alternate arrangement. If the required payment is not received by the specified date, or alternate arrangement, the child will not be able to attend class until the fees are paid. The Executive Director, LCDS Board President, and LCDS Teaching staff will be notified in order to enforce the policy.
- b) After 15 calendar days outstanding, all rights and privileges of the members and their child or children will be withdrawn and the Executive Director and Board President will draft a letter stating the policy.
- c) NSF cheques will be subject to a penalty fee indicated in the current fee schedule.

- d) When a family has more than two NSF cheques, they will be placed on “cash only” payments by the Business Manager; deposits must be collected in cash and deposit cheques returned to the family.

## 4. EDUCATIONAL SUPPORT FUNDING

### 4.1. Definitions

- a) **Cluster**- A cluster occurs when two children with educational support needs have similar and compatible disabilities, in which they could use the same aid at the same time. In this instance, the children would attend the same session and would share the aid. The child that will receive more funding should be claimed first in the cluster when applying for funding support. The Board of Directors and LCDS Staff should approve this situation before proceeding with the placement.
- b) **Educational or Extra Support Services** – Educational or Extra Support Services refers to the additional funding available for qualifying children from Alberta Education, such as PUF or Mild to Moderate funding, which can be used to provide additional educational services for a child with moderate to severe developmental delays.
- c) **Family Oriented Programming** – The Teacher and Therapists may arrange Family Oriented Programming with a child receiving PUF funding. The school would arrange a time convenient for the family and therapists to meet at a public location to provide support services to the child outside of the school and home environments and providing the family with information to assist them when supporting the development of the child outside of the school and home.
- d) **Funding Usage** – Funds are paid to the school to administer accordingly in the best interest of the child’s individual progress plan. It is the LCDS philosophy, in the best interest of the child, to maximize the amount of services that can be provided to the child from the funds received. The Alberta Education Funding Manual Allocation Criteria states,

*“Access to a minimum of 475 hours of ECS instruction must be provided for each child during a school year. Modifications to this requirement may be made for individual children with special education needs based on their individualized program plan (IPP) or instructional support plan (ISP) and age.”*

*"ECS operators may only charge a fee to parents of funded children in a basic 475-hour program to offset non-instructional costs such as supplies, snacks, and field trips."*

*ECS operators that offer an ECS program with more than 475 hours may charge a reasonable fee to cover the cost of the additional instructional hours."*

Therefore, LCDS Monthly Material Fees will not be covered with the funds received from Alberta Education. A child who qualifies for funding after they have registered for preschool or junior kindergarten will pay the minimum monthly fee for a two-day registration spot regardless of the number of days they are registered for. They may attend up to 5 days per week with the approval of the Teacher, specialized therapists and LCDS Board of Directors.

A family may request to have their monthly fees subsidized by the funds received from Alberta Education, but must submit their request in writing to the Board of Directors for discussion and approval. The individual circumstances of each family will be considered before making the final decision. *Families should be made aware that their child will receive fewer service hours from Therapists as the money required to pay for service will be diverted to pay the Monthly Material Fees.*

- e) **Home Visit** – The Teacher and Therapists may recommend Home Visits with a child receiving PUF funding. The school would arrange a time that is convenient for the family and therapists to provide support services to the child in their home environment and providing information to the family to assist them when supporting the development of the child at home.
- f) **IPP – Individual Program Plan** - All Program Unit Funded and Mild/Moderate funded children require an IPP (Individual Program Plan). Learning goals will be set for the child with the classroom teacher, parents, and therapists to promote successful improvements in the child's educational development. The teacher will oversee and administer the child's IPP as indicated in the Funding Manual.
- g) **Material Fees - Low Income** - In the event a child is approved for PUF, Mild to Moderate or ELL funding and the child's family qualifies for low-income status, or can show hardship in having to pay the monthly material fee, the LCDS Board of Directors may decide to supplement a portion of the

child's Material fees from the funding dollars received from Alberta Education. The family would be required to make a request in writing to the LCDS Board of Directors for consideration. The Board would then meet with the Executive Director, Financial Administrator and the Teacher in order to determine an acceptable solution. *Families should be made aware that their child will receive fewer service hours from Therapists as the money required to pay for service will be diverted to pay the Monthly Material Fees.*

- h) **Material Fees - Monthly** - Where a child is approved to receive PUF or Mild to Moderate funding, the registered family is still responsible for submitting the Society Membership fee and the minimum two-day LCDS monthly material fees. The family will also be subject to the society membership contract and fundraising responsibilities.
- i) **Mild Moderate Funding** –Extra Educational Support Funding provided by Alberta Education for children who may require mild educational support in the classroom. An application must be submitted to Alberta Education with documentation supporting the need for funding. Children with mild/moderate disabilities/delays or those who are gifted and talented must be at least 3 years 8 months of age and less than 6 years of age on September 1.
- j) **Parental Consent for Services** – Parental Consent is required before any screening or assessment is administered to a child registered with LCDS Preschool & Kindergarten. Parents sign an initial consent for basic developmental screening in the LCDS registration form. If it is determined the child may benefit from extra support services to enhance their educational development, the Teacher would notify the child's parent or guardian and would have them sign further consent forms for release of information and consent to do a further assessment. Consent will also be requested in order to provide therapy services to the child. Consent may also be withdrawn by the parent at any time.
- k) **PUF** – Program Unit Funding. Funding provided by Alberta Education for children who may require extra educational support in the classroom. An application must be submitted to Alberta Education with documentation supporting the child's need for extra support funding. To be eligible for PUF funding, a child with a severe disability/delay must be at least 2 years 8 months of age and less than 6 years of age on September 1.
- l) **Registration Deadline** - On September 30th of each year, if the PUF placement has not been filled, the board and the teacher will decide whether

or not to open the spots to community children on the waiting list.

- m) **Resources** - Resources are defined as but not limited to having qualified staff members who are trained to support the child's educational needs, ability to hire qualified staff members, adequate space, availability of adequate funding support, number of children already enrolled requiring extra learning supports, number of typical community children enrolled, number of adults in the classroom, etc.
- n) **Transportation Funding** - Children who reside at least 2.4 km from LCDS are eligible to receive transportation funding. This applies to ECS, PUF and Mild to Moderate children only. The enrolment count date for claiming eligible children is September 30. For conditions see the funding manual on ESC and special needs transportation. Please see Policy (4.5) for more information.
- o) **Unit** -In order to maintain an operational balance in the classroom between typical children and children who may need educational supports, the number of Program Unit Funded children will be limited to one unit (child) per class (morning or afternoon); 1 full time spot (attends 5 days) or 2 part-time spots (1unit – attends 3 days and 1unit– attends 2 days) per class. Extra PUF registration spots may be made available at the discretion of the LCDS Board of Directors and Staff providing appropriate resources are available to meet the educational needs of the child. This may occur if clustering is required for mild special needs cases, or to keep the special needs aid on staff.

#### 4.2. Fees

Where a child is approved to receive PUF or Mild to Moderate or ELL funding, the registered family is still responsible for submitting the Society Membership fee, Kindergarten Material Fee or the LCDS monthly preschool material fees. The family will also be subject to the society membership commitment contract and fundraising responsibilities. Upon receiving funding approval for a PUF or Mild to Moderate or ELL child, regardless of the number of days a child is registered for, the monthly material fee will be reduced to the minimum two-day monthly material fee. They may attend up to five days with the Teacher and Board of Director's approval.

### 4.3. Program Unit Funding - PUF

#### 4.3.1. PUF Registration and Requirements

- a) Families will submit a completed registration form to LCDS. Prior assessments, Individual Progress Plans (IPP), and any other special requirements for the child's educational development will be included with the application for registration. Registration priority will apply, please see policy (3.2a) a) & (3)).
- b) The parent or guardian will fill out the child's age-appropriate parent screening questionnaire and sign a consent form for the designated therapist to work with the child and to share the child's personal information with the school and other professionals.
- c) All applications for extra educational support placements will be subject to the approval of the Teacher and contracted Therapists.
- d) The LCDS Business Manager will apply for funding for the child. Upon approval, the parents/guardian of the child will be notified and shall be required to submit their registration fees and deposit cheques to LCDS. Registrations are not complete until the Alberta Education Special Programs Branch has approved the child's application and all other LCDS requirements have been met.
- e) A meeting with the Teacher, the child's parent and other professionals involved, will be set in order to create an IPP for the child. A copy will be given to the parents and the original will remain with the school and will be retained for the duration of time set out by Alberta Education. (See Policy 26.3a).
- f) Documentation will be kept in the individual children's files, indicating the services each child has received, when services were provided and by whom. The child's file will also include diagnostic and test information, IPPs, attendance and any parent correspondence (both to and from). These files will remain in the school office; with access only by LCDS staff members, Board of Directors, agents of Alberta Education and parents of that particular child. Parents will make an appointment with the Executive Director in order to review their child's file. Copies of documents can be made for the parents and will be charged the standard fee for copies.
- g) Each child's IPP is under the direction and guidance of the Teacher as indicated in the Funding Manual. The Therapist/s and aide/s is/are

accountable in performing the schedule of directed activities, and maintaining records of services in the manner designed by the Teacher and Therapists.

- h) Please see the Alberta Education Funding manual for the amount of funding which may be available to a particular child's circumstances.

#### 4.4. Mild Moderate Funding Requirements

ECS or preschool registrations may qualify for Mild to Moderate funding for speech and language delays. The Teacher and a qualified Speech & Language Pathologist will interact with the children over the orientation period in September in order to identify any children who may benefit from extra speech and language support. The Teacher will notify the parents of their child's educational development needs and gain their consent to follow up with the application for funding. The family will be given the appropriate consent forms to continue the assessment of the child in order to secure the appropriate services and funding for the child to receive support services.

- a) LCDS will receive funding from Alberta Education to provide services to ECS or preschool children diagnosed with a mild or moderate speech and/or language delay. Funding may also be available to provide services for children with mild or moderate disabilities; providing LCDS has the appropriate resources in place to ensure their success in the program. Children must be three years and eight months old by September 1 of that school year to be able to receive funding. Refer to the Alberta Education funding manual for details. A child who is not old enough to receive funding from the school, may go to Alberta Health Services and arrange to receive support through them.
- b) All registered LCDS children will be screened for Speech & Language developmental delays in the first few weeks of school as indicated in the LCDS registration form. Each child will receive a screening checklist for the parent or guardian to fill out. Where a child's screening checklist indicates a need for further assessment, the teacher will contact the parent or guardian regarding their concerns and indicate the need for further assessment and parental consent. The parent or guardian will receive a consent form to be filled out and returned to the school giving the school permission to conduct further assessments.
- c) The contract Speech and Language Therapist will assess the children recommended for assessment by the Teacher. The assessments will be shared with the parent or guardian of the child. If the child's assessment

indicates they will qualify for extra support services, the school will apply for Mild to Moderate funding with Alberta Education in order to be able to provide the child with extra educational support.

- d) The SLP, Business Manager, and the Teacher will meet, no later than September 20, to discuss the individual children's files and discuss how to effectively provide services utilizing the resources of the school and to determine whether additional resources are needed and can be secured (i.e. hiring another aide, part-time/full time – this may depend on the number of PUF children registered and the number of days that they attend, also the ability to hire a qualified aid). They will also consult the Business Manager to determine approximately how much funding will be received.
- e) By September 25<sup>th</sup>, the Teacher and SLP will provide the Business Manager and Executive Director with a list, indicating all children who will be requiring educational support funding from Alberta Education. They may at this time advise the Business Manager and Executive Director of any additional resources that are required to service the mild to moderate children. IPP's must be in place for all children LCDS will be claiming funds for. The Board of Directors will also be advised of the list of children who will need support services.
- f) Documentation will be kept in the individual children's files, indicating the services each child has received, when services were provided and by whom. The child's file will also include diagnostic and test information, IPPs, attendance and any parent correspondence (both to and from). These files will remain in the school office; with access only by LCDS staff members, Board of Directors, agents of Alberta Education and parents of that particular child. Parents will make an appointment with the Executive Director in order to review their child's file. Copies of documents can be made for the parents and will be charged the standard fee for copies.
- g) Each child's IPP is under the direction and guidance of the Teacher as indicated in the Funding Manual. The Therapist/s and aide/s is/are accountable in performing the schedule of directed activities, and maintaining records of services in the manner designed by the Teacher and Therapists.
- h) Parents receiving services will be asked for feedback regarding services at the end of the year in a separate survey from the overall program survey.
- i) Surplus Mild to Moderate funds may be used towards children who would benefit from speech and language services, but do not meet the Alberta



Education funding criteria, provided the funded children have been satisfactorily provided for. The Teacher and SLP will consult the Business Manager to see what funds might be available before proceeding. The Teacher and SLP are responsible for deciding which children may benefit from additional therapy. The teacher will contact the child's parents in order to inform them of the child's developmental needs and to obtain consent for further assessment and service provision. Surplus funds may also be used to administer assessments for potential registrations who will be returning to LCDS the following year and for any siblings who may need services.

#### 4.5. **Transportation Funding**

Children who reside at least 2.4 km from LCDS are eligible to receive transportation funding. This applies to ECS (Kindergarten), PUF and Mild to Moderate children only. The enrolment count date for claiming eligible children is September 30. For conditions see the funding manual under ECS and Transportation.

- a) Parents whose children qualify for the Alberta Education Transportation Grant will be notified and required to sign a contract with LCDS in order for LCDS to apply for funding and administer the funds to the parents. Funds will be distributed at the end of the school year.
- b) Parents are responsible for securing transportation for their children to and from school.
- c) LCDS will make arrangements with the individual child's Educational Assistant for any time and travel required for activities or educational sessions outside of regular school hours such as home visits or family-oriented programming activities; this may include travel time, session time and parking. Documentation signed by the respective supervisor and receipts will be required from the aid in order to receive reimbursement.

#### 4.6. **Program Suitability and Withdrawal**

- a) Where it is determined the programming needs of a child cannot be adequately supported within the existing abilities, resources, and structure of the LCDS program, the application of the child will be declined and the family will be referred to a more suitable educational program that will be able to meet the educational support needs of the child and allow for the growth and success of the child. The success of the child is the highest priority. (See policy 3.1.2).
- b) Where a child has been registered in the LCDS program without having had a prior assessment and it is determined the child will require PUF support

services, the LCDS Teacher will contact the parents to discuss the educational needs of the child.

- i. If it is a Kindergarten child, LCDS will do its best to accommodate the educational needs of the child within their existing resources.
  - ii. If the child is a Preschool child, and if the LCDS program resources are such that it is not possible to accommodate the educational needs of the child, LCDS will meet with the family to discuss the situation and will assist the family in locating a suitable program which will be able to support the educational needs of the child. The success of the child is the highest priority. (See policy 3.2 b))
- c) Where it is necessary to find an alternate early education program for a registered preschool child due to the lack of appropriate supports to accommodate their educational needs, the procedure will include:
- i. Teacher and contracted Therapists will screen the child and document their results. If it is determined the child will require extra educational support in the classroom where the LCDS programs existing resources are not able to support the developmental needs of the child in the classroom, a meeting will be arranged with the parents or guardian of the child.
  - ii. The Teacher will arrange a meeting with the parents or guardian; One or more of the following members will also be present, the Executive Director, Business Manager, Board of Directors President or Vice President or Therapist. The child's developmental needs will be discussed with the child's parents or guardian and the lack of appropriate resources required to support the child's developmental needs will be discussed and documented.
  - iii. The Board of Directors will be notified and made aware of the situation.
  - iv. Referrals to other services or programs will be given to the family.
  - v. LCDS will make every effort to try to adapt or accommodate the support needs of the child before referring them to another program.
  - vi. If a child's behavior falls under policy 3.1.4 and requires extensive support in order to keep the child or other children safe, the family will

be referred to another program.

