



Londonderry Child Development Society
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Parent Guidelines Handbook



September 6, 2021

About Us

LCDS Preschool and Kindergarten (Londonderry Child Development Society) was established in North East Edmonton in 1972 by a group of parents who wanted an early learning program in their community for their young children. They believed that learning should be fun, affordable and they wanted to be actively involved in their children's education.

We are a private Early Childhood Services (ECS) program licensed under the Government of Alberta through Early Learning and Child Care Services and Alberta Education. We employ a qualified Teacher (Bachelor of Education Degree) possessing a valid Teaching Certificate. We are proud members of the Alberta Independent Schools and Colleges in Alberta (AISCA).

Today, LCDS Preschool and Kindergarten, still operates with the same values and beliefs established by the founding members of the Society. Parents remain actively involved in the daily classroom activities, operational committees and management of the school in coordination with the Teaching staff, Business Manager and Executive Director.

Society Philosophy

OUR MISSION

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

VALUES AND BELIFS OF THE SOCIETY

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

LONDONDERRY CHILD DEVELOPMENT SOCIETY BELIEVES THAT:

Children learn in supportive environments

In our program:

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

Personal growth and learning are closely interwoven

In our program:

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

Meaning is central to learning

In our program:

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

Learning is enhanced through interaction

In our program:

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

FAMILY MEMBERSHIP REQUIREMENTS:

Registered Children:

1. Children enrolled in the program must be independent in toileting. (See Page 10 on Toilet Training).
2. Children must be at least 3 years of age to attend the preschool program and 5 years of age by December 31st of the current school year to attend kindergarten.

Adult Society Members:

1. Attend your child's first orientation day.
2. Attend scheduled parent helper days each month.
3. Attend all General Membership meetings (Sept & January) and the Annual General Meeting (May).
4. Participate in all fundraising activities.
5. Work 1 scheduled Classroom cleaning per year/ per child.
6. Work 2 bingo events per year /per child.
7. Work 1 casino event shift (day or night) per family. (*If it's a casino year.)
8. Ensure that you fully understand the requirements and obligations of the LCDS program.
9. Make yourself familiar with the LCDS Bylaws and Policies and abide by all LCDS Bylaws and Policies.
10. There is NO SMOKING, VAPING, and ALCOHOL CONSUMPTION OR RECREATIONAL DRUG USE in or outside the facility.

SCHOOL HOLIDAY CALENDAR 2021 – 2022

The LCDS program follows the Edmonton Public School calendar and includes statutory holidays, professional development days and Teacher's Convention.

Office Reopens	August 23, 2021
Labour Day	September 6, 2021
Orientation Week	September 7, 2021 – September 9, 2021
Staff Planning Day	September 10, 2021
First day of Instruction	September 13, 2021
Truth & Reconciliation Day	September 30, 2021
Photo Day	October 8 th , 2021
Thanksgiving	October 11, 2021
Remembrance Day	November 11, 2021
Professional Development Day	November 12, 2021
Winter Break	December 20, 2021 – January 2, 2022
Back to school	January 3 rd , 2022
Professional Development Day	January 31 st , 2022
Professional Development Day	February 18 th , 2022
Family Day	February 21 st , 2022
Teachers Convention	March 3 rd & 4 th , 2022
Spring Break	March 26 th - April 3 rd , 2022
Good Friday	April 15 th , 2022
Easter Monday	April 18 th , 2022
Victoria Day	May 23 rd , 2022
Last day of Instruction (Preschool)	May 31 st , 2022
Last day of Instruction (Junior K & Kindergarten)	May 31 st , 2022
Junior K & Kindergarten Graduation	June 1 st , 2022
Classroom Cleaning – Daytime(Parents)	June 2 nd , 2022
Office Closes for Summer	June 10 th , 2022

SCHOOL SUPPLIES:

- A back pack to carry things to and from school.
- A set of emergency clothing for toileting accidents. Please send a shirt, pants, underwear and socks.
- Extra face masks if your child will be wearing a mask in class. Please send them in a Ziploc bag with your child's name written on the bag.
- A pair of indoor shoes with your child's name or initials written on them. If your child cannot tie their own shoes yet, please send them with Velcro shoes until they have mastered tying their shoes on their own. We want your child to have a positive experience at school; we want them to be successful and capable. Help them by giving them the tools they need to be successful.

GENERAL MEETINGS:

- As per the Society's By-Laws, LCDS will hold 2 General meetings (September and January), and the Annual General Meeting (AGM) in May.
- As an L.C.D.S. Member, you are asked to attend all three meetings. If you are unable to attend:
 - ~ Arrange for someone else to represent your family at the meeting and to relay the information obtained from the meeting, to you.
 - ~ Notify the President or Executive Director of your absence in advance of the meeting.

PERSONAL INFORMATION & PRIVACY:

- LCDS is governed by the current Privacy and Information Act. All families sign an agreement in the registration package, giving consent for the collection of their personal information for the purposes of operating the LCDS program with their registration form. All families have the right to refuse the collection of the data at any time as laid out in the agreement. All documents will be retained for the required duration of time set out by our governing bodies and will be shredded after such time has passed.
- Our Board of Directors and LCDS Staff members are required to keep all conversations and paperwork regarding individual personal information confidential as per their signed confidentiality agreements.
- **Please do not use the LCDS parent email list or school mailboxes, to network or solicit for your home based business; you may send our Executive Director or Newsletter Chair an email and they can post it into our monthly newsletter in a message board section. Please contact the Board of Directors or the Executive Director if you would like to inquire about posting advertising on the LCDS website or in the Newsletter.**

CRIMINAL RECORD CHECKS & FIRST AID:

All LCDS Staff Members and Board of Directors who have access to children's personal information and health records must complete a criminal record check with vulnerable sector search as per ELCC (Early Learning and Child Care) regulation.

COVID SAFETY MEASURES:

LCDS Board and Staff Members hope for the safety of all parties concerned that all parents are completely vaccinated. All LCDS Staff Members have voluntarily chosen to be fully vaccinated and have agreed to share that information with our members. We are not allowed by law to ask parents if they are fully vaccinated, but if you choose to share that information with us voluntarily it is acceptable.

To ensure the continued safety of all parties involved, especially the children we will be mandating the following safety measures. All school authorities have the power to execute their own safety measures as they see fit. The LCDS Board of Directors voted to continue with the following safety measures.

Hand Sanitizing:

We ask that all members sanitize their hands as they enter the facility. Hand sanitizer will be available in the entrance vestibule.

COVID Health Questionnaire:

The COVID health questionnaire will be available by QR code. Please review the questionnaire daily to ensure your child is well and they are able to attend school. If you have travelled outside of Canada, please follow the required Alberta Health isolation or quarantine procedures before your child returns to school.

General Health Check upon Arrival:

When you arrive at school, before entering the classroom hallway, a staff member will do a general health check with your child and take their temperature. Temperatures of 37.5 degrees or higher will be sent home. During winter months wear the children are wearing warm clothing, we will take their temperature a second time if the first temperature was high.

