

**Kiddies  
Korner  
Playschool  
Parent  
Handbook**

(Updated October 2023)

<http://www.hannalearning.com/html/around-hanna/groups/kiddies-korner.html>



## **Welcome to Kiddies Korner Playschool**

This is a co-operative playschool run by the parents through a volunteer parent executive. This handbook is used to inform parents, staff and licensing officers of the policies and practices of the playschool including emergency evacuation, disciplinary policy and accident response.

The Executive, Program Director (Teacher), and Program Assistant Director (Teacher Aide) look forward to working with you, and we hope your child will have an enjoyable and rewarding season at Kiddies Korner Playschool.

### **Our program's childcare philosophy**

At Playschool your child will learn to:  
Explore and run, share the fun,  
Finish what's begun, put away when done,  
Restrict their "No's", let their mothers go,  
And expect what's so.

"Play is, for children, a way of exploring and experimenting on their own, developing their mind and imaginations by trying out imaginary social actions and tasks they have seen older children and adults perform. Persistence, creativity, learning creative problem solving, and constructive co-operation in play are believed to grow best through a variety of staff activities and environmental arrangements"  
(Taken from the Guide to Programming in Day Care Centers)

Our main emphasis is learning while playing. The children play in organized groups and interact together as they play in the various centers throughout playschool.

The Power of Play  
Through play, a child learns:  
To concentrate,  
To exercise his/her imagination,  
To try out ideas,  
To practice grown up behaviour,  
And to develop a sense of control over his/her world and body.

### **Developmental Needs**

The goal of our program is to stimulate each child's interest and to give children the opportunity to participate in a program based on each child's ability. We work on the following skills:

Social Development: developing a positive self image, inner control, friendly social interaction, initiative, creativity, curiosity, and comfort in preschool.

Physical Development: fine and gross motor co-ordination.

Social development and gross motor skills are encouraged through co-operative games and activity centers. Children are encouraged to take turns and share, as well as work together to complete games, puzzles, etc. Snack time is also a very social time for the children. At story time, children are learning to sit in a group and participate in songs and actions that are appropriate for the story. Art encourages creativity, but may also work on following directions and fine motor skills, such as scissor and pencil grip. The three-year-old program is an introduction to these skills, and as the children progress through the four-year-old program these skills are strengthened, so that the children will be comfortable working and playing in this group-setting upon starting ECS.

The administration and Kindergarten staff at Hanna's J.C. Charyk School support the following skill development, at a preschool level, to provide a positive foundation and successful start to a student's school career.

1. Foster (and directly teach if necessary) AGE APPROPRIATE social skills. Not all children have an innate sense of how to interact appropriately with adults and peers.
2. Provide opportunities for making art, listening to stories, telling stories, handling books, dramatic play, and social interaction with peers.
3. ENCOURAGE correct fine motor skills for those children who are ready (Not all children are ready for this step).
  - a. Proper pencil grip
  - b. Correct scissor grasp (Thumb on top)
  - c. Left to right, top to bottom when attempting to print their name.
4. Exposure to basic game skills (ex. tag; Red Light, Green Light; Duck, Duck, Goose) and large motor activities (ex. skipping, galloping, rolling and catching).

### **Program Space**

Table Area – five tables for art activities, playdough, puzzles and other fine motor manipulative materials; hands-on exploring; early literacy activities and snack time.

The bathroom is close by for washing hands.

Puzzle shelf and small toy (manipulatives) shelf.

House Center- kitchen area and dolls.

Block Area- area with large and small wooden blocks.

Circle Area- open area for group storytelling and songs.

Library center on castors with many age-appropriate books.

Area for wooden dollhouse, garage, barn, smaller toys, and lots of cars, trucks, etc.

Art Center- with two-sided painting easel and a child-accessible art table.

Sensory Table – a variety of sensory materials will be used throughout the year.

Fieldhouse – Located just outside our door. Bikes, balls, hula hoops, mats, obstacle course, etc. Also an opportunity to play organized games or to work on physical literacy activities.

Playground – the Park is a 5 minute walk and provides slides and an area to run.

### **Community Resources**

Hanna is a small community of about 2,500 people. We do not have the resources you would find in a larger center but we try to use what we have. Some field-trips or visits the children MAY participate in are:

Public Health Nurse – visits with Poison Pat to talk about things in our homes that are safe and those that are not. (eg. Cleansers, alcohol, make-up, etc.)

Public Library – a tour of the library, a story time, and other fun activities.

Hanna's Senior's Lodge - The playschool typically waits for an invitation to the Seniors Lodge, then we join them for a story time and use the opportunity to discuss grandparents and the importance of eye contact and speaking up to help people understand what we are saying. We use our "medium" voices.