#### 4.7. Individual Progress Plan

All Program Unit Funded or Mild to Moderate funded children must have an Individual Progress Plan (IPP). The Teacher, parents and other involved professionals will formulate an IPP for the funded child.

- a) The IPP will include the educational and developmental goals and objectives set out for the child's personal development with baseline data. It will also indicate the number of center hours the child attends. The IPP will be kept in the child's personal file in the office and will be updated accordingly throughout the school year.
- b) After the IPP is created, it will be reviewed in January and again in May.
- c) Services and educational purchases must support the goals and objectives set out in the child's IPP. Funds may only be used for educational purchases, or for purchases that will facilitate an improvement in the child's ability to learn.

#### 4.8. Administration of Educational Support Funding

##### 4.8.1. Responsibility of the Board of Directors

The best educational interest of the child is the paramount consideration for decision making and programming to ensure a child's educational success.

- a) A paid position, such as a Business Manager, may be created and implemented if deemed necessary by the Board of Directors in order to administer the Program Unit Funding with monies to be paid from the Administration Section of the Grant Schedule. Board of Directors cannot receive remuneration as per By-law 5.3 subsection E except for out-of-pocket expenses by the approval of the Board of Directors.
- b) The funding received by the school is to be administered by the Business Manager and the Board of Directors. The funds are to be used to support and benefit the child's educational needs. This may include administration costs, salaries, transportation, supplies, materials, assessments, parent or staff in-services, home visits, family-oriented programming activities and any other elements required to support the child's individualized program plan (IPP).

- c) The Business Manager will review all requests for purchases with the Executive Director, Teacher and contracted Therapists and approve all purchases before they are made to ensure there are enough funds to enable the purchase and the purchase is within the guidelines laid out in the funding manual. All purchase requests should support the child's individualized program plan (IPP). The Board President or the Board Treasurer will review all purchases made.
- d) The Teacher, Executive Director, Business Manager and Board of Directors will discuss the needs of the children receiving PUF or Mild to Moderate funding and will hire or purchase services and materials which will support the children's IPPs; these services may include: occupational therapy, speech and language therapy, physical therapy, or other related services or materials. The services or material purchases must be included in the budget and the individual child's IPP. Requests for these services must be accompanied by a professional's (contracted therapist) assessment indicating the need for the service.
- e) The Teacher, Executive Director, and Business Manager will consult with and inform parents of all program placement decisions and of all program planning, implementation and evaluation activities directly involving their child. When necessary the Board may be asked for their input and presence when meeting with parents.
- f) The LCDS Staff members and Board of Directors will make use of provincial and local monitoring and auditing activities to improve the special needs program.
- g) Where a child may benefit from having a personal educational assistant, the school will hire the necessary support staff in order to support the child's IPP goals. The Board of Directors, Executive Director and Teacher will make the best use of funds in the best interest of the child, the overall classroom and the school.
- Where the class size is 10 children or less, the Board of Directors will determine whether hiring another Educational Assistant is sensible or necessary. The decision will be based on the following criteria:
- a. The educational support needs of the child.
  - b. The educational support needs of the other children in the class.
  - c. The workload of the existing Educational Assistants and Teacher and whether adaptations can be made in order to support the child's needs

within the existing staff structure.

#### 4.9. **Salary**

- a) If at the beginning of the fiscal year, the PUF grant has been depleted, the salary of the Aide/Aides and the Receiver General shall be paid from the General Account until such time that the PUF grant has been forwarded to the Society from Alberta Education. The Business Manager will ensure the General Account is reimbursed for any funds used in this manner and will notify the Board of Directors when this situation occurs and when the funds have been reimbursed.
- b) If the PUF child is absent from school, the aide may take the time off without pay, or may stay for the duration of the class, and do some planning and help with the regular classroom activities.

#### 4.10. **Budget**

- a) The Program Unit Funding and Mild to Moderate Budget will be prepared by the Business Manager with input from the Executive Director, Teacher, Therapists, Aides and Board of Directors. Upon completion, a copy of the drafted PUF budget will be submitted to the Board of Directors, the Board President or Board Treasurer will approve the Budget. A monthly report of expenditures and a balance of PUF funds should be presented to the Board for documentation in the minutes.
- b) Any materials or services which may be needed for the children receiving Educational Support Funds should be included in the budget before it is submitted to Alberta Education for approval.
- c) The Funds received from Alberta Education for PUF and Mild to Moderate programming will be administered in a responsible, accountable and reasonable manner, as directed in the Alberta Education Funding Manual guidelines and policies, by the LCDS Staff Members and Board of Directors.

#### 4.11. **Purchase Approval**

All purchases for PUF must be submitted to the Business Manager before they are made to ensure that they support the child's individualized program plan (IPP), and there are enough funds to enable the purchase.

#### 4.12. Expenditures

- c) All funds released will be accounted for and supported by the appropriate documentation. All purchases must be in support of the PUF or Mild to Moderate programming and supported by the child's individualized program plan (IPP) (see 14.5).
- d) The funding will only be used for purchases that support the educational needs of the child. For example, a car seat for transporting the child could not be purchased with the funding, but a slanted easel to help the child write could be purchased.
- e) For the PUF grant, items of \$500.00 or more will be classified as Capital Expenditures and items of \$499.99 or less will be classified as material expenditures.

### 5. PARENTAL REGISTRATION REQUIREMENTS

All Members of the society with a child attending in the current school year will participate in the following commitments, or choose the non-participation option (See Policy (6)) to opt-out of the commitments.

- a) Each family is responsible for volunteering for 1 Parent Helper Day per month (this may be adjusted due to the number of days available in a month and the number of families registered in the program).
- b) Each family will choose to either pay out their fundraising requirement or participate in generating at least the minimum fundraising amount required each year per family registered in the program. The required fundraising amount will be determined by the Board of Directors each year.
- c) Each family is responsible for 1 monthly cleaning date per year per child.
- d) Each family is responsible for participating in the required number of Bingo Events scheduled per year per child registered in the program (this will be determined by the yearly enrolment numbers).
- e) In a year where a casino is scheduled, each family will volunteer for 1 Casino shift.

## 6. NON-PARTICIPATION OPTION

- a) Families may choose the non-participation payment option, for any of the following commitments: fundraising, bingo commitments, casino (if it is a casino year), and classroom cleaning.
- b) In lieu of fulfilling the above registration commitments, a family choosing the Non-Participation Option will forfeit their deposit cheques for bingo, casino, fundraising, or cleaning, as listed in the registration form. A family may also choose to hire a paid worker to fulfill the commitment of their choice. The option to hire a paid worker must be discussed with either the Executive Director or the Business Manager prior to the family's scheduled event. Payment must also be arranged for the paid worker prior to the scheduled event.
- c) Members must indicate their choice of opting out in writing. A participation form will be given out at Orientation and must be signed and returned to the Executive Director or Business Manager before September 30<sup>th</sup> of each year. Upon receipt of the participation form, arrangements will be made for cashing the member's fundraising cheque or for hiring a paid worker for their scheduled event(s).

## 7. PARENT HELPER DAYS

All families will participate in the classroom as a Parent Helper once per month. The Parent volunteer can be the child's mother, father, grandmother, grandfather, aunt, uncle, a friend of the family or adult sibling, etc. The volunteer helper should be able to attend class with the child, prepare the designated snack for the class, and perform some extra cleaning duties in the classroom.

- a) Where there is more than one child registered per family, Parent Helper days can be scheduled per family or per child, at the Member's request.
- b) If the scheduled family is unable to attend their Parent Helper Day on the day they are scheduled, the scheduled parent helper must:
  - a. Arrange for a switch or substitute parent helper from within their family or the Society Membership. The LCDS office can send an email, at the member's request, to the general membership, to assist in finding a family to switch with.

- b. If the family is unable to switch with another family, the office may be able to provide a list of "Paid Parent Helpers" or Emergency Parent Helpers who would be willing to attend in their place for pay.
  - c. It is the responsibility of the scheduled family to secure the services of the Emergency Parent Helper, provide the scheduled snack and drop it off at the school and make arrangements to pay the Emergency Parent Helper for attending.
  - d. Inform the office of any changes to the parent helper schedule.
- c) In the event, the scheduled family is unable to attend their scheduled parent helper day and has neglected to make arrangements for a replacement, a letter will be sent from the Board explaining the membership criteria for enrolment in the LCDS program. If a family continues to neglect their commitment, they may be asked to withdraw from the program as the parent helper component of the LCDS program is an integral part of the school philosophy of parent involvement in a child's education.
- d) Parents are asked to make alternate care arrangements for their other children on their scheduled Parent Helper Day. Only registered LCDS children and their attending parent or guardian are covered by insurance policies and licensing regulations. Nursing babies who are not mobile (crawling or walking) are the exception to this policy.

## 8. CLASSROOM CLEANING

Child Care Licensing and Environmental Health require a monthly general clean-up of the classroom and its contents. Requirements as put forth by Child Care Licensing and the Public Health Act will be adhered to. A Classroom Cleaning Binder will be maintained by the Executive Director or Board of Directors to reflect these requirements. (Please refer to the Environmental Health Manual and Daycare License Manual.)

- a) One (1) member from each family must sign-up for one (1) classroom cleaning per school year for each child enrolled at LCDS.
- b) If a family registers in January, they will be required to work one (1) classroom cleaning per child enrolled at LCDS.



- c) Scheduled members are required to arrive on time and to complete a list of tasks provided by the Cleaning Coordinator.
- d) If a member is unable to make their scheduled classroom cleaning date, they may try to switch with another family. The Executive Director can send an email to the membership to inform them of the need for a trade. It is the member's responsibility to find a replacement for their classroom cleaning date. The Executive Director may be able to reschedule the member if they have given the office at least two (2) weeks' notice.
- e) If a family is not able to work any of the scheduled evening classroom cleanings, they will let the Executive Director know at the beginning of the school year. The Executive Director will arrange for them to attend a daytime cleaning for a two (2) hour duration which will be scheduled in October to assist with cleaning the gym equipment in preparation for the first scheduled Gym Day or at the end of the school year in May to assist with classroom shut down for the summer.
- f) Failure to participate in the member's scheduled cleaning will result in the member's deposit cheque being cashed.
- g) Once the member has fulfilled their classroom cleaning obligation the deposit cheque will be returned or shredded.
- h) If a family wishes not to participate in the monthly classroom cleaning, they may opt-out by paying LCDS the non-participation fee. See Policy (6)

## 9. FUNDRAISING

### 9.1. Fundraising Events, Goal, and Usage

Fundraising plays a major role at LCDS as it helps the school maintain its high standard of quality programming, equipment, and supplies while keeping enrolment fees affordable. The money raised as a group goes back to the classroom and membership through equipment /furniture or toy replacement, field trips and transportation, special events such as a Welcome Social, Family Christmas Party, and Year-End Party. Fundraising dollars are not used towards salaries, administration or operational costs of the program.

- a) The yearly fundraising events and fundraising goal will be set each year depending on the needs of the society. The fundraising goal is set outside of

those funds raised through bingos and casinos.

- b) All families will sign and submit the LCDS Fundraising Commitment form with their child's registration form indicating their choice to either participate in fundraising or to opt-out of fundraising.
- c) All families will submit the required fundraising deposit cheques outlined in the LCDS Registration form when they register. The deposit cheque(s) is/are to ensure participation in the school's fundraising campaigns throughout the school year. The Member's deposit cheque will not be forfeited as long as the member participates in the scheduled fundraising events and raises at least the designated fundraising minimum amount or more throughout the school year. The minimum fundraising amount will be equal to the total amount of the Fundraising Deposit Cheques submitted with the child's registration.
- d) If a family wishes not to participate in the monthly fundraising, they may opt-out by paying LCDS the non-participation fee. See Policy (6).
- e) If a family registers in January, they will be responsible for half of the minimum fundraising amount; a deposit cheque will be submitted for this amount at the time of registration.
- f) The Fundraising Director will monitor the Fundraising participation of each LCDS Member Family to ensure all families participate equally. If a family has not fulfilled their minimum fundraising commitment for each semester (which is equal to the amount of the deposit cheque submitted at registration), a letter will be sent out from the LCDS Board of Directors indicating the family's deposit cheques will be cashed in lieu of their direct participation.
- g) If a family chooses to participate in fundraising, but does not raise the required minimum amount of money per family, the Board of Directors will subtract any funds raised by the family from the minimum required amount and will ask the family to remit the remaining amount of funds to the school as a donation in order to meet the society commitment.
- h) Tax receipts will be issued to families who pay the opt-out fee or make a donation for the remainder of their fundraising commitment.

## 10. BINGO & CASINO POLICIES

As a non-profit society, LCDS Preschool & Kindergarten has the ability to raise funds through the Alberta Gaming and Liquor Commission by applying for a Gaming license and agreeing to provide volunteer workers at a designated Bingo facility and or Casino facility. A portion of the proceeds raised by the AGLC facilities is returned to the registered charities who volunteer their services for their scheduled events. Rules and regulations are laid out by the AGLC and their facility operators and are available for members review upon request. The profits raised from these events are separate from the school's yearly Fundraising events.

### 10.1. Bingo & Casino Commitments

- a) The number of bingo events each family is required to participate in is determined each year based on the number of children registered in the program on September 1<sup>st</sup>. If the enrolment levels are achieved, members will be required to work two (2) Bingo shifts per child enrolled in the program. If the enrolment numbers are not achieved, members may be required to participate in a third (3) Bingo shift per child enrolled in the program.
- b) Each family is required to participate in one (1) casino shift, in a year a designated casino event is scheduled.
- c) If a family registers in January, they will be responsible for working one (1) Casino Shift; a Deposit cheque will be submitted for the required amount at the time of registration.
- d) All families will submit the required Bingo & Casino deposit cheques outlined in the LCDS Registration form when they register. The deposit cheque(s) is/are to ensure participation in the school's scheduled Bingo events. The Members deposit cheque(s) will not be forfeited as long as the member shows up for their scheduled commitments.
- e) If a family registers in January, they will be responsible for working two (2) Bingo Shifts; Deposit cheques will be submitted for the required amount at the time of registration.
- f) If a member is unable to attend their scheduled Bingo and/or Casino date, it is the member's responsibility to find a replacement worker to attend the Bingo and/or Casino in their place. A replacement worker must be 18 years or older. If another LCDS member is willing to trade scheduled dates, this

will be acceptable but must be arranged by the member. When a member is using a replacement worker or switching dates with another member, the Bingo Coordinator and/or Casino Coordinator must be notified of the change.