Masking:

All Parents and Staff will wear masks inside the school. Masks are still optional for the children but are encouraged. If your child will be wearing a mask, please practice putting the mask on and taking it off with your child at home. Proper mask use includes sanitizing hands before and after applying or removing the mask. Staff will follow this procedure at snack time. Please pack spare masks in your child's back pack. Please put them in a Ziploc bag, labelled with your child's name. If your child arrives wearing a mask and they happen to soil or drop their mask on the floor and there isn't a spare one in their back pack, we will not have a replacement mask for them.

Spare Clothing:

During COVID we will refrain from using the school emergency clothing unless there is no other alternative. Please pack spare emergency clothes in your child's back pack (shirt, pants, underwear and socks). Please remember to replace them in the event they get used.

Parent Volunteers:

We are allowed to have parent volunteers but we would still like to limit the exposure to the children. Parent volunteers will be in the class. You will be asked to wear a mask for the entire time you are in class (the mask must cover your nose and mouth). We will provide food preparation gloves for preparing the snack. We will have some daily cleaning jobs and at times we may have you assist at project time.

****If you are not feeling well or you are showing symptoms of COVID on your scheduled Parent Helper day, please do not come into the school. If possible please arrange to have someone attend in your place. If you cannot find a replacement, please notify the school office and make arrangements to have the snack dropped off at the school.**

Social Distancing:

We will continue to practice social distancing inside and outside of the classroom. We will continue to space the children out for inside play, snack and project time. We will ask families to come into the school and hallway a few at a time (maximum of six children with their attending adult). Staff and parents have indicated they would like dismissal at the main entrance doors. The last 15 minutes of class will be used for dressing and arriving at the entrance doors.

Please be on time to pick up your child. If you will be late, please inform the school office so we can let your child know that you are coming to get them.

Cleaning:

We will continue to maintain the regular cleaning protocols as mandated by Alberta Health. High touch surfaces will be cleaned regularly.

Illness:

If your child is exhibiting illness symptoms, we ask that you keep your child home for at least 48 hours or until they are symptom free. COVID testing is at your discretion. Please keep us informed of your child's health status.

Please let us know if your child has any ongoing health conditions that we should know about (allergies, etc.).

Field Trips & Social Events:

We will continue to monitor the COVID situation and will work with our Board of Directors to decide on our protocols for field trips and social events this year. There may be extra precautions or changes to how we manage bus trips, venues and events to ensure the safety of the children.

FINANCIAL ADMINISTRATION:

- Except for the month of September, deposits will be made by the 3rd day of each month. If you require a grace period, please let the office know **prior to the 1st day of each month** and the Business Manager will make arrangements with you to receive your fees. **For September, all fees and volunteer commitment deposit cheques will be due by September 17th.** Fees may be paid by cash, cheque or EMT. Please use lcds.direct@gmail.com for the e-transfer. A password is not needed, please put your child's name in the message section and indicate what the payment is for.
- There is no reduction in fees for months with extended holidays or shorter duration.
- All deposit cheques will be shredded upon completion of your volunteer commitment unless you have directed the Executive Director or Business Manager to return the cheques directly to you.

REGISTRATION FEES:

(Please see our fee schedule on the last page of the Handbook). Children who are approved for educational support funding will have access to extra days as set out in the Alberta Education Funding Manual. Upon approval of funding from Alberta Education special services branch, the family's Monthly Material fee will be adjusted to a monthly Non-Instructional fee that is used for non-instructional aspects of the program. A one-time transportation grant will be dispersed in May to each of the approved families. Information will be provided to the applicable families.

REGISTRATION:

- Upon the acceptance of your child's registration and paying your Society Membership/Administration Fee, you become an acting member of the Society and are bound by all of the Bylaws and Policies of the Society for the duration of the current school year or until withdrawal.
- Current members, who wish to continue registration with LCDS for the next year, may register in February providing they have all of their fees paid and up to date.
- Associate Memberships – Members who have purchased an associate membership and have been active members of the society, may register their child after the current members have completed their registration in February.
- Returning members from a previous year may register their child the day after the February current member registration date.
- It is the responsibility of current members, associate members and returning members, to confirm the date of the February registration for priority registration. After the set registration date, new members will be allowed to register and there will be no guarantee for the spot of your choice. Late registrations may or may not be able to be accommodated.

REFUNDS:

- **If you will be away for a holiday or an extended absence, full monthly fees shall remain due and payable and shall not be refunded or reduced in order to hold your spot for your return.** If you choose to withdraw and return after the holiday, the \$100 registration and administration fee will be required to be paid upon registering.
- Should notice of withdrawal be given prior to August 1, all material fee cheques and deposit cheques for fundraising events that have not occurred or were worked shall be returned to the Parent. The \$100.00 Society Administration and Membership fee is non-refundable.
- Parents may hold their child's registration spot until their child turns 3 by paying the required monthly fees for the months prior to their child coming of age. Special circumstances may be arranged with Executive Director and Board approval.
- If a family chooses to withdraw from the program after September 1st, one month's (30 days) notice is required in order to avoid paying the coming month's material fees. If one month's notice of withdrawal is not given, the next month's fees will remain payable. The \$100.00 registration fee is non-refundable. All deposit cheques will be shredded or returned as per parent request, no refunds will be given for registration commitments already worked; registration commitments worked cannot be transferred to another family.

ALBERTA PARENT STAY-AT-HOME SUBSIDY PROGRAM

- Subsidies are available from the Government of Alberta through the Child Care Subsidy Program. The program provides financial assistance to eligible families (Family Income of \$90000.00 or less) who have a child (or children) registered in an approved early learning program, such as preschool.
- If you have questions about the subsidy, or would like to apply, please contact the Government of Alberta subsidy program directly. Contact Information and online forms are available on the website. The official school name is **Londonderry Child Development Society**.
- The LCDS Business Manager will receive and handle the reimbursements from the Alberta Government Home Subsidy Program. The LCDS monthly material fees will remain due by the 3rd of each month, fees will be reimbursed as funds are received from the ELCC subsidy program.

GROUNDINGS FOR REMOVAL FROM THE PROGRAM:

- Behavior (on-going) which interferes or threatens the safety of the other students and/or staff.
- Willful disobedience and/or open opposition (on-going) of authority by the student or parent.
- Willful damage (on-going) to school or others' property.
- Non-Payment of Fees.

LCDS does not tolerate abuse towards staff members of any kind. Policies are in place for bullying and to facilitate conflict resolution.

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

DUTY TO POST INFORMATION:

LCDS is required by the ELCC to post information and inform parents. All required regulatory documents will be posted in a prominent place for parents to review. If there are any changes to such documents, the membership will be informed of the changes and any remedies required by the licensing agencies.



PHOTOS:

Please feel free to take photos while you are in the classroom; please take candid photos so you do not interrupt the learning activities. We would love it if you shared your photos with us; please remember to send them to the Yearbook Coordinators to use for the Student yearbooks.