- g) The Executive Director can send an email to the membership to inform them of the need for a trade at least one (1) week prior to the scheduled Bingo date.
- h) The LCDS Office keeps a list of workers who will work a Bingo or a Casino for pay. It is the LCDS Member's responsibility to contact the paid worker and secure their services. The member will notify the LCDS Office of the arrangement. The member will forward payment for the paid worker to the LCDS Office the week prior to the member's scheduled Bingo date. The LCDS Office will record the receipt of the payment and will notify the Bingo Coordinator of the arrangement. The Bingo Coordinator will pay the worker who arrives for the member's scheduled shift.
- i) If the member does not fulfill the obligation outlined in policy (10.1f h)) and they are absent on the scheduled Bingo and/or Casino, the members deposit cheques will be cashed for every worker missing from that event. A letter will be sent to the member by the Executive Director indicating the non-compliance with Policy (10.1a)b))
- j) If a member is subject to Policy (10.1 i)) and they cancel or stop payment on their cheque, membership will be terminated immediately. If the member's cheque is returned NSF, the LCDS Board of Directors will be notified and the Business Manager and Executive Director will contact the member as per policy (3.7). Legal action may be taken in order to settle the member's account.

## 10.2. Ethical Fundraising & Financial Accountability Code

LCDS hereby adopts the Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code as its policy on October 28th, 2003. In so doing, members of the governing board commit to being responsible custodians of donated funds, to exercise due care concerning the governance of fundraising and financial reporting, and to ensure to the best of their ability that the organization adheres to the provisions of the Code. It is hereby confirmed that each member of the governing board has received a copy of the Ethical Fundraising & Financial Accountability Code and that a copy will also be provided to each person who is subsequently elected to the governing board.

Please refer to Appendix B – The Canadian Center for Philanthropy’s Ethical Fundraising and Financial Accountability Code (Separate PDF from this Policy).

## **11. GENERAL MEETINGS & ANNUAL GENERAL MEETING**

### **11.1. Number of Meetings**

Members are strongly encouraged to attend the General Membership and Annual General Meetings to stay informed of developments occurring in the Society. Members have a right to discuss and vote on how the Society operates. General and Annual Membership Meetings are a requirement of the Society Bylaws and for audit purposes. Membership Quorum is required in order to pass voting motions, therefore, it is expected that members will participate.

- a) The number of General Meetings shall be not less than two (2) per annum and to fall on the second Wednesday of the month.
- b) Where the second Wednesday falls within the first week of school or return to school, the LCDS Board of Directors may opt to postpone by one week.
- c) The Annual General Meeting will be held on the second Wednesday in May.
- d) An alternate meeting schedule may be arranged to suit the needs of the Teacher and the LCDS Board.

### **11.2. Meeting Duration**

General Meetings, including the AGM, shall be no longer than (2) two hours duration. In special circumstances, the meeting can be extended, by ½ hour increments once the extension has been moved, seconded and given majority approval.

### **11.3. Notice**

An agenda will be emailed to the membership 1-2 weeks prior to the scheduled meeting.

### **11.4. Attendance**

There will be a sign-in sheet at all General Meetings, including the AGM.

### 11.5. Minutes

- a) Minutes of the General Meeting will be made available to parents within one week of the meeting.
- b) The minutes will include the date of the meeting, start time, attendance and nature of the meeting – General Membership, Board Meeting, Annual General Meeting (AGM), or Special Meeting.
- c) All voting motions will be dated, numbered and voted on to pass in the minutes, recording the number of members, abstained, all in favor and not in favor.
- d) The motions and amended motions will be recorded separately from the minutes for future ease of reference. Author of the minutes will record their name at the end of the minutes with the end time of the meeting.

# Classroom & Programming

---

## 12. CURRICULUM

The LCDS Preschool & Kindergarten follows the curriculum, recommendations, and guidelines provided by Alberta Education for Early Childhood Services. As an independent school there are allowances for alternative delivery of the curriculum and how it is presented. LCDS Preschool & Kindergarten is a program based on learning through play; where curriculum is taught through play-based interactive activities to achieve Kindergarten readiness. The curriculum is adapted in regards to the preschool children for age-appropriate learning and development.

## 13. HEALTH

### 13.1. Fire & Safety

LCDS Preschool & Kindergarten will practice regular fire drills as required by the Alberta Fire Code.

The Alberta Fire Code 2014 2.8.3.2 (1)(b) states:

“in schools attended by children, total evacuation fire drills shall be held at least 3 times in each of the fall and spring school terms” (at least six (6) times in the school year).

And the Alberta Fire Code 2014 2.8.3.2 (2) states:

“The person in charge of a building shall maintain and make available to the fire department a written record of all fire drills held in accordance with this Section, showing

- a) The date of the drill
- b) The evacuation time, and
- c) Comments and recommendations.”

### 13.2. Communicable Disease Protocol

Under the Public Health Act Section 22 (1), and the Childcare Licensing Act [Regulation section 7(2)] the person in charge of an institution is responsible to report immediately if a child is injured and requires emergency medical attention or if there is believed to be a child in care who becomes ill or is infected with a communicable disease. The person in charge is required to notify the Medical Officer of Health of such diseases by calling the local Public Health Center.

- a) All members and staff will familiarize themselves with the Communicable Disease section of their Parent Handbook, in order to ensure a healthy environment for their children. The Protocol at the end of the policy section is also available for their viewing.
- b) All parents will be advised of the LCDS illness and accident policy through written policy distributed electronically and will also discuss the policy in a small group setting at their scheduled orientation session.
- c) The LCDS Board of Directors and Staff will be advised of the LCDS illness and accident policy through written policy distributed electronically and will also discuss the policy at their regularly scheduled meetings when changes arise.
- d) The Executive Director and the LCDS Board of Directors will set new policy when necessary.
- e) The Executive Director, the LCDS Board of Directors and Staff will refer to the protocol and remind members as necessary to ensure a healthy environment for the children and Staff Members of LCDS. All communicable diseases must be reported when identified or confirmed. LCDS Staff members will observe all children as they arrive at the school and in class to monitor any signs of illness or changes to child behavior.
- f) Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness such as vomiting, fever, diarrhea, an unexplained rash or cough, or illness requiring greater care and attention than can be provided without compromising the care of the other children in the program:
  - i. The child's parent/guardian/emergency contacts/Childcare Services will be notified to make arrangements for the immediate removal of the child from the program premises.
  - ii. In the event a parent/guardian or emergency contact cannot be reached within a reasonable amount of time, Childcare Services will be notified and arrangements will be made for Childcare Services to intervene.
  - iii. The child will not return to school until the child no longer poses a health risk to the other children. A doctor's note may be requested.



### 13.3. Medication

- a) LCDS maintains a no medication policy, where the medication will not be administered by staff unless in the event of an emergency.
- b) A license holder must ensure that all emergency medication is in its original labeled container, and is administered according to the labeled directions. The medication will be labeled with the child's name and instructions for the administration of the medication.
- c) Parental consent must be obtained in order to administer emergency medication provided.
- d) All emergency medication must be stored in a container that is inaccessible to children.
- e) Other medications will not be stored on the premises.
- f) When emergency medication is administered, it will be documented with the name of the medication, the time of administration, the amount administered and initialed by the primary staff member who administered the medication. A separate form will be used for each medication the child has in their medicine kit.
- g) The administration of any medication not authorized in writing by the parent is prohibited. This includes Tylenol or cough syrup.
- h) On field trips, children who require emergency medication should be grouped with their own parent or guardian or with a supervising staff member. The emergency medication should be given to the adult who is supervising the child in order to save time in the event of an emergency.

### 13.4. Vaccinations (02/27/2019)

While we do not prohibit the attendance of non-vaccinated children at LCDS, we strongly encourage parents to have their children vaccinated. In the event of an outbreak, we will follow the recommended procedures from Alberta Health Services in the handling of the specific outbreak. Your child may be required to remain at home for the duration of the outbreak and for a set time following the outbreak. There would be no reduction in fees for the class time missed. This would be for the protection and safety of other members, staff members, pregnant moms or infants who may have compromised immune systems.

- a) If there is an outbreak of infectious disease and your child has not been vaccinated, they will not be allowed to attend school until three (3) weeks after the last case of the infectious disease at the school.
- b) If your child contracts the infectious disease, they will be asked to stay home for the recommended duration of time by Alberta Health Services.
- c) 13.4a)b) will also apply to any unvaccinated school staff members.

### 13.5. Accident or Illness

In the case of an accident or serious illness involving a child, the license holder must forthwith ensure that:

- a) The child's parent is notified by phone, all contact numbers will be called until the parent is reached. If necessary, emergency contacts and Child Care Services will be contacted. The parent or guardian will make alternate arrangements for the care of the child.
- b) In the event a parent/guardian or emergency contact cannot be reached within a reasonable amount of time, Child Care Services will be notified and arrangements will be made for Child Care Services to intervene.
- c) The child receives immediate medical attention if necessary.
- d) LCDS may only allow for the provision of health care to a child with the written consent of the child's parent or the health care provided is in the nature of first aid.
- e) The child will be directly supervised by a primary staff member until the parent or guardian arrives to take the child home (Primary staff members hold childcare certification status and hold a current criminal records check).

### 13.6. Supervision of a Sick Child

A license holder must ensure that in the case of a sick child:

- a) The child's parent is notified by phone, all contact numbers will be called until the parent is reached. If necessary, emergency contacts and Child Care Services will be contacted. The parent or guardian will make alternate arrangements for the care of the child.

- b) In the event a parent/guardian or emergency contact cannot be reached within a reasonable amount of time, Child Care Services will be notified and arrangements will be made for Child Care Services to intervene.
- c) The child will be kept as far away as is practicable from the other children.
- d) The child receives immediate medical attention if necessary.
- e) The child will be directly supervised by a primary staff member until the parent or guardian arrives to take the child home (Primary staff members hold childcare certification status and hold a current criminal records check).
- f) Illness cases identified in children or staff at the school must be logged and managed by staff at the school in a manner consistent with AHS guidelines.

### **13.7. Emergency Health Care**

- a) LCDS may only allow for the provision of health care to a child with the written consent of the child's parent or the health care provided is in the nature of first aid.
- b) Emergency health care will be solicited when deemed necessary by the staff of LCDS; the parent will be responsible for any costs involved in order to seek medical attention for the child.
- c) Emergency health care will be solicited where a child under the direct supervision of the LCDS staff is deemed to be in critical condition (beyond basic first aid). This may include but is not limited to any of the following symptoms: loss of consciousness, lack of breathing, seizure, allergic reaction, fainting or collapse, severe injury causing severe bleeding, dislocation or breakage of limbs or vital organs or tissues, or head injury.

### **13.8. Reporting and Documenting of an Accident or Illness**

- a) All accidents and illnesses will be recorded in a file in the office in order to track any reoccurring incidences, trends or epidemics. The record will include the child's name, the date the child was observed to be ill or injured, the name of the staff member who identified the child was ill or injured, the time the parent was initially contacted, the name of the staff member who contacted the parent, and the time the child was removed from the program and the date the child returned to the program.

- b) A license holder must report each incident to Child and Youth Services immediately. Once the child is in the care of the parent and LCDS staff is no longer responsible for supervising the child, they will report the incident to Childcare Licensing as laid out in the LCDS staff manual.
- c) The following must be reported to the regional Childcare Licensing office using the prescribed form:
- i. An emergency evacuation
  - ii. Unexpected program closure
  - iii. An intruder on the program premises
  - iv. An illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight
  - v. An error in the administration of medication by program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight
  - vi. The death of a child
  - vii. The unexpected absence of a child from the program (i.e. lost child)
  - viii. A child removed from the program by a non-custodial parent or guardian
  - ix. An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer
  - x. The commission by a child of an offense under an Act of Canada or Alberta
  - xi. A child left on the premises outside of the program's operating hours
  - xii. All incidents will be analyzed by the Staff and Executive Board Annually and a report, using the prescribed form, will be submitted to the regional childcare office.
- d) At the end of the school year, the LCDS Director will submit to the Child Care Licensing office an Annual Summary and Analysis Report using the prescribed form located on the website, [www.child.alberta.ca/childcare](http://www.child.alberta.ca/childcare) .

## 14. EMERGENCY EVACUATION

### 14.1. Procedures

- a) LCDS will keep a current list of Emergency Phone Numbers as dictated in the Child and Youth Services licensing requirements as part of the Portable Emergency List (See 11.6).

- b) In the event of an emergency evacuation, and the staff and children are unable to return to the LCDS premises, the primary relocation center will be LEON'S Furniture Center, 13730-140th Street, Phone# 780-456-4455. This location shall be available for possible emergency accommodation during all hours in which the Child Care Facility is in operation. It is preferable to have the relocation center situated close by in order that an expedient relocation can be accomplished during inclement weather.
- c) Staff and children will practice emergency evacuation procedures throughout the school year to ensure all are familiar with the procedures.
- d) Staff will be informed of emergency evacuation procedures through written documentation located within the classroom and the Portable Emergency List and will discuss procedures as they change at regularly scheduled staff meetings.
- e) In the event of an emergency evacuation, the Portable Emergency List will be carried by a staff member, parents will be contacted immediately from the primary relocation center.
- f) All emergency evacuations of the LCDS premises will be reported to Childcare Services immediately following the evacuation.

## 15. SNACKS/NUTRITION

### 15.1. Regulation

Child Care Licensing requires a license holder to ensure that snacks are provided to children at appropriate times in accordance with the needs of each child.

- a) Snack will be provided to the children at the approximate halfway point of the class (1.25 hrs.).
- b) On field trips, snacks will be provided at a convenient time during the scheduled activity.

### 15.2. Nutrition

Snacks will follow Canada's Food Guide/Dietary Guidelines. Food from at least two (2) food groups will be served each day.

### 15.3. Food Allergies

Students and parents of students with life-threatening allergies should feel safe and supported at school.

While parents remain responsible for providing schools with information regarding life-threatening allergies and supplying the required medication for use at school if needed, the safety of students with life-threatening allergies is vitally important and it is necessary to provide for policies, procedures and emergency medication to protect these students. The Alberta Protection of Students with Life-Threatening Allergies Act and the Early Learning and Child Care Regulation provide standards to ensure children with life-threatening allergies are protected to the best of our abilities.

Food allergies provide the potential for life-threatening situations to occur. Food allergies are given a high priority at LCDS. 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. A list of restricted foods will be included in the parent handbook and discussed at orientation.

#### 15.3.1. Nut-Free Classroom

The LCDS classroom strives to be a NUT – FREE zone; all forms of nuts or peanuts will be restricted from the classroom, as well as, foods that have “may contain nuts, tree nuts or peanuts” in the ingredient list. If the ingredient list makes no reference to nuts, tree nuts or peanuts, it will be considered safe for the classroom.

#### 15.3.2. Snack Inspection

Parent Helpers will have their snack choices reviewed for restricted ingredient items by the LCDS Executive Director prior to taking it to the classroom for preparation and serving. In the absence of the Executive Director, a Primary Staff member from the classroom will review the snack for restricted ingredient items.

#### 15.3.3. Notification

- a) Parents will inform LCDS of any known allergies, personal food restrictions on their child’s registration form. At Orientation they will be given an allergy form to indicate the extent of their child’s allergies and list any instructions that will assist the school in preventing an allergic reaction.
- b) The parent will provide any emergency medications necessary to counteract the affects of an allergic reaction and will ensure the medication is replaced in the event of its expiration.
- c) Staff members will follow all policies and procedures regarding children’s allergies.

- d) Parent Volunteers will provide snacks for the classroom on their scheduled "Helping Hand" days. Parents will do their best to read ingredient labels to ensure all foods are safe for the LCDS classroom.
- e) Parent Volunteers will have the Executive Director review the ingredient labels of their snack items to ensure it is safe for all children. In the absence of the Executive Director an LCDS Classroom staff member will review the snack ingredients.
- f) Where an item cannot be used in the classroom for safety precautions, an alternative snack from the school reserves will be used. The volunteer parent will be responsible for replacing the item used.
- g) In the event, a child has many allergies where it would create difficulties for the majority of the members in purchasing safe snack items, the parent of the child with the allergies will be asked to provide their child with a daily snack that is suitable for their child's allergies.

#### 15.4. Religious or Personal Choice Food Restrictions

- h) For children whose families have food restrictions due to religious or personal choice, these food items will not be restricted from the classroom but will be listed in the allergy section of the parent helper schedule for all parents to be aware. If a parent brings a food item that is on the food restriction list, they will be asked to prepare and serve those items separately from the other food items they have brought to ensure all foods are safe to serve to all children. LCDS staff will do their best to ensure the children concerned are not served food items they should not have.

#### 15.5. Allergies and personal food restrictions

- i) Staff members will read all ingredient labels on all packaged foods, condiments, medications, lotions, soaps, hand sanitizer, etc. before administering or serving to a child with known allergies or personal food restrictions.
- a) Staff members will familiarize themselves with the children who have known allergies and will follow the classroom procedures to prevent accidental allergy exposure to a child.
- b) Ensure that all staff members are familiar with all children in the program who have allergies.
- c) Ensure that all notices of children's and staff member's allergies are posted in the food preparation area and are accurate and up to date.
- d) Ensure that all staff members know the location of the children's emergency medication boxes.
- e) All medication received for a child will be processed and stored according to LCDS Policy (see medication policy).

- f) All staff members should regularly monitor children with severe allergies especially where food exchanges take place or where there is potential for insect bites or exposure to animals.
- g) Ensure that all staff members read the ingredient labels on all packaged foods, medications, lotions, hand sanitizer, soaps, etc., before administering to a child with known allergies.
- h) Staff members with known allergies will report them in their personal information file and will provide emergency contacts in the event of an emergency.
- i) Staff members and parent volunteers will follow the classroom procedures for preparing the daily classroom snack and the distribution of snack to the children.
- j) All classroom staff members will participate in the online anaphylaxis course, [www.allergyaware.ca](http://www.allergyaware.ca) anaphylaxis in schools or childcare.
- k) All staff members will be familiar with and will review the use of emergency Epinephrine Auto-injectors.

## 16. FIELD TRIPS

### 16.1. Attendance

- a. All registered LCDS children are welcome to attend any field trip even if it is not their regularly scheduled day. The cost for LCDS registered children to attend a field trip is included in the monthly fees paid per child.
- b. Volunteer parents will be asked to pay their cost for attending the field trip where necessary. The fee will be collected in advance of the field trip. The cost will be listed on the Field Trip information sheet and Parent sign-up sheet.

### 16.2. Fieldtrip Notification

Parents will be notified of upcoming field trips in the monthly newsletter, private side of the website, calendar and parent bulletin boards. A Fieldtrip Description Sheet will be posted and emailed to all parents two weeks prior to the upcoming field trip.

### 16.3. Fieldtrip Description Sheet

The Fieldtrip Description Sheet will include the following:

- a) The date and time of the field trip
- b) The location of the field trip
- c) The purpose of the field trip
- d) A description of the planned activities



- e) Cost for each Volunteer Parent to attend the field trip
- f) How the children will be transported to and from the field trip location
- g) Who will be in charge of supervision and discipline
- h) How will discipline and emergency situations be handled
- i) How parents will be notified of disciplinary actions or emergency situations

#### 16.4. Insurance

- a) Only registered children enrolled at LCDS may attend field trips or participate in the classroom. Only registered LCDS children and their attending parent or guardian are covered by Insurance policies and licensing regulations. Parents are asked to make alternate care arrangements for their other children if they are planning to attend a field trip or volunteer in the classroom.
- b) Trial classes may be offered by appointment for prospective registrations. The child must attend the class with their parent or guardian. The classroom numbers must still be in ratio with the current licensing standard and must not exceed the maximum number of children the program is licensed to have in the classroom. Staff members will consult with the parent or guardian to ensure allergy and food restrictions are met prior to serving snack. The parent or guardian will sign in their child as a visitor on the daily attendance sheet, the arrival and departure times will also be recorded. As registered visitors, the child and parent will be covered by LCDS insurance.
- c) Due to liability and insurance purposes the play park is not available to LCDS before and after class. Members will not enter the play park without staff permission or supervision. The play park may be booked for use for LCDS special events where parents will be asked to supervise their child while using the play park at such events.

#### 16.5. Parental Approval

Parental approval shall be obtained for each field trip where the children are taken off the premises. Sign-up sheets will accompany the Fieldtrip Description Sheet posted on the Parent Boards. The approval form will state the name of the child, whether the child will or will not be attending and the parent/guardian signature. A list of attending parents will also be recorded.

## 16.6. Field Trip Supervision

- a) The lead teacher and support staff will be in charge of child supervision while on the field trip.
- b) It is the responsibility of the LCDS staff members to observe the field trip space whether indoors or outdoors for any hazards that may be present. 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.
- c) It is the responsibility of each staff member to ensure the safety of all children. Staff members will remind the parent helpers of their responsibilities when they volunteer to assist on a field trip. No food or drinks will be brought on the school bus. Parents will limit the use of cell phones while participating in the field trip; photographs will be permitted, but texting and phone calls should be left until after the field trip. If a parent supervisor needs to take a call they will inform a staff member in order to provide supervision of the children in their care.
- d) Where a school bus is used to transport the children to and from a field trip, parents will check their child in with the teacher and will be placed in a small group under the supervision of a parent helper or staff member. A physical count of each child will be recorded before the bus leaves the school. When the children arrive at the field activity site and exit the bus, the children will be counted again to ensure all children are accounted for. Volunteer parents will be responsible for the children in their care and will notify the LCDS staff immediately if a child goes missing. If a child goes missing, emergency procedures will be followed to conduct a search for the missing child. Before leaving the field activity, the teacher will do a head count prior to loading the bus. Once they have loaded the bus they will do a roll call. All children will be dismissed on the school premises directly to their parent or guardian unless alternate arrangements have been made with the teacher and the parent.
- e) Where a child has been identified as requiring more supervision or support than can be provided with the current supervising staff numbers or other supervising parents, the child's parent or guardian will be asked to accompany the child on the field trip in order to ensure the child's safety and the safety of the entire group. Where the child's parent or guardian is not

able to attend the field trip with the child, the teacher will speak with the parent about the safety concerns for the child and the group. The parent will be asked that their child not attend the field trip.

- f) Where a child's first day of school falls on a field trip day, the child's parent or guardian will be asked to accompany the child on the field trip to ensure the child's safety and emotional well being. Where the child's parent or guardian is not able to attend the field trip with the child, the family will be asked to begin their child's first day on the next regular school day.

### **16.7. Ratio and Supervision**

- a) A ratio of one (1) adult to three (3) children (or less) is recommended for field trip supervision where possible. The Child Care Licensing Regulation requires a 1:12 adult to child ratio for children aged 3 years of age and older.
- b) Where 7 or more children are present, whether on or off the school premises, a minimum of 2 adult staff members, one of whom is a primary staff member, are on duty, and children are, at all times, under supervision that is adequate to ensure their safety, well-being and development.
- c) Parent Volunteers may be considered as staff members to assist with the ratio.

### **16.8. Volunteer Parents**

LCDS encourages parent involvement on field trips. All parents or guardians are welcome to volunteer and assist with the supervision of a small group of children and to assist with scheduled activities.

- a) LCDS will take as many parent volunteers as is necessary to be in the required field trip ratio (please see 16.7). Where a particular venue has restrictions on the number of parent volunteers, a random draw of the interested parents will be held in order to fairly determine which parents will be able to attend. If the minimum number of volunteer supervisors is not met, the field trip may be cancelled to ensure the safety of the children.
- b) Where a field trip venue charges for the number of adults in attendance, LCDS may ask the volunteer parents to pay the fee or a portion of the fee, indicated on the Fieldtrip Description sheet. The fee will be collected prior to the field trip taking place in order for LCDS to provide one cheque for payment on the day of the scheduled trip.

- c) When volunteering to assist with a field trip, it is the parent's responsibility to make alternate care arrangements for other siblings (please see 16.4).
- d) While supervising a child other than their own, if disciplinary action is needed, it is the responsibility of an LCDS staff member to address the situation. Members will not take matters into their own hands; a primary staff member must be made aware of the situation.
- e) A child requiring disciplinary action will be moved to the supervision of a staff member. If the behavior of the child does not improve, the child's parent may be contacted to pick up the child. (See policy 19.5 a & b).
- f) All parents or guardians will refrain from such activities as smoking, texting or talking on their phones while they are supervising children. Their attention to the children under their supervision is their first priority when volunteering.

### 16.9. Portable Emergency List

The Portable Emergency List shall be taken to all field trips and emergency evacuations off of the premises, by a staff member accompanying the children.

The list shall include:

- a) Name of child
- b) Date of birth
- c) Health care registration number
- d) Current home address
- e) Name, current address, and telephone number of the child's parents
- f) Work telephone number of the place where the child's parent can be reached in case of an emergency
- g) Address and Telephone number of the place where one other person to whom the child can be released can be reached in case of an emergency (this person must reside within the city limits)
- h) Name and telephone number of the child's physician
- i) Written confirmation of the child's immunization and any other health information provided by the parent (allergies, medical conditions, etc.)
- j) Current telephone number of the Health Unit, Medical Centre, and the Poison Information Centre. (\* note-this information need only be printed once)

## 17. SUPERVISION (CHILD) POLICY

- a) LCDS encourages parent involvement in the classroom. All members will be scheduled for a Parent Helper Day approximately once per month to assist in fulfilling the adult to child ratio within the classroom (See policy 16.7) and with supervision in the classroom.
- b) All parents or guardians are welcome to volunteer and assist in the classroom on days other than their scheduled Parent Helper Day with permission from the classroom teacher or the Executive Director. The parent or guardian will make arrangements with the teacher in advance to arrange extra help days.
- c) All parents or guardians will refrain from such activities as swearing, smoking, texting or talking on their phones while they are in the classroom. Parents should let a staff member know if they are leaving the classroom or building for emergency and security purposes.
- d) When volunteering for their Parent Helper Day or an extra day, it is the parent's responsibility to make alternate care arrangements for other siblings (please see 16.4).
- e) All parents will sign their child into the program in the attendance binder with a signature beside the child's name and the time they arrived. Teaching staff will ensure the parent signs the child in and enters the classroom. The teaching staff will confirm and record the number of children they have in the classroom on the attendance record and on the white board inside the classroom door. The Executive Director will check all unconfirmed absences. The families will receive a phone call to document the child's absence. Staff will take an official attendance count 30 minutes after the class has started. Staff will count the children when they leave the classroom and will do a role call before returning to the classroom; another count will be completed when they are in the classroom. Staff members should be communicating the number of children in their care and periodically checking the count throughout the class duration. A final head count will be taken before dismissing the children to their parents or care givers. The teacher will call each child to be dismissed and ensure they have been handed off to their parent. The teacher will postpone speaking with parents until all children have been dismissed to their parent or guardian. Parents will sign out their child on the attendance sheet before they leave with their child.
- f) Supervision of the registered LCDS children will begin once they have entered the LCDS Classroom. Parents are responsible for their children while

waiting in the hallway or foyer. If the children will be using the play park at the beginning of class, LCDS supervision responsibility will begin once the child is signed into the play park with an LCDS staff member. It is the parent's responsibility to bring the child to the play park and sign their child into the program; staff members will not be responsible for a child until the child has been checked into the classroom or the play park with a staff member.

- g) Due to liability and insurance purposes the play park is not available to LCDS before and after class. Members will not enter the play park without staff permission or supervision. The play park may be booked for use for LCDS special events where parents will be asked to supervise their child while using the play park at such events.
- h) When volunteers are supervising a child other than their own, if disciplinary action is needed, it is the responsibility of an LCDS staff member to address the situation. Members will not take matters into their own hands; a primary staff member must be made aware of the situation.
- i) A child requiring disciplinary action will be moved to the supervision of a staff member. If the behavior of the child does not improve, the child's parent may be contacted to pick up the child. (See policy 19.5 a & b).
- j) It is the responsibility of LCDS Staff members to monitor and observe the children in their care. Staff will circulate throughout the classroom, participate and observe the children during class and intervene with positive modeling of good behavior and appropriate play when necessary.
- k) It is the responsibility of the LCDS staff members to observe the field trip space whether indoors or outdoors for any hazards that may be present. 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.
- l) Staff will conduct regular safety checks of the program premises and equipment in order to remove potential hazards.
- m) Staff will avoid carrying out activities that may draw their attention away from active supervision, such as administrative tasks, cleaning, reading or

texting and using the phone. At class dismissal the teacher will postpone discussions with individual parents until all children have been dismissed.

- n) Staff to Child ratios will be maintained at all times (See Policy 16.7).
- o) A child will only be released to their parent or guardian. It is the parent's responsibility to inform the LCDS Staff members of anyone else who may pick up their child; photo id may be requested if the staff members have never met the person who arrives to pick up the child.
- p) It is the responsibility of all staff members to know the location of the emergency medications, first aid kit, and portable record.
- q) LCDS does not provide transportation of children to and from the LCDS program. It is the parent's or guardian's responsibility to arrange for transportation of their child to and from the program.
- r) Parents will be informed of the LCDS Supervision policy through written policy distributed electronically and will be discussed verbally in a small group setting at their scheduled orientation session.
- s) Staff and Board members will be informed of the LCDS Supervision policy through written policy distributed electronically and will be discussed verbally at their regularly scheduled meetings.
- t) Board members will be updated by the Executive Director with the need for changes to policy at their regular Board meetings when necessary. The Executive Director and the LCDS Board will make the appropriate decisions for changing policy and its implementation.

## 18. LATE PICK-UP POLICY

LCDS Staff Members have a very short period of time for lunch and afternoon class preparations. At the end of the day, they may have meetings or other arranged commitments and priorities. With this said, we request **ALL** members to pick up their child(ren) on time at the end of class. Parents should arrive just before dismissal time and be waiting in the hall for their child to be dismissed.

- a) Classes end at the following times:
  - i. The morning class ends at 12:00 pm.
  - ii. The afternoon class ends at 3:45 pm.