Please remember, if you are posting photos to Social Media sites, you can post your own child wherever you like, but if the photo has other children in it, you need to get permission from those parents before posting or block out their faces.

TOILETING:

DRESS YOUR CHILD FOR SUCCESS! We want your child to have a positive experience at school; we want them to be capable and successful at school. In the first few months of school your child is in a new environment, they may not remember to go to the washroom when they immediately feel it. Chances are they will leave it to the very last second because they are having so much fun playing and learning. Dress your child in loose comfortable clothing that they can maneuver easily. Save the overalls, tight skinny jeans, dresses and fancy clothes for special occasions.

- Should your child have a toileting accident at school, the following procedures will be followed:
 1. In the event your child has a urinary accident, you will be notified by the school office; your child will be changed into their emergency clothing and will be allowed to remain at school for the remainder of class.
 2. In the event your child has a bowel movement accident, you will be notified by the office and requested to collect your child from school. Your child will be cleaned up as best as we can and changed into emergency clothing. They will be waiting for you with a staff member in the school office. The staff will send home the child's soiled clothing and in the event we had to use school emergency clothes, we would ask that you wash and return the emergency clothing to the classroom; underwear does not need to be returned.
- Staff will document all toileting accidents and report to the board if there are an irregular number of incidents occurring to see if policy needs to be enforced or revised.
- If accidents are occurring on a regular basis, the staff may ask you if your child is well or if there is something preventing your child from independent toileting. Your child may not be fully independent in their toileting development. You may be asked to keep your child at home until they are ready to attend the program. You will be given the option to hold your spot by paying the regular monthly material fees for the duration it takes for your child to become trained, (all responsibilities to the LCDS contract would still apply) or you may withdraw from the program and you would be allowed to register your child again with the current membership in January for the following September.

CHILD GUIDANCE:

Preventative Measures

The safety, security, well-being, and development of the child is to be supported and preserved.

The child is to be protected from all forms of physical punishment, physical and verbal abuse, and emotional deprivation.

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

The children in the preschool and kindergarten program will receive daily communication of the child guidance policy through appropriate modeling of the expected classroom behavior by adults in the classroom and by participating in developmentally appropriate activities designed to promote the expected classroom behaviors.

Parents are always welcome to discuss the guidance policy with the Executive Director, LCDS staff, or the LCDS Board of Directors.

Child Guidance Limits

Classroom behavior expectations are explained and modeled regularly for the children. Expectations are clearly explained to the children and modeled by staff members. Positive reinforcement and problem solving is used to encourage the appropriate behavior. By following this practice, we encourage the child to make suitable choices and to learn how to solve conflicts. Staff members will be respectful of each child's emotional wellbeing where intervention is required and will encourage children to acknowledge and understand their feelings and the feelings of others.

Transition

Children are given adequate warning to prepare for the transition from one activity to another. Individual children may need more preparation for transition. Strategies such as visual cue cards, timers, etc., will be used to assist the child in achieving a positive transition from one activity to another. Staff members will assist children in learning the cues for transitioning to the next activity. A routine visual classroom schedule and individual visual cards are presented and available for all the children to see as a reminder of the daily routine.

Intervention

Child guidance must be reasonable in terms of the circumstances. LCDS will apply intervention strategies as follows when necessary.

Intervention strategies are used to redirect inappropriate behavior. A staff member will intervene when there is a conflict and will assess the situation with the children involved. Together they will determine what happened and how their problem could be solved. The staff member will remain calm and respectful of the children's emotions and will guide the children to achieve the desired positive outcome so each child feels that they were heard, respected, and part of the solution. The staff member will review the situation with each child and thank them for helping to solve the problem and talk about what they can do next time so nobody gets hurt.

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

Where a child continues to display inappropriate behavior at a particular activity and they have already received guidance from a staff member, they may be redirected to another activity or to the quiet area with a staff member to talk about how they are feeling and what they can do to have a better outcome.

The staff will also inform the parent privately of the situation and discuss the occurrence and possible solutions.

In extreme cases, such as hitting, kicking, or biting, where physical harm has been executed towards another child or staff member, the child may be moved to the quiet area under staff supervision and parents or guardians may be

contacted and the child may be sent home if the behavior cannot be corrected. Any behavior of this nature will be reported to the Executive Director and will be reviewed with the LCDS Board of Directors as it will be in conflict with policy.

The use of seclusion rooms and corporal punishment is prohibited.

License Holder Guidance

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.

Deny or threaten to deny any basic necessity to a child.

Use or permit the use of any form of physical restraint, confinement, or isolation to a child.

Child guidance provided must be reasonable in the circumstances.

FIELDTRIPS

***In the event we decide to go ahead with a field trip or event we will inform you of any special circumstances for COVID and we will follow our general procedures.*

- All registered LCDS students may attend all scheduled fieldtrips even if it is not their regularly scheduled day.
- Please check the parent board and your email regularly for the Field Trip information sheet and parent consent sheets.
 - ~ A copy of the Field Trip information sheet will be sent by email approximately two weeks prior to the activity.
- LCDS tries to schedule Field Trips to best suit the schedules of the children and to spread them out equally over the year so they are not always on the same day. In some circumstances a field trip may only be available on specific days of the week or times of day. A field trip may have to be scheduled for the morning or the afternoon with both classes attending or over a lunch hour or close to a meal time depending on the times offered and the schedule of the bus company. When such an event will be occurring we will inform all parents in the Field Trip Information Sheet as to the circumstances of the trip. On such an occasion, we would ask parents to ensure their child has a good meal as close to the departure time as possible before they come for the field trip and if the parent is attending we would ask them to do the same. The children do receive a small snack either before or after the scheduled activity.
- **For Out-Of-Class Field Trips:**
Please bring your child for the times listed on the Field Trip Information sheet, as the bus will not wait! Please do not arrive exceptionally early, 15 minutes before departure is all we need.
***Please confirm the method of transportation parents dropping off and picking up or by school bus.*
- **For In – Class Presentations:**
If the event is held **ON** your child's **regularly scheduled attendance day**, please bring and pick up your child for the regular class times. If the event is held on a day that is **NOT** your child's **regularly scheduled attendance day**, please bring and pick up your child at the designated times listed for the presentation.
- Please ensure that you have given permission for your child to attend the field trip or in-class presentation by signing up on the designated Field Trip sign up sheets on the Parent Information Boards. **Your child cannot attend a fieldtrip without giving LCDS written permission.** Email confirmation to the school office is acceptable.
- Parent volunteers are required for fieldtrips and other special events in order to ensure the safety of your child.
 - ~ **Please make alternate arrangements for siblings if you are planning to attend as a volunteer; only registered LCDS children and their parent are insured for the trip.**