- b) The LCDS school clock will be used as the correct time.
- c) There will be a 5 minute grace period following the dismissal times according to the LCDS classroom clock, after which the parent is considered to be late.
- d) Any member arriving after the 5 minute grace period will be assessed a fine of \$5.00 for every minute late thereafter in which staff members are waiting for the member to arrive. The fee will be due when the member arrives to pick up their child(ren). If they are not able to pay at the time of pick up, the fine will be added to the next month's material fees. If the child is attending Kindergarten and the family does not pay a monthly fee, the member will be invoiced for the amount of the fee and will be expected to pay it by the 1<sup>st</sup> day of the next month. If the fee is not paid on time, the member may be asked to withdraw from the LCDS program.
- e) Members are expected to call the school to let them know they will be late; the late fee will still apply and will be due upon arrival unless the LCDS staff members have decided to wave the policy due to severe weather or other extenuating circumstances known to them.
- f) 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.
- g) In the event we have not heard from the parent or guardian in regards to their lateness or absence, and they have not arrived after the 5 minute grace period, 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.
- h) If there is no answer, staff will leave a message, noting the time of the call, the time someone was supposed to be at the school to pick up the child and note the next step for trying to reach them, such as their cell phone number or the next contact in the child's file. The LCDS staff member will continue calling each contact number for the child until they are able to reach someone.
- i) If after calling all of the contact numbers and there has been no contact made with the school within 30 minutes of class dismissal, Child & Youth Services instructs LCDS to begin contacting Child & Youth Services and EPS to report an abandoned child.



- j) 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.
- k) Late occurrences will be recorded on the Late Pick-up form by the attending staff members, the member will be asked to sign the form and it will be submitted with the fees collected to the office for administration. A copy of the form may be made for the member as a receipt of payment. If fees were not collected it will be noted on the form and the Business Manager will forward an invoice for payment to the delinquent member.

## 19. DISCIPLINE POLICY

### 19.1. Preventative Measures

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

### 19.2. Communication

- a) LCDS will communicate the discipline policy through the policy manual and parent handbook, which will be distributed electronically to the membership and staff for review.
- b) The discipline policy will be discussed verbally in a small group setting with parents at the September orientation. New members joining after the September start date will receive an individual orientation from the Executive Director.
- c) Board members will be updated by the Executive Director with the need for changes to policy at their regular Board meetings when necessary. The Executive Director and the LCDS Board will make the appropriate decisions for changing policy and its implementation.
- d) Parents are always welcome to discuss the discipline policy with the Executive Director, LCDS staff or the LCDS Board of Directors.

### 19.3. Discipline Limits

Classroom Behavior Expectations are explained, modeled and reinforced for the children. Expectations are clearly explained to the children and modeled by staff members. Positive reinforcement is used to encourage the expected behavior. By following this practice, we encourage the child to make appropriate choices and to learn how to solve conflicts.

### 19.4. Transition

Children are given adequate warning to prepare for the transition from one activity to another. Staff members will assist children in learning the cues for transitioning to the next activity.

### 19.5. Intervention

Disciplinary action must be reasonable in terms of the circumstances. LCDS will apply intervention strategies as follows when disciplinary action must be taken.

- a) Intervention strategies are used to redirect inappropriate behavior. The process is usually a warning. If the child chooses not to listen, he/she will be asked to leave that activity. If the inappropriate behavior continues, the child will receive another warning and will be moved to another activity. If the inappropriate behavior continues, staff will intervene and the child will be asked to sit in the "Calming Down Chair" located within the classroom where the child is still under staff supervision. The child is allowed to regroup for a few minutes and will then be asked to rejoin the classroom activity and will be reminded they need to behave appropriately.
- b) In extreme cases, such as hitting, kicking or biting, where physical harm has been executed towards another child or staff member, the child's parents or guardians will be contacted and the child may be sent home.
- c) Any behavior of this nature will be reported to the Executive Director and will be reviewed with the LCDS Board as it will be in conflict with policy 3.1.4
- d) The use of seclusion rooms is prohibited.

### 19.6. License Holder Discipline

- a) A license holder must not, with respect to a child in the program inflict or cause to be inflicted any form of physical punishment, verbal or physical

degradation or emotional deprivation.

- b) Deny or threaten to deny any basic necessity to a child.
- c) Use or permit the use of any form of physical restraint, confinement or isolation to a child.
- d) Disciplinary action taken must be reasonable in terms of the circumstances.

### **19.7. Corporal Punishment**

Corporal punishment is never used.

## **20. ABUSE POLICY**

### **20.1. Interpretation**

Abuse is any action, which endangers the overall well-being of the child. It can be physical, emotional, or sexual in nature. Actions such as corporal punishment, berating of the child, or inappropriate touching that makes the child uncomfortable would be deemed abuse.

### **20.2. Responsibility of the Board**

Abuse of any kind of an LCDS registered child by any person who may be in contact with them will not be tolerated. Any suspicion of abuse should immediately be reported to the President or first available Board member. The Board will be responsible for immediately contacting Child and Youth Services and any other body, such as legal counsel or law enforcement deemed necessary to investigate the allegations. The Board will respond in a timely matter to resolve all situations.

### **20.3. Investigation**

Persons under investigation will immediately be banned from the classroom and its activities until the conclusion of the investigation. Staff members may be suspended, with or without pay as deemed appropriate by the Board.

### **20.4. Guilty of Abuse**

In the event that abuse is found to have occurred, appropriate action will be taken. The Staff member will be terminated immediately. In the case of a parent, he/she will be banned from the classroom and its activities and the child withdrawn if deemed necessary. If it is a child on a work placement their supervisor will be notified and the child banned. In the case of a contractor, i.e. therapist, their services will be discontinued.

### **20.5. Abuse towards LCDS Staff Members**

Abuse of any kind towards an LCDS Staff Member by an LCDS Parent or Board Member will not be tolerated. Communication should always remain professional and respectful in order to achieve a positive solution for the topic of discussion.

## **21. WHISTLEBLOWER POLICY**

### **21.1. Adoption of Policy**

In June 2013, The Government of Alberta enacted the Public Interest Disclosure (Whistleblower Protection) Act (the Act). In keeping with the requirements of the Act, LCDS Preschool & Kindergarten passed a policy to bring the school society in compliance with and to facilitate disclosures made under the provisions of the Public Interest Disclosure (Whistleblower Protection) Act on May 13, 2014.

A request for Partial Exemption was granted (11/06/2015).

Notice was sent to ECS providers; ECS providers do not fall within the jurisdiction of the Act, therefore are not required to maintain policies and annual reporting in regards to this act. (05/04/2016)

---

# Executive & Committees

---

## 22. BOARD OF DIRECTORS

### 22.1. Responsibilities of the Board of Directors

The Board shall assume 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.

- a) The Board, Staff, and Contract workers will abide by all LCDS policies, and will familiarize themselves with the Personal Information and Privacy Act (PIPA) and will follow the Communicable Disease Protocol. All requirements for the City of Edmonton, Alberta Education, and Daycare Licensing will be fulfilled, and all applicable policies governing their departments will be adhered to.
- b) Board Members will familiarize themselves with their general job descriptions as laid out in their respective role binders or digital file. The Executive Director and Business Manager will assist in their orientation.
- c) As of January 1, 2004, the Personal Information and Privacy Act (PIPA) require all volunteers to sign a confidentiality agreement. This agreement will be signed at the May/August executive meeting and kept in the office confidentiality file. Please see the PIPA at the end of the printed policies.
- d) The Vice President shall assume the role of the Privacy Officer (PIPA) for the current school year. Please refer to the PIPA Act at the end of the printed policies.
- e) It is the duty of the Executive Director and the Business Manager to complete and submit all documents necessary to the operations of LCDS by the applicable deadlines, in order to ensure the continuation of the society, and report these activities to the Board when completed. The President, Vice President, and Treasurer may be required to sign documents regarding the operations of the program.

- f) A Board Member(s) will attend any meetings which require a representative from LCDS to attend, this may include: AGLC training seminar, Bingo Association Meetings, AISCA or NAPTA AGM or Oxford Community League Meetings.
- g) It is the duty of the LCDS Board to oversee the operations of LCDS on a regular basis to ensure operations run smoothly.
- h) Board and LCDS staff will ensure on a regular basis, the classroom, classroom furnishings, play materials, and equipment, are safe and maintained in good repair.

### 22.2. Confidentiality

As of January 1, 2004, the Personal Information and Privacy Act (PIPA) require all LCDS Staff Members, Contract Staff Members and Board of Directors to sign a confidentiality agreement. The Executive Director will provide all Board of Directors and Staff Members with a copy of the confidentiality agreement. This agreement will be signed at the May/August Board of Directors meeting and kept in the office confidentiality file. For more information please see the PIPA at the end of the printed policies.

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All Board of Directors and Staff Members will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a secure location with access limited to the Executive Director, Business Manager, Teacher, Board of Director President, Therapists with consent, and Therapist Aides. No information will be released about a child and the parent/legal guardian without first receiving the written permission of the parent/guardian.

### 22.3. Terms of Office and Meeting Expectations

The Board of Directors serve for a one year term and may serve a second term in the same position. Board meetings are typically held on the fourth Wednesday of each month excluding December. The Society holds 3 General Meetings for its members, typically held on the second Wednesday of the month, one in September, one in January and one in May (AGM); Board Members are expected to attend these meetings. The meeting dates may be changed to accommodate schedules of the LCDS Staff and Board Members. A meeting schedule will be established at the

beginning of the school year.

## 22.4. Management of Funds

The Board is responsible for the financial management of the Society. The Business Manager and the Executive Director will provide assistance to the Board in the understanding of operations and budget. The Board has an obligation to know and understand the Society's finances. This includes the development of the operating budget and ensuring that the budget does not stray from the Society's stated goals and priorities.

### 22.4.1. Signing Officers

The Board President, Vice President, Treasurer, Business Manager, and Executive Director, will be given signing authority for the Society.

- a) All written cheques will require two (2) signatures in order to be valid.
- b) In following best practices, there should always be one (1) Board signature and one (1) signature from either the Business Manager or the Executive Director on any documents which require a signature from a designated society officer.
- c) Only in the event of an emergency would it be acceptable for two (2) board members to sign the same cheque or the Business Manager and Executive Director to sign the same cheque. A member at large should witness the transaction to ensure the intent is honorable.

## 22.5. Representation

Nominees for the LCDS Board and Committees are selected in an effort to maintain the Society's well-being. Board members must realize the well-being of a child comes before all else, but one child does not dictate to the majority. At all times the LCDS Board must seek the advantage of the whole membership and benefit to the Society.

## 22.6. Management and Delegation

It is the duty of the Board to set out the general and specific goals of the Society and the priorities among these goals. The Board delegates the authority to execute its policies to the Executive Director, Business Manager, Committees and Teaching Staff who seek to carry out these activities in a proper manner to meet those objectives, and report to the Board on the progress of those activities.

The LCDS Board is a policy governance board and hires an Executive Director, Business Manager, and Teacher, who is expected to be competent and who are expected to administer the Policies and Bylaws of the Society. While the Board fills a watchdog role, it must take care not to interfere in the daily administration of the Society and the decision-making role of its employees.

### **22.7. Being Informed**

Board members have a duty to be informed. They must have enough knowledge, initiative and analytical ability to say what they know, to ask when they don't understand, and to challenge when a decision doesn't seem right. They must seek out facts and insist on a proper discussion of weighty subjects. The most important task of a Board member is to be an intelligent advisor who draws on their own background, experience, and familiarity with the policies of the Society in order to give proper direction to the Board and Staff.

### **22.8. Essential Skills and Duties**

The nomination committee believes it is important for board nominees to have one or more of the following skill sets: general understanding of financial and legal matters, governance and policy matters, and public relations/communication skills. Other characteristics and requirements include:

- a) Attending meetings regularly
- b) Reading background reports and minutes
- c) Being businesslike
- d) Being available for committee work when necessary
- e) Keeping confidential discussions confidential
- f) Seeking out and being aware of the Society's membership and its needs
- g) Understanding how and when to compromise, accommodate and negotiate
- h) Being prepared to make decisions and to support the decisions of the Board and the work of the Executive Director, Business Manager, and Teaching Staff.

### **22.9. Resolutions**

Resolutions of the Board may be made by majority vote at Board of Directors meetings or via email vote. The LCDS Membership should be consulted for their input before making changes to the program which will impact the Membership directly (Fees, Fundraising, Volunteer commitments, Bylaws, Policies, etc.)



### 22.10. **Dismissal of Board Member or Key Staff Members**

Should there be a need to dismiss a staff member, or a specific board member (s), due to wrongdoing, incompetence, lack of membership and or staff confidence, or as in 5.5 of the LCDS Bylaws, an emergency membership meeting will be held in order to replace the staff member(s) or Board Member(s). In the event a teaching staff member is dismissed, a substitute will be retained until a new staff member is hired in order to maintain Child and Youth Care Licensing and Alberta Education regulations. In the event the President is dismissed, the Vice President will preside over the emergency meeting and will fulfill the duties of the President while the new President is selected. In the event the Executive Director is dismissed, the Business Manager, Teacher and LCDS Board President will assist in maintaining the daily operational routine until a suitable substitute or replacement is found.

## 23. COMMITTEES

### 23.1. Appointment

All members of committees will be elected at the AGM. Where a committee position is left vacant, Board members will assume the responsibilities for this position. Responsibilities may be shared amongst the Board members.

Committee	Description	Keys
<b>Bingo</b>	One or 2 people to alternate through the year – Sends reminder emails to scheduled families, creates the newsletter submission with the upcoming schedules, schedules the Bingo chairperson, Bonanza Controller, Paymaster, and Paper Control Person (Sheet Seller) prior to the bingo. Ensures the chairperson picks up the Chairperson binder and cheque from the LCDS office, attends the first part of the Bingo to get everyone organized. Reports back to the office. Attends the 2 yearly Bingo meetings on behalf of LCDS. In the event the Bingo Committee Chair cannot attend the meeting, a Board Member will attend in their place.	No
<b>Fundraising Committee</b>	Coordinators take direction from the Fundraising Chairperson and will assist with the individual fundraising events. This may include preparation for the silent auction, cataloging items for the silent auction, assisting at the silent auction, coordinating ticket sales or orders and merchandise for individual fundraising events.	No
<b>Newsletter</b>	Receives submissions from the Board of Directors and Committees, edits and compiles the monthly newsletter. Submits the draft newsletter to the Executive Director for final editing and distribution.	No
<b>Cleaning</b>	One or Two people to alternate through the year – attend each monthly classroom cleaning, opens the classroom and janitorial room, takes attendance, organizes the workers and explains the requirements for cleaning items, returns at the end of the cleaning to close up the classroom. Sends reminder email to scheduled families, prepares the newsletter submission each month with the next updated schedule.	Yes-Kept at the School

<b>Social</b>	In Conjunction with the Teacher and the Board, the Committee will assist in planning the school parties and social activities. In-class parties and activities are planned in conjunction with the teacher. Other parties such as the Christmas Party and Year-End party are planned in conjunction with the board. The Committee will be responsible for planning, set up and clean up. The Executive Director will assist with invites and RSVP lists, etc.	No
<b>Scheduling</b>	AM and PM positions. Receives membership availability for Parent Helper Scheduling, compiles monthly parent helper schedule and includes birthdays, allergies, scheduled snacks, field trips and holidays. Submits the schedule to the Executive Director and Newsletter Coordinator.	No
<b>Scholastic Coordinator</b>	Each month prepares Scholastic Book Order catalogs, distributes catalogs to members, collects orders, places order, receives orders, and distributes orders to members. Assists with school library as needed, changing out classroom library books for the teachers, filing library books as needed. Assist with cataloging and book repairs when needed.	No
<b>Casino</b>	Along with the Business Manager, helps to coordinate the casino that is usually held every 2 years with the help of an executive member. Assists with scheduling members, sending reminder emails to members, contact person for an emergency.	No
<b>Yearbook</b>	AM and PM positions. Coordinates, compiles and creates a yearly scrapbook for all children attending LCDS using a digital scrapbook program.	No
<b>Laundry</b>	One person for the year Collects the laundry on Friday, returns the clean folded laundry on Monday and returns to the kitchen and cleaning cart.	No
<b>Bottles/Recycling</b>	One person for the year. Check bottles at the end of each week remove and take to the bottle depot as needed. Return money and receipt to the office. Check paper recycling each week; removes to the recycling center or home collection as needed.	No

<b>Maintenance/Storage &amp; Set up</b>	The maintenance coordinator will look after minor repairs and enhancements in the classroom not requiring specialized equipment or training. May also be involved in coordinating activities of contracted trades or professionals as needed. Maintains dishwasher. Assists staff with putting away larger toys and bins as needed. Assists with the maintenance of classroom furnishings. Maintains the storage shed and gym equipment as needed. Assists with snow removal and coordinating volunteers to assist with snow removal. Ensures the Fire Exit is also clear of snow. Retrieves/returns the Christmas decorations needed from shed.	School
<b>Gym</b>	Gym Equipment transfer from LCDS to the Gym field trip location. Pick up from the Gym location and transport back to the school.	Shed

### 23.2. Recommendations

Committees have the authority to make recommendations to the Board of Directors.

### 23.3. Reports

Committees will report regularly at General meetings and/or in the newsletter, as appropriate for each committee.

## 24. NEWSLETTER

The newsletter is to be circulated by the fourth Tuesday of each month. The information in the newsletter may include:

- a) Reports by the Executive Board and Committees
- b) Parent Helper Schedules
- c) Monthly classroom calendar
- d) Teacher's report on activities of last month's themes and activities for the next month
- e) Advertising – merchant or individual
- f) Information of interest to the members

# Finance & Administration

---

## 25. FINANCIAL MATTERS

### 25.1. Fees

#### 25.1.1. Society Membership & Administration Fee

All families are required to submit a Society Membership & Administration fee in order to be a member of the Society. The Society Membership gives the registered member certain rights and privileges outlined in the Society Bylaws. The fee is also used towards the processing time involved in registering a child in the LCDS Preschool & Kindergarten. The Society Membership & Administration fee is due and payable with the registration form and is not refundable once registration has been received by the LCDS office. Registration is not considered complete until the fee is paid.

#### 25.1.2. Monthly Material Fees

All members of Preschool children will submit payment of their monthly material fees by **post-dated cheque, cash or e-transfer**. The monthly fee is dependant on the number of days per week per month the child attends.

The following options are available for payment of fees:

#### **Post-dated cheque or E-transfer:**

- a) 9 post-dated cheques dated September 1<sup>st</sup> – May 1<sup>st</sup>
- b) 2 cheques dated September 1<sup>st</sup> (5 months material fees) and February 1<sup>st</sup> (4 months material fees)
- c) 1 cheque dated for September 1<sup>st</sup> (9 months material fees)
- d) E-transfer for the same increments in b) or c).

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:

- a) The Business Manager will print a monthly reminder requesting the next month's fees to be delivered to the office **no later than the 3<sup>rd</sup> day** of the upcoming month. The reminder letter will be placed in the student's mailbox **by the 15<sup>th</sup> day of each month.**

- b) Cash payments will be exact amounts only, no change will be given. The executive director will issue a receipt for the cash received.

For extended absences or holidays, where the member expects to return to LCDS after their absence or holiday, the monthly material fees shall remain due in full during the time the member is absent and will not be refunded.

#### 25.1.3. **Late Payment of Monthly Material Fees**

- a) All monthly material fees must be paid **no later than the 3<sup>rd</sup> day of each month**. If the monthly material fees are not received by the end of business on the 3<sup>rd</sup> 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.
- b) Fines will be due with the payment of the outstanding material fees.
- c) Members will receive written notification when fines are assessed. This will be emailed to the member and a paper copy will be placed in the student's mailbox and school file. It is the member's responsibility to ensure they pick up their school mail regularly and to ensure the school office always has their current contact information on file; 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.

#### 25.1.4. **Non-Payment of Monthly Material Fees**

In the event of non-payment of a member's monthly materials fee, deposit cheques, NSF cheques, and any other cheques written to the Society:

- a) The Business Manager will notify the member in writing requesting the required outstanding items be delivered to the LCDS office by a specific date with the option for the family to contact the office if they require an alternate arrangement. If the required outstanding item(s) are not received by the specified date, or alternate arrangement, the student will not be able to attend class until the fees or specified items are delivered to the LCDS office. The Director, LCDS Board President, and Teaching staff will be notified in order to enforce the policy.
- b) Any member in default of payment for material fees or fines after a period of 10 days from the first (1<sup>st</sup>) of the month, all rights and privileges of the member and their child or children will be withdrawn until the fees are brought up to date. A letter will be emailed to the family and a copy will be

placed in the student's mailbox and student file.

- c) NSF cheques will be subject to a penalty fee indicated in the current fee schedule.
- d) If a family has more than two NSF cheques, they will be placed on cash-only payments. The members deposit cheques must be exchanged for cash and deposit cheques returned to the family.

#### **25.1.5. Kindergarten Material Fee**

Families of Kindergarten children will be charged a one-time, non-refundable, yearly Material Fee as outlined in the LCDS Registration form. The fee will be due and payable for the first day of September. The fee will be used towards photocopying of materials and consumable materials used by the Kindergarten child throughout the year.

#### **25.1.6. Withdrawal and Payment of Fees**

All materials fees will be returned if a family withdraws from the Society prior to August 1st, as per By-law 3.1 (d), the registration fee is non-refundable. The family is required to give one calendar month's written notice and all remaining materials fees cheques will then be returned. If said written notice is not given to the Society, then the next month's materials fees will be payable and the remaining cheques will be returned.

### **25.2. Budget**

The Business Manager is responsible to create and present the budget to the Board of Directors. Both the Business Manager and the Board must approve and sign off on the final copy of the proposed budget before it is ratified at the Annual General Meeting. Expenditures from accounts that do not have a budget manager (such as Maintenance and Donations) shall be approved by the Board of Directors in consultation with the Business Manager. Staff members will submit any budget requests or changes for the upcoming school year no later than March 31<sup>st</sup> for consideration in the upcoming budget.

### **25.3. Capital Expenditures**

Any non-consumable item over \$5000 will be classed as a capital expense. All receipts must be marked accordingly.

## 26. ADMINISTRATIVE RECORDS

### 26.1. Child Records

A license holder must, in respect of each child, maintain on the program premises and up to date record containing the following information as per Child and Youth Services and Alberta Education regulations:

- a) The child's name as listed on their Birth Certificate, date of birth, sex and home address
- b) A completed enrolment form
- c) The parent's name, home address, and telephone number.
- d) The name, address and telephone number of a person who can be contacted in case of an emergency; this person must reside within the city limits.
- e) If emergency medication is administered, the written consent of the parent as stated under Medication Policy.
- f) The medication requirements stated under Medication Policy.
- g) The particulars of any health care provided to the child, including the written consent of the child's parent. Emergency Health Care consent form.
- h) Any other relevant health information about the child provided by the parent, including the child's immunizations and allergies, if any.
- i) Copy of the child's Birth certificate
- j) Guardianship or citizenship papers
- k) IPP report for children receiving funding for PUF or Mild to Moderate Services, Program Plan Action.
- l) Initial assessments for children receiving funding for PUF or Mild to Moderate Services
- m) At least two progress reports for Kindergarten children, one being an Annual Achievement Summary.
- n) Attendance Record
- o) Transportation contract with parents of children who qualify for the Transportation Grant (PUF, Mild /Moderate, and Kindergarten).
- p) Any legal agreements regarding Separation, Court Order, Access, or Custody.
- q) Name of any other ECS programs the child may have already attended.
- r) Parent notification of French Language Instruction.
- s) Child ECS ID # for those children in Kindergarten or receiving PUF or Mild/Moderate funding.

### 26.2. Inspection of Records

- a) A license holder must ensure that child records are available for inspection by licensing at all times and by the parent at reasonable times. In the absence of the Executive Director, the Business Manager, primary staff member,



Board President or Vice President may access the files for inspection.

- b) Staff attendance, certification, first aid certification and verification of criminal records check must be made available for inspection by licensing at all times and by parents at reasonable times.
- c) It is the member's responsibility to ensure the school has the correct personal contact information for the child's records. The school will request verification of the child's personal contact information in September and in January to ensure the proper information is on file.
- d) Members have the right to review their child's personal file.
  - i. If a member wishes to see their child's personal file, they will notify the Executive Director.
  - ii. The Executive Director will make an appointment with the member to review the child's file.
  - iii. If the member wishes to have copies made from the file, the Executive Director, time permitting, will make the copies and the member will be charged the standard photocopying fee. If the number of copies to be made requires more time, the Executive Director will make arrangements for the member to pick up the copies at a later time.

### **26.3. Retention of Child Records**

- a) All financial records, Kindergarten, PUF, and Mild to Moderate child records must be retained for the duration of seven (7) years.
- b) All preschool child records must be retained for a duration of two (2) years.

---

# LCDS STAFF POLICIES

---

## 27. EMPLOYMENT

### 27.1. Employment Equity

LCDS Preschool & Kindergarten is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, color, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability.

### 27.2. Recruitment and Selection

- a) All employment opportunities with LCDS Preschool & Kindergarten will be overseen by the Executive Director, Teacher and the LCDS Board of Directors. If the recruitment is for the Executive Director, the LCDS Board of Directors, Teacher and Business Manager will oversee the hiring process. The interview committee shall consist of at least three people of the Boards choosing with a minimum of one board member.
- b) When a vacant staff position has been identified, the current staff members and current substitute staff members will be given the first priority to apply for the vacant position.
- c) The Executive Director and the LCDS Board of Directors will notify the current internal staff including full-time, part-time, casual staff and substitute personnel of the available position with a complete job description, expectations, and compensation. The current internal staff members will be given 10 days to apply for the position. At the end of 10 days, if any internal staff members have applied for the open position the applicants will be interviewed. Applications are encouraged by current employees but will be screened in the same manner as applications received from outside applicants.
- d) If there are no applicants for the position from the internal staff members, the Executive Director and the LCDS Board of Directors will then notify the current membership of the available position with a complete job description, expectations, and compensation. The current membership will be given 10 days to apply for the position. At the end of the 10 days, if a current member(s) of the society has applied for the open position, the applicant(s) will be given an interview.

- e) If there are no applicants for the position from the current membership or if there was not a viable candidate from the applications received, the Executive Director and the LCDS Board of Directors will recruit from the general public.
- f) Open positions will be posted for a minimum of a 10 working day period. The open positions will be posted on the LCDS Preschool & Kindergarten's website and on the websites of affiliated organizations. They will also be posted on employment websites or with employment agencies.
- g) Applicants are invited to submit their application, along with a current resume, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications will be screened, and candidates selected for an interview will be notified. If the interview is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.
- h) Anyone applying for a full time or regular paid staff position with LCDS may be a current member with the society, as long as, the enrolment and attendance of their child in the program does not conflict with their staff position; meaning they cannot be on staff at the same time their child is in attendance in the classroom.
- i) When a member of the Society is hired to be on staff and their child attends LCDS and is receiving Educational Support Services, their child's records need to be separated from the other student's records as this may be a conflict of interest for the parent to have direct access to their child's file. The member may access their child's file with the same protocol as other members would follow. See policy (26.2d)).

### 27.3. **Employment Requirements**

- a) All regulations of Federal and Provincial Employment Standards, Alberta Education and Childcare Licensing Regulations will be adhered to at all times.
- b) Employees will have suitable training or background related to the position they are fulfilling and to the field of Early Childhood Development.
- c) All staff members who have unsupervised access to children are responsible for obtaining the required employment obligations such as First Aid Certification, Criminal Record Check with Vulnerable Sector Search, and Child Care Staff Qualification Certification and for any costs associated with

obtaining the said documents.

- d) New employees have six (6) months from the hire date to obtain the required documents. The employee will not have unsupervised access to children until the documentation is received by the employer.
- e) Criminal Record Checks must not have been obtained more than 6 months prior to the date of commencement with the program and must be renewed every 3 years after that date. Documents must be submitted to the office within 8 weeks of being hired. New staff members must not have unsupervised access to children until their criminal records check has been provided.
- f) All staff members are required to register for at least a Child Development Assistant Certificate from Child and Youth Services within six months of hiring if they do not already have one. One in every four staff members must hold, at minimum, a child development worker (level 2) certificate.
- g) All staff members will have acceptable first aid certification and will update their certification as needed.
- h) All new staff members are responsible for the cost of the required employment documents. After the employee has been employed for a minimum of 3 years, LCDS will cover the cost of the required employment documents.

#### 27.4. **Nepotism**

No candidate shall be hired for a position where they may report to, or supervise a member of their immediate family. Immediate family is defined as: parent(s), step-parent(s), foster parent(s), sibling(s), grandparents(s), spouse {including common law a/o same-sex partner}, stepchild(ren), or ward of the staff member, father-in-law or mother-in-law (including parent of same-sex partner). Personal relationships with other employees or members of the LCDS Preschool & Kindergarten's Board of Directors or Committees of LCDS Preschool & Kindergarten should be disclosed prior to accepting an offer from the employer.

- a) Anyone applying for a full time or regular paid staff position with LCDS may be a current member with the society, as long as, the enrolment and attendance of their child in the program does not conflict with their staff position; meaning they cannot be on staff at the same time their child is in

attendance in the classroom.

- b) Substitute positions may be filled by current society members if all contacts on the Substitute list are unavailable and the member possesses the necessary qualifications needed to fill the position.

### **27.5. Orientation**

All new employees to LCDS Preschool & Kindergarten shall receive an orientation session that will encompass an overview of general policies, procedures, and operations. This will also provide employees, new to either a position or to LCDS Preschool & Kindergarten, an opportunity to learn the performance expectations management has with regard to the position in question. They will be given a copy of the job description/duties, Employee Handbook, Employee Code of Conduct and the School Policies/Parent Handbook and Guidelines and will be expected to learn and follow them. They will also be given a confidentiality agreement and will also be made aware of the Code of Ethics, and will be asked to sign off on their adherence to same.

### **27.6. Employee Classifications**

Each position at LCDS Preschool & Kindergarten shall be classified as either Administrative or Educational in nature, as determined by the Executive Director and the LCDS Board of Directors. This decision will be based on the duties assigned and the qualifications required for each position.