- ~ A sign-up sheet with the required number of parent volunteer spots will be posted on the parent boards.
 - ~ A specific number of parent volunteers are required for each field trip, and will be specified on the sign up sheet; if this number is not fulfilled; the event **may have to be cancelled** in consideration of the safety of the LCDS children and Early Learning and Child Care regulations for adult to child ratios.
 - ~ Certain venues charge extra for parent volunteers, we will inform you on the field trip information sheet of any costs to the parents attending. The rates are usually discounted and the fee will be collected prior to the trip.
- When you are assisting on a field trip, please remember you are responsible for a **group** of children, not just your own child. If disciplinary intervention is required with a child other than your own, LCDS policy states it is the LCDS staff member's responsibility to address the situation. Please let the staff know if you are having problems with a child in your care.
 - The bus company has a policy in regards to **no cell phone use on the bus**. Please turn off your cell phone or turn it to silent mode and refrain from taking calls while you are on the bus and for the duration of the field trip. **The safety of the LCDS children is our number one priority and your full attention is required and appreciated.**
 - The bus company has **a NO FOOD/DRINK policy**. Please do not bring coffee or snacks with you on the bus, and please dispose of any garbage you may have appropriately prior to boarding. Due to the age of our students, they will allow us to give the students a small snack before or after our scheduled event. Staff members will ensure collection of the garbage following the snack. If you have made arrangements with the school office to drive your child to the scheduled Field Trip, please see a staff member to receive your child's snack.
 - **Photos** during fieldtrips.
 - ~ **The goal of the field trip is an educational experience.**
 - ~ Please do not interrupt the field trip for the purposes of taking photos, we appreciate candid photos over posed photos where the children may be required to stop and say "CHEESE". If you would like a group photo taken, please speak with the Teacher to arrange this at the end of the experience before boarding the school bus.

MEDICATION POLICY

LCDS maintains a no medication administration policy. No medications will be given to a child unless it is for emergency purposes such as an Epinephrine auto injector or other liquid allergy medication required by a child in the event of a life threatening situation. All medications will be stored in child specific, labelled containers. Parents will sign documentation giving LCDS permission to administer the medication in the event the child required it in an emergency situation. No other medications will be stored on the school premises.

STUDENT ILLNESS:

Under Early Learning and Child Care (ELCC) Licensing Regulation, an ill child is defined as a child who is vomiting, has a fever, diarrhea or a new unexplained rash or cough, which requires greater attention than can be provided without compromising the care of other children in the program; or displays any other illness or symptom the staff member knows or believes may indicate that a child poses a health risk to other children, caregivers or staff. A child may return to the program if the child's parent provides a written notice from a physician indicating that the child does not pose a health risk or if the license holder/provider is satisfied that a child no longer poses a health risk to other children, caregivers or staff.

- Please do not send sick children to school. Be considerate of the health of the other children and staff. **No refunds will be given for missed days.**
- Please wash or sanitize your child's hands as they enter the facility to help prevent the spread of germs.

- If you or your other children are showing signs of illness, please do not enter the facility. Please make arrangements with another parent to assist you in accompanying your child from the parking area to the classroom; or inform the office and one of the staff will make arrangements to accompany your child from or to the parking area.
- If a child is showing symptoms of ill health, the parent or guardian may be asked to provide the preschool with a doctor's note to clarify the child's health.

SUPERVISED CARE FOR SICK CHILDREN:

- If your child becomes sick while at school, they will be removed from the classroom in order to prevent the spread of the illness. The office will try to notify you or your emergency care givers to come and pick up your child from school as soon as possible. While waiting, the sick child will wait in the office with a staff member, so the child can be monitored for any changes in their symptoms. Emergency Services may be called if the child's symptoms become severe in the time they are waiting for the child's parent or guardian.

A Healthier Environment For Your Child

LCDS encourages a healthy environment for your child. Given the spread of illnesses being high among young children in-group settings, the objective of this policy is to control the outbreaks of infections/illnesses among the children attending LCDS.

Parents are encouraged to notify the staff about their child's illnesses.

In case of an infectious illness, the teacher or designated staff member will inform the board of executives of an outbreak and/or a high number of illness cases among the children; parents will be notified via phone or written notice depending on the severity of the outbreak.

The staff will encourage the children to sanitize or wash their hands frequently, especially during an outbreak of infectious illness.

We encourage our members to practice the following recommendations from Alberta Health Services in regards to preventing the spread of communicable diseases.

Alberta Health Services
Health Link Alberta – call 811, 24hours, 7 days/week

Website: www.albertahealthservices.ca
Website: www.myhealth.alberta.ca

PUBLIC HEALTH ACT

Notification of communicable disease, section22(1)

Where a health practitioner, a teacher or a person in charge of an institution knows or has reason to believe that a person under the care, custody, supervision or control of the health practitioner, teacher or person in charge of an institution is infected with a communicable disease prescribed in the regulations for the purposes of this subsection, the health practitioner, teacher or person in charge of an institution shall notify a medical officer of health

(a) by the fastest means possible in the case of a prescribed disease that is designated in the regulations as requiring immediate notification, or

(b) within 48 hours in the prescribed form in the case of any other prescribed disease.

REPORTABLE COMMUNICABLE DISEASES:

- Diphtheria, Encephalitis, Gastrointestinal infections – (Giardiasis, Salmonella, Shigella), Group A Strep, Hemophilus Influenza Infections, Hepatitis, Measles (Rubeola), Meningitis, Mumps, Polio, Reye’s Syndrome, Rubella (German Measles), Tuberculosis, Whooping cough (Pertussis), Chicken Pox, COVID-19 & variant strains.
 - *(It is important that all cases of Chicken Pox be reported. When a parent notifies the school about a case of Chicken Pox, the parent should be asked to call the Alberta Health Link to report it to them as well.)*

All outbreaks of vomiting and diarrhea or rashes should be reported to the Public Health Center. It is recommended that the teacher or board contact the public health center when a child is diagnosed with a reportable disease. Public Health staff will advise them of any necessary steps that may need to be taken for anyone who may be exposed (such as a pregnant staff member or parent) or in the event of an outbreak.

The staff and board of executives of LCDS will make every effort to inform the membership of any known communicable diseases that may have come in contact with the classroom.

If you are unsure about reporting an illness call Alberta Health – call 811, 24 hours, 7 days/week

RESPONSIBILITIES OF THE MEMBERSHIP

- Parents are encouraged to keep their children home for at least 48 hours when they are sick.
- Parents must inform the school when their child is unable to attend due to illness.
- Parents are encouraged to inform the school if their child has contracted a communicable disease. (See list under communicable diseases that require reporting)
- If you or your other children are showing signs of illness, please do not enter the facility or bring them into the classroom. Please make arrangements with another parent to assist you in accompanying your child from the parking area to the classroom; or inform the office and one of the staff will make arrangements to accompany your child from or to the parking area.
- Parents are encouraged to teach their children proper hygiene and respiratory skills such as, washing their hands, sneezing or coughing into their elbow or sleeve, and to dispose of their used tissues in an appropriate manner.
- Parents are asked to inform the school if they will be travelling to, or have returned from, other countries or areas that have had reported cases of communicable diseases or outbreaks.