### **27.7. Employee Duties**

Attached to an Offer of Employment, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate performance both during the probation period and after. If an employee is unsure of its contents, they should not hesitate to ask for clarification. From time to time, it may be necessary to amend an employee's job description. These amendments will be discussed with the employee in advance however; the final decision on implementation will be made by the Teacher, Executive Director, and Board of Directors.

### **27.8. Employee Records/Personnel File**

LCDS Preschool & Kindergarten does collect personal information for inclusion in the personnel files. This information is available to the employee, the Executive Director, the LCDS President, and the LCDS Business Manager. This information is kept in a secure location and is not shared with other members of the Board of Directors or with our membership. The information which is contained in an employee's personnel file includes the following: resume, letter of offer,

performance reviews, amendments to job descriptions, disciplinary notices, tax forms, copies of enrolment forms for benefits and approved leave requests.

### 27.9. Probationary Period

The probationary period for each employee will be specific to the individual employee's contract, typically 90 days. For new employees, a performance evaluation will occur after 90 days. During this time both parties may assess suitability for employment with the Employer. This also provides management an opportunity to assess skill levels and address areas of potential concern. During the first ninety (90) days of the probationary period, employment may be terminated by either party as per the individual employee's contract. At the completion of the probationary period, the employee and employer shall meet and review progress to date. At this time one of three things will occur:

- i. The probationary period will end
- ii. The probationary period may be extended for an additional six months
- iii. Employment will end

### 27.10. Annual Salary

- a) Salaries shall be determined with consideration from the LCDS Business Manager, LCDS Executive Director, Teacher, and LCDS Board of Directors; based on budget considerations and commensurate with the experience of the successful candidate. The organization shall pay employees on a monthly basis.
- b) The organization shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the Employer's standard payroll practices. These payroll practices may be changed from time to time at the Employer's sole discretion.
- c) Currently, payday occurs on the last workday of the month and covers the month just worked. Alternate pay arrangements may be made through the LCDS Business Manager.
- d) Salary increases will be based on the cost of living index (Dec 31<sup>st</sup> cost of living index). Supplemental days and HSA amounts may also be negotiated in lieu of a raise or to acknowledge the performance of the employee at the discretion of the Business Manager, Executive Director, and LCDS President.

#### 27.10.1. Teacher

The starting salary for a new Teacher will be determined by comparison with the industry standard, the number of years of experience they possess and based on

the current approved budget and current enrolment numbers. They will receive 9 supplemental days to be used for illness or other personal requirements. They will also receive an HSA of \$1000.00. The contract will be renegotiated yearly at the end of the school year.

#### 27.10.2. **Educational Assistant**

- a) The starting salary for a new Educational Assistant (full or part-time) will be \$18.00/hour, number of hours will be determined in the individual contract. A full-time Educational Assistant will also receive 5 supplemental days and an HSA of \$750.00.
- b) A part-time Educational Assistant will receive 2.5 to 4 supplemental days depending on the number of days they work and the amount of the HSA will be decided in the individual contract. The number of days and hours worked must meet the minimum requirements of 2.5 days to qualify for the HSA.

#### 27.11. **Contracts & Performance Appraisals**

- a) Performance Appraisals and contract considerations are a confidential matter between the Staff Contract Committee and individual staff members. Only the Executive Director, Business Manager and the Board of Directors President (other Board of Directors at the discretion of the Executive Director) will have access to these files.
- b) The Staff Contract Committee is to consist of the Executive Director, Teacher, Board of Directors President (other Board of Directors may be asked to participate in the discussions at the discretion of the President and Executive Director) and the Business Manager.
- c) The performance review document will be a working document for each employee. Each employee will be responsible for developing their respective professional growth plan at the beginning of the new contract year.
- d) This plan will be reviewed by the Teacher and the Executive Director at the end of October or beginning of November and amended as necessary.
- e) Throughout the year, the employee and employer (Teacher, Executive Director and LCDS President) may refer to this document to track progress made toward objectives, highlight areas of concern and indicate challenges identified along the way.

- f) Performance reviews, for all employees, will occur in April, and annually thereafter. The Teacher, Executive Director and the LCDS President will sit in on the evaluation. Employees should prepare for this meeting by preparing a draft professional growth plan for the coming year. This meeting is to review successes and challenges from the preceding year and to establish the objectives for the coming year. This would also be the opportunity for either party to identify and recommend professional development opportunities that may assist the employee in their day to day work or to grow within the organization. Once complete, both parties shall sign off on the final document and it shall be added to the employee's personnel file.
- g) The process will involve the following steps:
- i. Staff self-evaluation & professional growth plan– Forms will be distributed to all staff on the first Monday in April and required back on the Thursday of the second week in April. This document will be used for the Employee performance review meeting. After the meeting, the document will be placed in the employee's personnel file.
  - ii. Staff appraisal by the Teacher and Executive Director - Forms will be distributed to the lead Teacher and Executive Director on the first Monday and required back on the Thursday of the second week in April. This document will be reviewed at the Employee performance review meeting. After the meeting, the document will be placed in the employee's personnel file.
  - iii. The Budget Committee will meet and their input shall occur by April 15 of the current school year.
  - iv. The Staff Contract Committee will meet and determine reasonable and viable contracts, for each of the staff, in consideration of the information attained in the previous four steps. The Staff Contract Committee may:
    - i. Compare salary rates to Edmonton Public and Separate School Board rates.
    - ii. Review any requests made by staff.
    - iii. Make any changes to the staff or society's responsibilities.
  - v. Staff contracts shall be offered to staff members by May 1st of the current school year. The contract will include an offer letter outlining any changes to the contract.



- vi. Staff members will have until the day before the Annual General Meeting, held in May, to accept or decline the contract (extensions may be granted as necessary to complete the process).
- vii. Contracts, once accepted, shall be taken to May Board of Directors Meeting to be accepted by the Board of Directors.
- viii. While discussion and voting on the contracts, the teacher and or staff members will not be present. After the acceptance of the contracts, they are to be signed by the staff, and the appropriate Board of Directors representatives.
- ix. Contracts shall be effective for September 1 to May 31 the following year.

### **27.12. Teacher Growth Supervision and Evaluation Policy (01/25/2019)**

“In Alberta, every teacher employed by a school system must develop and implement an annual plan for professional growth that outlines the professional development activities the teacher intends to undertake in that year.”

LCDS encourages excellent teaching and will provide opportunities for its teachers’ professional growth. In accordance with provincial requirements, all teachers employed by the Londonderry Child Development Society will develop and implement an approved Teacher Growth Plan in alignment with the Teaching Quality Standard.

The Teaching Quality Standard identifies six competencies that teachers are required to meet in order to hold and maintain an Alberta teaching certificate.

1. Fostering Effective Relationships
2. Engaging in Career-Long Learning
3. Demonstrating a Professional Body of Knowledge
4. Establishing Inclusive Learning Environments
5. Applying Foundational Knowledge about First Nations, Metis, and Inuit
6. Adhering to Legal Frameworks and Policies

#### **27.12.1. Regulation**

1. In the pursuit of excellence, each teacher will engage in ongoing professional learning related to his or her professional responsibilities.

2. Examples of professional growth activities include sustained collaborative learning activities, university courses, professional reading, research and writing projects, and professional seminars and workshops. Londonderry Child Development Society may provide resources to assist teachers in pursuing their professional growth.
3. The teacher will submit to the LCDS Board of Directors an annual Teacher Growth Plan no later than October 31<sup>st</sup> of each year that:
  - a. reflects the goals and objectives based on an assessment of learning needs by the teacher,
  - b. shows a demonstrable relationship to the Teaching Quality Standard, and
  - c. considers the education philosophy and plans of the school.
4. The Teacher Growth Plan
  - a. may be a component of a long-term, multi-year plan; and
  - b. may consist of a planned program of supervising a student teacher or mentoring a teacher.
5. The LCDS teacher is a teacher/principal; therefore the Teacher Growth Plan, as directed by the Board of Directors, shall be submitted to a designated teacher with a current teaching certificate, who teaches the same curriculum and grade level for review.
  - a. A substitute teacher, past or current society member teacher or teaching colleague may serve in this capacity. AISCAs may also assist in suggesting a teacher to review the document.
  - b. The LCDS teacher will provide the Board of Directors with the name of the teacher who will review their professional growth plan each year.
  - c. The Board of Directors may suggest areas of professional development in alignment with the school's educational philosophy and plans.
6. By Nov 30<sup>th</sup> of each year, each teacher will meet with the designated review teacher to review and discuss and assess the implementation of the current year's Teacher Growth Plan. A copy of the reviewed, signed Teacher Growth Plan will be submitted to the Executive Director and President of the Board of Directors for proof of policy compliance. The copy will be filed in the Teacher's personnel file.
7. By June 7<sup>th</sup> of each year, each teacher will meet with the designated review teacher to review and discuss the outcome of the teacher's goals in their current year's Teacher Growth Plan. A copy of the reviewed, signed

Teacher Growth Plan will be submitted to the Executive Director and President of the Board of Directors for proof of policy compliance. The copy will be filed in the Teacher's personnel file.

8. Unsatisfactory compliance with the Teacher Growth Plan requirements described above may Result in disciplinary action, up to and including termination of employment.
9. Unless the teacher agrees, the content of the annual teacher professional growth plan cannot be part of the evaluation process of the teacher under section 10(c) and 11.
  - a. Despite the above statement, the LCDS Board of Directors may identify behaviors or practices that may require an evaluation under 10(c) provided that the information identified is based on a source other than the information in the annual teacher professional growth plan of the teacher.

#### 27.12.2. **Supervision**

10. In the case of the Teacher/Principal, the LCDS Board of Directors will determine appropriate ongoing supervision of the teacher by an individual appointed by the LCDS Board of Directors. Supervision will include the following:
  - a. providing support and guidance to the teacher(s);
  - b. observing and receiving information from any source about the quality of teaching a teacher provides to the children;
  - c. Identifying the behaviors or practices of a teacher that for any reason may require an evaluation.

#### 27.12.3. **Evaluation**

- 11.(1) The evaluation of a teacher by an individual designated by the LCDS Board of Directors may be conducted:
  - a. upon the written request of the teacher;
  - b. for purposes of gathering information related to a specific employment decision;
  - c. for purposes of assessing the growth of the teacher in specific areas of practice,
  - d. when, on the basis of information received through supervision, the LCDS Board of Directors has reason to believe that the teaching of the teacher may not meet the teaching quality standard.
- (2) a recommendation by an authorized individual appointed by the LCDS Board of Directors that a teacher be issued a permanent professional

teaching certificate or be offered employment under a continuing contract must be supported by the findings of two or more evaluations of the teacher.

12. On initiating an evaluation, the LCDS Board of Directors must communicate explicitly to the teacher:
  - a. The reasons for and purposes of the evaluation;
  - b. The process, criteria and standards to be used;
  - c. The timelines to be applied; and
  - d. The possible outcomes of the evaluation.
13. Upon completion of an evaluation, the LCDS Board of Directors must provide the teacher with a copy of the completed evaluation report.
14. Where, as the result of an evaluation, the LCDS Board of Directors determines that a change in the behavior or practice of a teacher is required, the LCDS Board of Directors must provide to the teacher a notice of remediation and may stipulate that the remediation strategies stated in that notice replace the obligation of the teacher to develop and implement an annual teacher professional growth plan.

#### 27.12.4. **Other**

15. This Policy does not restrict:
  - a. The LCDS Board of Directors from taking disciplinary or other action, as appropriate, where the LCDS Board of Directors has reasonable grounds for believing that the actions or practices of a teacher endangers the safety of the children, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the school authority or ECS operator, or
  - b. The LCDS Board of Directors from taking any action or exercising any right or power under the **School Act**.
16. Alberta Education shall not inquire into or report upon any disputes arising from the dissatisfaction of an individual teacher with the evaluation report of a school authority or ECS operator if its policy is consistent with this Policy.

#### 27.13. **First-Year Teacher**

- a) If any teacher is a first-year teacher evaluation will be done by a certified ECS instructor. AISCA is able to assist with this type of evaluation, as well as, assisting the teacher with achieving permanent teaching status.
- b) By Alberta Learning requirements, the teacher is required to write a yearly professional growth plan, to be kept in the teacher's personnel file. The

report should be filed by October 31st of each year.

c) The policy 27.12 will be followed thereafter.

#### **27.14. Professionalism**

When representing LCDS Preschool & Kindergarten, staff should dress and behave appropriately. Employees should choose to dress in a manner that presents a professional image to the public and is respectful of others; dress casual is usually acceptable. The excessive use of profanity is neither professional nor respectful to co-workers and will not be tolerated.

#### **27.15. Discipline**

Discipline at LCDS Preschool & Kindergarten shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and /or unacceptable behavior. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Dismissal

All forms of discipline with an employee will be documented in writing on the LCDS Discipline Control Form, signed by the employer and employee and will be inserted in the employee's personnel file. Some examples of these types of situations are theft, assault, abuse or wilful neglect of duty.

#### **27.16. Hours of Work**

The regular office hours for LCDS Preschool & Kindergarten are 9:00 a.m. to 4:00 p.m. Monday to Friday inclusive (excluding holidays), with core operational hours being 8:55 a.m. to 3:45 p.m. During core hours, it is expected that most staff will be available. All employees are expected to work per day, which includes those hours indicated as core, exclusive of an unpaid eating break of at least thirty (30) minutes. Employees may also be expected to work such other hours as may be requested or required, from time to time. Employees hired on a part-time basis will have schedules determined on a case by case basis.

#### **27.17. Absences**

a) All leave of absence requests will be given in writing to the Executive Director and the Board of Directors in order to document the request.

- b) Employees are required to notify the Teacher and the Executive Director, in advance, of planned days away from work. For planned absences such as professional development or holiday, employees will be expected to arrange for a substitute teacher to be available while they are away.
- c) Unplanned absences from the school should be reported to the LCDS Executive Director or Teacher, as soon as, could be reasonably be expected. If at all possible the employee will arrange for a substitute teacher; if they are not able to make the arrangements, the Executive Director will try to secure a substitute teacher for their replacement. As last-minute arrangements for a substitute teacher are difficult to make, the earliest notification by the employee to the LCDS Executive Director or Teacher is appreciated. As a courtesy, the LCDS President should also be notified of all absences.
- d) At the discretion of the LCDS Executive Director, Business Manager and LCDS Board of Directors, depending on circumstances, employees may be allowed to work from home for specific requests. (This may occur on Teacher's convention, Teacher Planning Days, or special projects.)
- e) A medical leave of absence will require a doctor's letter to process and document the absence. When the employee is able to return to work, a doctor's note approving the return to work will be required to complete the documentation in the Employee's file. In the event of a long term medical leave of absence, the Employee would be laid off due to a medical leave of absence and a temporary replacement for their position will be hired until the Employee is able to return.
- f) In the event qualified Substitute replacements are not available on a regular school day, the Executive Director, Board of Directors and the Business Manager must ensure the adult to child ratio is maintained at 1:12 for the age of the children at LCDS. If the adult to child ratio is insufficient, classes will need to be canceled or adjusted for that day.
  - i. If the classroom teacher is present but there are no qualified aides available, Kindergarten classes may be run but not Preschool.
  - ii. Where a qualified Substitute Teacher is unavailable, the Teacher's Aide will direct the class for the day. Kindergarten lessons will be suspended for that day. The hours missed must be replaced at the end of the year.

- iii. Where a qualified Substitute Aide or Substitute Therapist Aide is unavailable, the classroom staff members will share in the delivery of the Teacher's Aides duties for the day. Therapist Aide services will only be facilitated if the present staff feel they are able to fit it in.

## 28. SUBSTITUTE TEACHERS

### 28.1. Qualifications

- a) The LCDS Board of Directors, Executive Director and Business Manager will keep an updated list of available and qualified substitute teachers (Must possess a Bachelor of Education Degree and have a valid Alberta Teaching Certificate (Teaching Certificate may be Permanent or Interim). They should also have Child and Youth Care Certification and a Criminal Records Check with Vulnerable Sector Search.
- b) The Board of Directors, Executive Director, Teacher and Business Manager will review the list in September and will confirm whether the substitutes would like to remain on the list. The Teacher may provide input from staff members as to whether we should continue using certain substitutes if they didn't have a good review from staff members.
- c) Substitute Teachers may be current members of LCDS, preference will be given to teachers without children in the program to ensure that the teacher's full attention will be devoted to the class without concern for disruption from their own child.
- d) All staff members who have unsupervised access to children must have a criminal records check with vulnerable sector search; not earlier than 6 months prior to the date of commencement with the program and every 3 years after that date. Documents must be submitted to the office within 8 weeks of being hired.
- e) The Substitute list will also include a list of Teacher's Aide Substitutes. The Teacher's Aide Substitute is required to hold a Child and Youth Care Development Certificate. A background in Early Childhood Development/Therapist assistant is also preferred.
- f) Teacher's Aides may be current members of LCDS; preference will be given to Teachers Aides without children in the program to ensure that the aide's full attention will be devoted to the class without concern for disruption from

their own child.

- g) As of January 1, 2004, the Personal Information and Privacy Act (PIPA) requires all employees to sign a consent form in order for us to collect their personal information. They are also required to sign a confidentiality agreement. When a new substitute is hired they will be required to sign these documents prior to taking their personal information (this does not apply to their submitting their resume' as consent is implied when they apply for the job). For more information, please see the PIPA at the back of the policies.

## 28.2. Substitute Teacher Salary

- a) The Substitute Teacher will be paid a comparative wage to Public & Catholic Board Substitute Teacher rates. The Board of Directors, Executive Director and Business Manager will determine the annual wage. The Teacher's input may also be solicited. This rate will be in effect for all absences, short-term or long-term.
- b) The Substitute Teacher's Assistant or Substitute Therapist Aides will be paid a comparative wage to the Teacher's Aide and Therapist Aides currently on staff. When a Substitute Teacher's Assistant is required for an extended leave of absence, the Board of Directors President, Executive Director and Business Manager, will draft a temporary contract for that substitute.

## 28.3. Lesson Plans

- a) For planned absences, the regular teacher will be responsible for providing a lesson plan for the entire absence.
- b) For unplanned absences, the regular teacher will attempt to provide a lesson plan or at least some direction for the day. For extended absences, the regular teacher has the right to consult with the substitute teacher in the direction of lessons for those days, but not the responsibility to do so.

## 29. STATUTORY HOLIDAYS

Employees will be compensated for all vacations as recognized by Alberta Statutory Holidays, providing the regulations regarding compensation have been fulfilled.

- i. Labour Day
- ii. Thanksgiving
- iii. Remembrance Day
- iv. Christmas Day



- v. Family Day
- vi. Good Friday
- vii. Victoria Day
- viii. New Year's Day

Easter Monday is not a Statutory Holiday but the employee will be compensated for this date.

In the spirit of family, the Executive Director and LCDS Board of Directors reserves the right to close the office/school between Christmas and New Year's to enable employees to spend time with their families. This will be reviewed annually and will depend on operational requirements.

Employees will be entitled to specific supplemental days per contract year as determined in their individual contracts.

### **30. OVERTIME**

All overtime must be authorized by the Executive Director, Teacher and Business Manager in advance of being worked. Any overtime will be included in the employee's monthly pay.

### **31. DEPARTURE**

#### **31.1. Termination with Cause**

An Employment contract may be terminated by the LCDS Preschool & Kindergarten at any time with cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordinations, or careless, negligent or documented poor work performance.

#### **31.2. Termination without Cause**

An Employment Contract may be terminated by the Employer at any time and for any reason on a without cause basis, upon the provision of notice or payment of notice instead and severance pay if applicable, as is minimally required by the Employment Standards Act, as amended from time to time. As per contracts, the Teacher will receive severance of 60 days pay in lieu of notice; the Educational Assistants will receive severance of 21 days pay in lieu of notice.

### 31.3. Resignation

After completion of the probationary period of ninety (90) days, employees must provide the Employer with three weeks (21 days) notice of resignation. The Teacher will provide the Employer with 60 days' notice.

### 31.4. Layoff

- a) In the event the Society registration numbers are not adequate enough to offer a full morning and afternoon program, the Board of Directors reserves the right to enter into negotiations with the Employee in order to adjust the Employees contract to reflect the current registration numbers as per the individual employment contract.
- b) In the event, the Society must cease operations whether at the beginning or during the term of employment, and a contract has already been accepted by the employee, the employee would be paid up to 60 days past the date the Society ceases operations as per the individual employment contract.

### 31.5. Employee Property

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the employer including but not limited to keys, computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered the exclusive property of the employer at all times, and shall be surrendered to the Executive Director, in good condition, promptly and without being requested to do so.

## 32. TIME AWAY FROM WORK

### 32.1. Vacation Pay

All hourly employees will be paid 4 percent vacation pay either monthly or yearly as arranged with the Business Manager. After the completion of 5 years of employment with LCDS Preschool & Kindergarten, the employee will be entitled to be paid 6 percent vacation pay on their next employee contract.

### 32.2. Supplemental Days

Please see the Annual Salary section of the Employee Handbook. Supplemental days may be used at the discretion of the employee for personal illness or personal needs.

The employer reserves the right to request information with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave. The employer also

reserves the right to request a doctor's note for absences of three (3) days or longer.

### 32.3. **Compassionate Leave**

LCDS Preschool & Kindergarten will grant up to three (3) working days per event on the occasion of a death in the staff member's immediate family. Immediate family is defined as: parent(s), step-parent(s), foster parent(s), sibling(s), grandparent(s), spouse (including common law a/o same-sex partner), children, stepchild(ren), or ward of the staff member, father-in-law or mother-in-law (including parent of same-sex partner).

Additional compassionate leave may be granted at the discretion of the Executive Director and LCDS Board of Directors for reasons not covered elsewhere in this manual. These requests should be discussed in person with the Executive Director and followed by written submission.

### 32.4. **Jury Duty**

By Alberta Provincial Law all employers must give employees time off for jury duty. The law does not require employers must give employees time off for jury duty. The law does not require employers to pay salaries for employees summoned for jury duty; it is considered an unpaid leave of absence. According to Provincial Legislation, prospective jurors are not paid for attending a jury selection, but if the person is selected for Jury Duty they will be paid \$50.00 per day for Jury Duty for the length of the trial. (Please see <https://albertacourts.ca/resolution-and-court-administration-serv/jury-duty/fees-and-expenses> ).

### 32.5. **Disability Leave**

Currently, LCDS Preschool & Kindergarten's benefits package does not provide for Short Term Disability or Long Term Disability. For short term disability, employees have the option to apply for EI Benefits for medical reasons. For more information on EI Benefits, please visit:

<https://www.canada.ca/en/services/benefits/ei.html>

### 32.6. **Maternity, Parental, and Adoptive Leave**

Maternity/Parental/Adoptive and other government-supported Leave shall conform to the provisions of the Employment Standards Act. The full period of leave is granted without pay. LCDS Preschool & Kindergarten will issue a Record of Employment on commencement of leave which allows the employees to make claim for Employment Insurance Benefits. LCDS will solicit for a temporary worker for the employee for the duration of the employee's leave of absence. The employee's employment is guaranteed when they are ready to return to work. For more information on EI Benefits, please visit:

<https://www.canada.ca/en/services/benefits/ei.html>

## 33. BENEFITS

### 33.1. Health Spending Account

LCDS Preschool & Kindergarten offers its employees a Health Spending Account through The One Plus Benefits Ltd. The amount of the HSA will be determined in each individual employee's contract. The employee will pay their expenses upfront and will submit their receipts to The One Plus Benefits Ltd. for reimbursement. New employees will receive access to their HSA after the 90-day probationary period. HSA can be carried over for 1 year. Any unused amounts will be forfeited if not used in the carryover year.

## 34. PROFESSIONAL DEVELOPMENT

At the discretion of the Executive Director, Business Manager and the Board of Directors, employees may be able to attend conferences, courses, seminars and meetings, identified through annual professional growth plans and performance reviews, which may be beneficial to the employee's professional development. If these opportunities are directly related to the employee's position, then LCDS Preschool & Kindergarten will cover the cost of registration and course materials up to the amount budgeted for professional development each year. The Teacher and Therapists may suggest or recommend PD opportunities to the employees in order to enhance their work in the classroom.

If LCDS Preschool & Kindergarten sponsors a course (or courses) and the employee departs LCDS Preschool & Kindergarten within 6 months of completion, the course fees will become repayable by the employee in full.

## 35. CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

### 35.1. Confidential Information

From time to time, employees of LCDS Preschool & Kindergarten may come into contact with confidential information, verbal and written information, including but not limited to information about LCDS Preschool & Kindergarten's potential, enrolling and previously enrolled children and their families, suppliers, finances and business plans. All staff members will be briefed on the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Employees are required to keep any such matters that may be disclosed to them or learned by them confidential. Furthermore, any such confidential information, obtained through employment with LCDS Preschool & Kindergarten, must not be used by an employee for personal gain or to further an outside enterprise.

Written records will be stored in a secure location with access limited to the Executive Director, Business Manager, Teacher, Board of Directors President,

Therapists with consent and Therapist Aides. No information will be released about a child and the parent/legal guardian without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect as outlined in the Child, Youth, and Family Enhancement Act.

### **35.2. Intellectual Property**

Any intellectual property, such as trademarks, copyrights and patents, and any work created by an employee in the course of employment at LCDS Preschool & Kindergarten shall be the property of LCDS Preschool & Kindergarten and the employee is deemed to have waived all rights in favor of LCDS Preschool & Kindergarten. Work, for the purpose of this policy refers to written, creative or media work. All source material used in presentation or written documents must be acknowledged.

### **35.3. IT Information Storage and Security**

Any storage devices (CD's, USB's, Floppy Discs) used by employees at LCDS Preschool & Kindergarten, located at LCDS Preschool & Kindergarten's address, acknowledge that these devices and their contents are the property of LCDS Preschool & Kindergarten. Furthermore, it should be understood by employees, that company equipment should be used for company business only during normal working hours. Downloading of personal materials on company equipment can be harmful to said equipment and should not be done.

## **36. HEALTH AND SAFETY**

LCDS Preschool & Kindergarten, along with its employees, must take reasonable precautions to ensure that the workplace is safe. The organization complies with all requirements for creating a healthy and safe workplace in accordance with the Occupational Health and Safety Act of Alberta.

Employees who have health and safety concerns or identify potential hazards should contact the Executive Director or the LCDS Board of Directors President.

Alcohol consumption, legal or illegal drug use is not permitted during work hours on the premises. Employees who partake in these substances should be aware of the length of time it takes for the impairment to wear off and should not arrive impaired for their shift. Working impaired would be cause for a warning from the Board and the employee sent home without pay. A second offense would be grounds for dismissal.

From time to time, with the Executive Director's permission, alcohol may be used to celebrate an occasion/event after hours or during a Board Meeting.

## 37. AIR QUALITY

Indoor air quality can lead to many health issues. LCDS Preschool & Kindergarten recognizes this and attempts to minimize the risks associated with indoor air quality and the effects on its employees. Issues pertaining to air quality should be reported to the Executive Director.

### 37.1. Smoke-Free Environment

As required by Alberta Child and Youth Services, smoking is prohibited on the premises. As such, smoking in the offices/washrooms of LCDS Preschool & Kindergarten is not permitted at any time. The use of Marijuana is also prohibited.

## 38. HARASSMENT

LCDS Preschool & Kindergarten wants to provide a harassment-free environment for its employees and volunteers. Mutual respect, along with cooperation and understanding, must be the basis of interaction between members and staff. LCDS Preschool & Kindergarten will neither tolerate nor condone behavior that is likely to undermine the dignity or self-esteem of an individual or create an intimidating, hostile or offensive environment.

There are several forms of harassment but all can be defined as any unwelcome action by any person, whether verbal or physical, on a single or repeated basis, which humiliates insults or degrades. "Unwelcome", for the purposes of this policy, refers to any action which the harasser knows or ought to reasonably know is not desired by the victim of the harassment.

Specifically, racial harassment is defined as any unwelcome comments, racist statements, slurs, jokes, graffiti or literature or pictures and posters which may intentionally or unintentionally offend another person.

Sexual harassment is any unwanted attention of a sexual nature such as remarks about appearance or personal life, offensive written or visual actions like graffiti or degrading pictures, physical contact of any kind, or sexual demands.

## 39. WORKPLACE VIOLENCE

Workplace violence can be defined as a threat or an act of aggression resulting in physical or psychological damage, pain or injury to a worker, which arises during the course of work. Further to the definition of violence, is the definition of abuse. Abuse can be verbal, psychological or sexual in nature. Verbal abuse is the use of unwelcome, embarrassing, offensive, threatening or degrading comments. Psychological abuse is an act that provokes fear or diminishes a person's dignity or self-esteem. Finally, sexual abuse is any unwelcome verbal or physical advance or sexually explicit statement.

LCDS Preschool & Kindergarten has a zero-tolerance limit with regards to harassment and violence. Employees or volunteers engaging in either harassing or violent activities will be subject to discipline, which may include termination of employment, removal from Boards or committees and possibly criminal charges.

## 40. DISPUTE RESOLUTION

Regrettably, conflict can occur in any working environment. In an effort to resolve conflict in an expedient, yet fair manner, LCDS Preschool & Kindergarten recommends the following process for conflict or dispute resolution.

- a) Speak to the person you are having the dispute with. Many times disputes arise due to misunderstandings and miscommunications.
- b) If speaking to the individual does not work, speak to the Executive Director and LCDS Board of Directors President. They will arrange a meeting between those involved in the dispute, to determine a resolution.
- c) If the Executive Director and LCDS Board of Directors President are unable to resolve a workplace dispute, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.

### 40.1. Program Evaluations

- a) Program evaluations are to be completed every year by the current members. Information is to be used for program planning by the Board of Directors and Staff Members.
- b) Program Evaluations shall be distributed electronically to the membership in April. The Membership will be asked to complete the survey by the last day of April.
- c) The evaluation form should be reviewed by the Board of Directors at the September Executive Meeting to determine if corrections or improvements are needed.

# Appendix B – Ethical Fundraising & Financial Accountability Code

---

## 1. APPENDIX B - ETHICAL FUNDRAISING & FINANCIAL ACCOUNTABILITY CODE

Please see the separate PDF from this document.