EXCLUSION FROM THE CLASSROOM

A child should be excluded from the classroom when:

- Their illness prevents them from participating comfortably in facility activities (constant coughing, continuous runny nose, especially if the mucous is green or yellow, tired and lethargic, head ache).
- Their illness results in a greater care need than the facility can provide without compromising the health and safety of the other children.
- **Head Lice** is not a serious health problem; however, treatment is necessary to help prevent the spread to other people. If a case of head lice or nits is found on your child or their siblings, please follow the treatment regime called for by your healthcare provider. Information on this can be found at a public health clinic or on www.myhealth.alberta.ca Please tell the LCDS office that you are following the treatment regimen. If a staff member notices your child has lice or nits, the child will be separated from the other children, parents will be notified immediately and the child will not be able to return to class until treatment is completed.
- If they have diarrhea. Child should be excluded until symptoms are gone.
- Hepatitis A. Until 14 days after onset of illness or 7 days after onset of jaundice.
- Impetigo. Until 24 hours after antibiotic treatment has been initiated.
- Measles: Until 4 days after the appearance of the rash.
- Mouth sores with drooling: until determined by physicians that the symptoms are noninfectious.
- Mumps until 9 days after onset of Parotid gland swelling.
- Temperature greater than 37.5 degrees.

- Pertussis: until 5 days of appropriate antibiotic treatment has been completed, or until 3 weeks from onset of symptoms, or until coughing has stopped.
- Purulent conjunctivitis (Pink or red eye): until 24 hours after antibiotic treatment has been initiated or recommended treatment by physician or Alberta Health.
- Rash: with fever or behavior change; until determined by physicians that the symptoms are noninfectious. Rashes can have many causes, if there are concerns, speak with parents. Share your concerns and suggest they talk to their family doctor or community health nurse.
- Rubella: until 4 days after onset of rash, with exclusion of 5-7 days at the option of the local health authority.
- Scabies; until appropriate treatment has been done.
- Strep throat or other streptococcal infection: until 24 hours after appropriate antibiotic treatment and cessation of fever.
- Symptoms and signs of possible severe illness: such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing. Child should be excluded until symptoms are resolved, or assessed by physician.
- Tuberculosis: until approved by physician.
- Vomiting illness: one or more episodes of vomiting in the previous 24 hours.
- Chicken pox should be permitted to return to school when they feel well enough to participate in all activities, regardless of the state of the rash.
- COVID-19 or other strain variant – follow recommendations of Alberta Health Services.

CLASSROOM CLEANING

- Classroom cleanings are scheduled once per month, to ensure all furnishings and toys get a deeper cleaning and disinfecting than what can be done on a regular basis by the parent helpers and teaching staff. The classroom is cleaned regularly for floors and high touch surfaces. Classroom cleaning is normally scheduled on the first Monday evening of the month; for those who require a daytime cleaning, one date will be provided at the end of the school year, usually the first or second day of June. The duration of the cleaning is normally two hours, however it continues until all of the tasks have been completed regardless of total time.
- All L.C.D.S. families are responsible to work one or two cleanings per year per registered child (will depend on the number of families registered in that school year). Families will select their date(s) at the beginning of the school year.
- Upon registration, the Parent shall deliver to L.C.D.S. an un-dated deposit cheque (amount as in the current Fee Schedule) to be held by L.C.D.S. When the Member has fulfilled their cleaning obligation(s), their cheque will either be returned to them or shredded as per their request.
- If a parent chooses NOT to participate in the classroom cleaning, they may do so by informing L.C.D.S. (in writing). The family will provide a cash donation of \$50.00 for LCDS to hire a person to clean in their place. If no notice is given and the family does not show up for their classroom cleaning, LCDS will cash their volunteer deposit cheque in lieu of working their classroom cleaning.
- Please keep in mind emergency paid workers are not always available. It is the responsibility of the member to make arrangements for a replacement worker or to make arrangements with the school office prior to the cleaning night.

PARENT HELPER

- All parents or care givers who will be participating on Parent Helper days should attend the designated classroom orientation session in September.
- Once per month (approximately), each registered family is responsible to attend their scheduled Parent Helper day and bring the designated snack and juice for all children in the class on this day (17 total children per class). The parent helper is asked to stay for the entire duration of class, AM Preschool class 9:00 am – 11:45 am, PM Preschool class 1:00 pm – 3:45 pm as you help to fulfill the required adult to child ratio in the classroom. Siblings of LCDS children (and other non-registered children) are NOT allowed to accompany the Parent Helper on the assigned day due to insurance and licensing regulations. We thank you in advance for making alternate childcare arrangements for your other children. Nursing babies or non-mobile babies in carrier seats are the exception.
- **CELL PHONES MUST BE TURNED OFF** when parents are in the classroom. This is a distraction to the children, the staff and the routine of the classroom. We would appreciate it if you could inform your care givers or other contacts to call the school office with any messages which are an emergency or require your immediate attention. If you must make or take a call, please let the teaching staff know and step out of the classroom into the hallway.
- The Parent Helper should arrive on time for class.
 - ~ AM/PM Kindergarten Parent Helpers should arrive at 8:45 am / 12:45 pm.
 - ~ AM Preschool Parent Helpers should arrive at 9:00 am.
 - ~ PM Preschool Parent Helpers should arrive at 1:00 pm.
- The parent helper is responsible for ensuring the food or juice brought in for snack is NUT FREE and compatible with the current student allergies and licensing requirements. (Please see sections on snack and allergies). If you are not sure about a particular item, please speak with the staff prior to purchasing or bringing the snack into the classroom.
- All snack items must be checked by an LCDS staff member. Please make sure you have an ingredient list for all food items brought in. A photo of a large quantity item from COSTCO will be acceptable. Please stop by the office before taking the food to the classroom, a classroom staff member may make a second ingredient check for safety. We cannot risk the safety of your children by serving food we cannot ensure is safe.
- Each month there will be a Parent Helper Scheduling Request Form posted on the Parent Bulletin Board. Please record any days for the upcoming month you may not be able to attend for your parent helper day. The request schedule is provided as a courtesy to our members; while every attempt will be made to accommodate parents' schedules, we may not always be able to accommodate all requests. Please ensure you have given the schedulers more than one option for your parent helper day. For September parents will be requested to give their availability by email to the school office.
- On a regular day, there will be 17 students and for some events there may be the total number of AM or PM students in attendance (usually about 25 – 30). On a day where all of the children from the AM or PM class are present, there will be two parent helpers; one for each class. The parent will need to bring enough snacks for the total number of children in attendance. Special information will be recorded at the bottom of the parent helper schedule in regards to these events. There may also be days where a special snack may be planned as part of the class activities, in which the teacher or office would contact the parent helper directly prior to their parent helper day, to arrange for any special items.
- If the Parent is unable to attend their scheduled Parent Helper Day, it is the Parent's responsibility to find a replacement. The Parent may switch or trade their day with another member if they are able; the office can send an email to the other members on your behalf. LCDS will also create an Emergency Parent Helper list

where you may call a person from the list and pay them to attend in your place. The cost of the Emergency Parent Helper will be **\$25.00**; the scheduled parent will be responsible for supplying the scheduled snack unless they have made arrangements with the Emergency Parent Helper. Please notify the office of any changes to the schedule. Parents who are interested in being on the paid Emergency Parent Helper list should contact the school office.

- Please read the monthly newsletter and record your parent helper day on your calendar or put it in your smart phone with an alert reminder so you don't forget.
- Please come prepared to assist the classroom staff on your helper day. You will assist by preparing the snack you have brought in class, helping with some general cleaning duties, participating in classroom activities as needed and helping with preparations for other class activities.
- Please let the office know if you cannot make alternate arrangements for someone to replace you. The office may be able to send out an email to the membership to see if a trade can be arranged with another family. This is not something to leave until the last minute.

ALLERGIES:

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.

- a) 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.*

- **LCDS strives to be a Nut Free School. This means any products, food, beverages, soaps or lotions brought into the school cannot contain any Nuts or Nut oils or traces of nuts, tree nuts, etc.** All other allergies and food restrictions will be given to the membership prior to starting school and updated as needed. Below is a list of approved NUT FREE bakeries. If product is purchased from one of these shops, please ensure the packaging has the bakery name on it or ask for a business card to be attached to the package if it does not have an ingredient list or company name attached to the packaging.
- Where a child has numerous allergies or food restrictions, the family may be asked to provide their child's daily snack to ensure the safety of the child.

<p>Grandin Bakery – Nut Free Inglewood Town Centre St. Albert, AB 780-459-6560</p>	<p>Bliss Bakery – Nut Free – Kosher Bakery (Dairy free) 10710-142 Street 780-453-0101</p>
<p>Fuss Cupcakes – Nut Free 17298 Stony Plain Road 780-444-8845 Or 9637-167 Avenue 587-459-8006 Or 2339 Rabbit Hill Road 780-435-5333</p>	<p>Kinnikinnick Fresh – Nut Free & Gluten Free 10940-120 street 780-732-7527</p>

SNACK:

- **All snacks must be prepared in the classroom in our licensed and government inspected kitchen.**
- **Please DO NOT bring products from home which have been opened at home or in the car, even if it was just opened or you only need a small amount for your snack. Please purchase an unopened package to bring to school or purchase a smaller quantity specifically for the snack you are making. Please do not prepare the snack at home or bring homemade baking. We cannot accept these items as we cannot confirm they are allergen safe.**
- **All ingredients must be in unopened packages, and must have an ingredient list attached, as mandated by Early Learning and Child Care, Alberta Health and the Alberta Protection of Students with Life-Threatening Allergies Act. In the event one of the approved nut-free bakeries is used, packaging with their business name or a business card with receipt will suffice for an ingredient list.**

LCDS is a NUT-FREE Zone. Gateway Alliance Church uses our classroom on Sundays for their 3-5 year old Sunday School class, to ensure the classroom is safe for their allergies, as well as ours, we have eliminated all Nut products and products where the label says "May contain nuts, tree nuts, etc..."

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

LCDS and the Board of Executives, respects the personal choices, ethnic and religious backgrounds of its members. As a result, food preparation procedures may include steps to prevent cross contamination of snacks which contain specific ingredients. This may change from year to year depending on registrations.

Examples of specific ingredients which may require additional food preparation steps include eggs, milk or dairy products, gluten products or pork or beef. If you have a question about the requirements for the preparation of food while being the parent helper, please ask the staff before preparing the snack.

LCDS has alternate snacks on hand in the event a snack is not suitable for your child as noted in your child's registration.

- All food brought into the school must have an ingredient label and must be unopened. **All ingredient labels need to be reviewed by the office before going into the classroom.** Please stop by the office before taking the food to the classroom for a final check on the ingredients. We cannot risk the safety of your children by serving food we cannot ensure is safe.
- **All food must be unopened and prepared in the classroom; No home baking.** We will refuse all opened product to the classroom, or any items we feel are not safe to serve. Even if you just opened the box in the car on the way to school, if it has been opened, we will not serve it to the children. We keep emergency snacks on hand if there is a need to serve something else. You will be asked to replace the emergency snack if we need to use it. You may bring Veggie trays, cheese & cracker trays or Fruit trays which have been purchased from a store, as long as, they are still sealed and have an ingredient label.
- **DO NOT bring in freshly sliced Deli meats or bulk food items (this includes crackers, buns, baked goods, unwrapped candy or chocolates) as they do not have ingredient labels and may have come in contact with nuts from other bin items.**

SNACK PROCEDURES

Snack shall have one serving each from 2 or more basic food groups consistent with Canada's Food Guide/Dietary Guidelines. Example - Fruit served with graham crackers and Milk or Cheese served with Crackers and Juice.

- Each month the snack schedule will rotate to the next day of the week to ensure each family gets a chance to bring something different for snack; for example, Mondays in February might be Cheese & Grains, the next month Cheese & Grains will be rotated to Tuesdays.
- The Snack schedule lists "Grains" as the bread group; you may bring any grain item of choice such as pita bread, bagels, English muffins, crackers, tortillas, etc. Please ensure the items are nut free.
- On your parent helper day you will also bring a beverage (1 Liter), you are welcome to bring white or chocolate milk or juice. Water will always be offered as an alternative beverage. Children will only receive about a ¼ to ½ cup of juice, milk, juice or water. Water is our choice for second servings.
- Please bring enough snack and drink for 17 children. Special events may require snack for the total number of AM or PM children as explained in the Parent Helper section.
- Please make note of any ***food allergies*** listed on the schedule before purchasing your snack items and preparing the snacks for the children in class. Please check the list of current allergies and confirm the list of ingredients on all food items are safe for all children to eat.
- Snacks will be prepared for the children who have allergies first to ensure there is no contamination of food items for the child in question. Staff will assist in directions for these children.
- **Please remember to record what the snack items you brought into the classroom on the snack record in the kitchen. This is a Government of Alberta Early Learning and Child Care License requirement.** For field trips and gym days, please email your snack choices to the office and they will be recorded on the schedule.

SANDWICHES

- **Bread must be store bought and opened in the classroom.** Please check the ingredient label for nuts, or the words "may contain nuts". If either is present in the label ingredient list we **cannot** use it. If the ingredient label doesn't say anything about nuts or "may contain nuts" it is ok to use. Dempster's and Wonderbread brands are usually nut free, **always check the labels.**
- The meat, cheese, or other filling for the sandwiches **must also be brought to the classroom unopened**, and the parent prepares the sandwiches in the classroom. **NO PEANUT BUTTER PLEASE!! And please refrain from purchasing fresh cut deli meat as we cannot ensure the slicers have not cut pork or beef products before yours.**
- Please bring enough bread and sandwich filling to feed 17 children – cut sandwiches into quarters. We usually estimate 2 quarters (or half) of a sandwich per child.
- Margarine, Wow Butter (Soy base "peanut" butter) and jam will be provided in the classroom fridge.
- Where there are pork or meat restrictions on the snack schedule, we will have Wow Butter, Jam and margarine on hand to have an alternate choice for sandwich fillings. Some parents will bring meat and cheese slices to provide an option for those who cannot have meat. We ask that you prepare the non-meat sandwiches first on the appropriate cutting boards, with separate utensils and serve them on a separate serving dish from the meat sandwiches.
- Separate cutting boards will be provided for cutting pork or meat, cheese and fruits and vegetables in the kitchen.

- For all purposes, chicken, turkey or cheese are the best choices for the classroom. Please see the snack suggestion guide for more ideas.

VEGETABLES & FRUIT

- Must be washed and cut in the classroom; assorted variety (usually two types of vegetable are sufficient, for example cucumber and carrots or broccoli and celery, etc. Small store bought, pre-maid vegetable or fruit trays are acceptable, they must be unopened.

CHEESE AND GRAINS

- Must be unopened packages and opened in the classroom. The cheese must be cut in the classroom or purchased pre-sliced in a sealed package with an ingredient list attached. **PLEASE DO NOT BRING A SMALL AMOUNT FROM THE PACKAGE YOU HAVE OPENED AT HOME.** Check all "Grains", breads for nuts.

BEVERAGES

- Milk can be flavored (Chocolate, Banana, etc.) or white. NO NUT MILKS PLEASE!!
- Juice must be store bought and opened in the classroom. One 1Litre carton is sufficient. Individual size packages (Juice Boxes) are also acceptable.
- You may make smoothies, milkshakes, hot chocolate or other drinks in the classroom, all ingredients need to be new, unopened and prepared in the classroom.
- On gym days the number of children attending will change to the total number of children registered in the AM or PM Class, 2 parents will be scheduled for Gym Days, the first family will bring a packaged snack and the second family will bring bottled water or juice boxes. We usually do not provide a beverage on out of class field trips.

PARENT CHOICE DAY

If you are scheduled for a **PARENT CHOICE** day, you have some options for bringing and preparing snack for that day. You may choose to bring one of the regularly scheduled snacks such as Cheese & Grains, Fruit & Grains, Vegetables & Grains, Sandwiches or **you may choose to cook or create a hot snack.**

We have in our kitchen, a blender, an electric fry pan, a hot plate, microwave and a pancake griddle. We have access to a stove and an oven. Check with the Executive Director to ensure there is enough time to prepare your snack idea.

Suggestions for PARENT CHOICE DAY snacks (Please keep allergies in mind when deciding what to make):

- Grilled Cheese Sandwiches
- Quesadillas (Tortillas filled with shredded cheese, folded and toasted in a fry pan)
- Pancakes
- Hot Dogs
- Macaroni & Cheese
- Wraps (Tortillas filled with vegetables, cheese and chicken or turkey meat)
- Soup with gold fish crackers
- Spaghetti with Sauce
- Mini Pizzas

- Scrambled Eggs and Turkey Bacon
- French Toast
- Oatmeal
- Fried Rice
- Perogies
- Fruit Salad
- Vegetable Salad
- Ramon Noodles
- Plain Pasta

BIRTHDAY SNACK

On your child’s scheduled “Birthday” Helping Hand Day, please bring a “Birthday Snack” **instead** of the regular scheduled snack. You may bring a nut free cake, nut free cupcakes or nut free ice cream or frozen treats. The cake or cupcakes must be Peanut and Tree Nut free. **Please bring some fresh fruit to go with the cake, cupcakes or ice cream.** Beverage may be Milk (chocolate or white) or Juice.

Please use one of the Nut Free Bakeries if you will be bringing a cake. Superstore, Wal-Mart and COSTCO carry Peanut/Tree Nut free baked goods. Wal-Mart and Costco carry a brand called Treasure Mills/ School Safe brands that are Peanut and Tree Nut Free.

Chapman’s Ice cream has several choices which are nut free and gluten free.

Not all baked goods are Peanut and Tree Nut free, some may have a peanut free label but still may contain tree nuts. Always check the ingredient labels before purchasing.



Superstore



Wal-Mart

PROHIBITED AND CAUTIONARY FOODS

Prohibited Foods	Caution Foods
Loose Nuts and Seeds	Whole Grapes-slice lengthwise
Peanut Butter	Hotdogs-slice lengthwise
Hard Candies	Hard Vegetable Pieces-shred or chop
Caramels/Toffee	veggies

Chewing Gum Popcorn Gumdrops Jelly Beans	Cherry Tomatoes-slice in half Fruit with Pits-remove pits before serving Cherries should be pitted and cut in half Hard Fruit Pieces-shred or chop Snacks made with toothpicks or skewers – please remove the pointy tip during in- class preparation and make staff aware.
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Peanut and Tree Nut Free Snack Suggestion List

When choosing a peanut free snack for your child’s class, it is important to **ALWAYS** check the label on the package to make sure it is free of **peanuts and nuts of all kinds**. This list is only to serve as a resource. It is in no way complete and is subject to manufacturer recalls and mislabeling. Manufacturers may have changed their equipment or product line and method since you last purchased an item from this sheet.

***If you bring in an item that is on this list and the labels have changed and it is no longer acceptable, we will use the emergency snack instead.*

READING LABELS: Some manufacturers clearly state if a product has peanut or nuts in it while others, it is almost hidden. PLEASE READ THE LABELS, each time you purchase. Do not purchase items with the allergy and ingredient alert such as:

“May Contain Peanut or Tree Nuts”
“Processed on shared equipment with Peanuts or Tree Nuts”
“Manufactured in a plant with Peanut or Tree Nuts”
“Contains Peanut or Tree Nut Ingredients”
“May contain nuts”
“Peanut Free, may contain Tree Nuts”

Thank you for taking the time to read the labels and discussing the topic of “safe snacks” with your child! Discussing “safe snacks” promotes empathy, compassion and tolerance in children. Your diligence is keeping an allergic child safe at school.

FRUIT OR VEGGIES

Fresh Fruit

Fresh Veggies

Raisins (plain, not yogurt or chocolate covered) – Sunripe

Applesauce cups – all brands

Fruit cups (mandarin oranges, pears, peaches, fruit salad) –Dole or Del Monte, packed in water or juice

Canned fruit – Dole or Del Monte

Salsa – Old Elpaso

DAIRY

Cheese strings

Cheese slices - Kraft

Brick cheese – Kraft, Black Diamond, Armstrong, etc.

Cream Cheese – all brands

Yogurt – logo, Oikos, Liberte, Astro, Danone (no dessert yogurts please)

CEREAL/OATMEAL

Cereal – Kellogs Corn Flakes, Post Alpha Bits, Kellogs Crispix, Quaker Life, Quaker Oatmeal Squares, Quaker Corn Bran Squares, Post Shredded Wheat (spoon size), Kashi Go Lean Crunch, Kashi Go Lean Crisp

Packaged Oatmeal – Quaker, all flavors (no cookie flavor or dinosaur egg flavor)

Oats – all brands

BARS

Cereal Bars – Kellogg Nutra-Grain Bars (apple, cherry, raspberry, blueberry), PC cereal bars

Granola Bars - Quaker Chewy Bars (no marshmallows please, food restriction)

Bear Paws (gym days or field trip days only please) – Dare

BREAD – NO BULK BINS PLEASE!!

Pancake Mix – Aunt Jemima, PC, No Name, Bisquick

Bread – D’Italiano, Old Mill, Wonder, Dempster

Bagels - D’Italiano, PC

Buns – D’Italiano, PC, Old Mill, Wonder

English Muffins – PC

Naan – PC Naan Dippers (NO SURAJ BRAND PLEASE)

Pitas – Byblos Bakery

Tortilla’s – Casa Mendosa, PC, Old Elpaso

CRACKERS

Cheese Nips

Teddy Grahams (Cinnamon, Chocolate Chip, Honey) – GYM DAYS ONLY PLEASE

Triscuts (plain)

Wheat Thins

Premium Plus Saltines

Goldfish crackers (Original, Colors, Cheddar, Pretzel, Giant, Flavour Blasted) – NO GRAHAM

Ritz Crackers - NO RITZ BITS

Ritz Chips (original, cheddar)

Rice Crackers – No Name, Hot Kid (all flavours)

Pretzels – PC, Rold Gold

Tortilla Chips – Tostidos, PC

Popcorn – Blue Menu, Orville Redenbacher (natural or smart pop only)

Breton Crackers

Grissol Melba Toast/Baguettes

Ryvita Snack Bread

Wasa Crisp Breads
Swiss Cheese Crackers
Christie Potato Thins
Stoned Wheat Thins
Special K Cracker Chips
Crispy Mini's Rice Cakes (no sweet ones please)
Annie's Organic Bunny Crackers

SPREADS/DIPS

Jams – all brands
Sunbutter
Wow Butter (we have this in the classroom fridge)
Becel Margerine (we have this in the classroom fridge)
Ranch Dressing or Cucumber dressing (we have this in the classroom fridge)

Out of School Field Trip - Approved Snack List

- Individually packaged snacks are best for a field trip or gym day to eliminate the need for preparation.

DARE Bear Paws
Cheese Strings
Del Monte Fruit twists
Sun Rype Fruit to Go Products
Individually packaged Gold Fish crackers
Quaker or any NUT FREE granola bars

NO PACKAGES BABY CARROTS, CHEESE AND CRACKER PACKS OR CHEESE AND BREADSTICK PACKS AS THEY CAN BE A CHOKING HAZARD.

FYI: Food **labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. If you notice that a label has changed, **PLEASE DO NOT BUY THE SNACK EVEN IF IT IS ON THE LIST**. Instead, please make a note of the item, choose another snack, and notify the office of the changed item so we can update our list.

PAYMENT OF REGISTRATION AND MATERIALS FEES

The following fee schedule will be applied to all registrations at the time the child's registration is submitted to the LCDS Office.

- Please submit **1 (one) \$100.00** non-refundable **Membership and Administration Fee** (per family) with registration form.
- LCDS Members have chosen to pay a **1 (one) time Family Fundraising fee** per school year as opposed to running numerous fundraising events each year. The fee will be set each year at the Annual General Meeting in May. The fee may be paid in full or in 2 payments, one payment before Sept 31st and the second payment on January 1st.
***Parents may choose to fundraise instead of paying the Family Fundraising Fee; A deposit cheque written in the amount of the set Family Fundraising Fee will be submitted with this option. This choice must be expressed in writing and is subject to approval and the number of families deciding to participate in this option. Families may choose to fundraise all of their Family Fundraising Fee or pay ½ of the fee and fundraise the remaining ½ of the fee.*
- **Preschool Monthly Material fees:** Please submit in one of the following formats:
 - **Option 1** - 9 individual cheques post-dated for September 1st to May 1st
 - **OR Option 2** - 2 cheques post dated for September 1st and January 1st (**10% discount given**)
 - **OR Option 3** - 1 cheque for the total amount dated for September 1st (**15% discount given**)
 - Exact Cash or E-Transfer is also acceptable methods of payment (E-Transfer to lcds.direct@gmail.com)

Two (2) half days/week/month	\$170.00/month
Three (3) half days/week/month	\$255.00/month
Four (4) half days/week/month	\$340.00/month
Five (5) half days/week/month	\$425.00/month

Additional days may be added at **\$85.00 per each additional day added.(Subject to availability and teacher approval).*

Fees paid in full or in two payments are subject to a **10% administration fee upon withdrawal after August 1st.*

- **Jr. Kindergarten Registrations** (Are not Government funded): Child must attend 4 or 5 days per/week/month and will participate with the Kindergarten students. **Must turn 5 between Dec 31st and June 30th. The material fee for Four or Five days (listed above) will apply.**
- **Kindergarten Registrations: No monthly fees** (Government funded). LCDS charges a **one time non-refundable** Material Fee of **\$500.00. (\$100.00 Membership & Administration Fee will be submitted at the time of registration. The remaining \$400 will be due the first week of school in September).** Kindergarten families are still subject to the registration commitments.
- **Participation Deposit Cheques:** All families submit the deposit cheques listed below with their registration forms:
 - **1 Deposit Cheque for 2 Bingo Shifts and 1 Classroom Cleaning shift, \$250.00 (per child) (undated)**
 - **1 Casino Deposit Cheque, \$200.00 (per family, undated, only in a Casino year)**
 - **1 Family Fundraising Fee (Amount to be determined at the May AGM and due by Sept 31st)**

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- Please make all cheques payable to L.C.D.S.
 - There will be a \$40.00 charge for all NSF cheques.
 - Submit all the aforementioned fees (Membership/Administration fee, material fees, bingo/cleaning deposit, casino deposit, fundraising fee) with the registration form upon registering the child.
 - All Monthly material Fees are due by the 1st day of each month and must be received **no later than the 3rd day of each month**. If the monthly material fees are not received by the end of business on the 3rd day of the month, the member will be assessed a late fee of \$10.00. For each day late thereafter, a fee of \$2.00 per day late will be applied. The registered child will not be able to attend class until the fees have been paid.
 - **There will be no reduction to the amount of material fees paid due to classes missed from illness, normal school holidays or operations or personal/religious holidays.**

****LCDS does not cash the deposit cheques unless a member is negligent in fulfilling their scheduled membership commitments.***

*****The Bingo and Classroom Cleaning deposit cheque will be cashed if any one of the commitments is not fulfilled.***

******Cancellation or stop payment of cheques will result in the expulsion from the society.***