Police- An officer visits the playschool to talk about bike safety, talk about their job and show us the police car.

Fire Department- A member of the fire department visits the playschool to talk to the kids about fire safety. He/she also dresses up in his gear so the children know that there is a real person underneath the helmet and/or breathing apparatus; someone who is there to help. We sometimes have the Fire Department bring the fire truck in on the same or a different day.

Centennial Place – exposes us to the people who look after the building and those using the gym and walking track.

Arena and Curling Rink- located across the parking lot. An opportunity to watch the staff prepare for the September rodeo, then clean-up, and put in the ice. We get a chance to watch people skating and to watch some curling.

Hector King-Hunter Park – a short walk across the parking lot. An opportunity to explore the outdoors and the changing seasons.

Home Hardware Garden Center- a chance to discover the different scents, colours, and shapes of plants.

Music and Dance – may consist of a visit from one or more members of Hanna Dance, or a visit from a local musician.

### **Parental Involvement**

Kiddies Korner Playschool cannot operate without parental involvement. It relies on the co-operation of the parents to assist in the operation of the playschool.

Parents are responsible for assisting with the fundraising activities that make playschool possible.

This is a co-operative playschool run by the parents through a volunteer Parent Executive. As a playschool parent, you may be interested in becoming an Executive member.

Parent Helpers will be assisting the classes once the children get settled in. Being a Parent Helper is not mandatory.

### **Evaluation and Improvement of Child Care Program**

Every couple of years we will conduct a survey to find out how parents feel about the program. Parents are encouraged to attend the parent meetings to bring their questions and concerns to the Executive.

Through regular Executive meetings, problems and concerns are looked after.

### **Staffing Plan**

#### Executive

Playschool is administered by a volunteer group of parents who assume the role of Executive. These volunteers donate their time and efforts and do their best with the interest of our children in mind.

The Executive is responsible for the administration of the playschool. A list of Executive duties is available upon request.

### Teacher/ Program Director

The Teacher is responsible for deciding the general format of the classes by corresponding with the developmental needs stated earlier. The person in this position determines the daily activities based on the children's interests, including Art, Circle Time and discovery activities. They attend all Executive meetings and work with the Executive to determine the maintenance and administrative needs of the playschool.

The Program Director position requires at least a Child Development Worker Certificate (Level 2) in early childhood development or equivalent.

### Teacher Aide / Program Aide (Required in years of high enrollment.)

The Teacher Aide assists the Teacher in preparing for each class, as well as assisting during class time. Their input into the program and administration of the playschool is important and they attend all Executive meetings.

A Child Development Assistant Certificate (Level 1) in early childhood development is the minimum requirement for this position.

### Parent Helper /Parent Volunteer

The duties of the Parent Helper include assisting the Teacher(s) with supervising, group activities, and general clean-up.

Parent Helpers will require a Criminal Record Check/ Vulnerable Sector Check in order to stay for class. For licensing reasons, a copy of these Checks must be kept in the playschool room.

The combination of Teacher, Teacher Aide and Parent Helper meets the staff to child ratio for our program capacity. Staff positions will meet certification requirements.

### **Staff Orientation and Screening**

New staff will have a 3 month probationary period during which time they will become familiar with the policies and procedures of the playschool and the general program philosophy. The Executive and current staff of the playschool will evaluate the new staff member at the end of the probationary period to ensure that their employment best serves the needs of the playschool.

### **Criminal Record Check**

All staff, Executive members, and **unsupervised** volunteers will be required to provide a Criminal Record Check, including Vulnerable Sector Search, dated not earlier than 6 months prior to the date of commencement and within 8 weeks of starting their job and every 3 years after that date.

### **Child Discipline Policy**

The following is an explanation of the child discipline policy for parents and staff.

Any disciplinary action taken will be reasonable in the circumstances and this policy will be communicated to the children (where developmentally appropriate) before any discipline action takes place.

There are two methods we will be using in guiding children's behaviour: prevention and intervention. By setting clear simple rules for children to remember, and by appropriate program planning with knowledge of the child's level of development in mind, we can prevent a situation from arising. Also, by intervening, we can either stop or redirect undesirable behaviour by calming, redirecting, and reassuring children. A "cool-down" time may be used to help children calm down when they have lost control or are unable to reason. This would be used to separate a child from a situation so they may gain control. At no time will physical punishment, verbal or physical degradation or emotional deprivation be allowed.

No basic necessities will be denied or threatened to be denied and no form of physical restraint, confinement or isolation will be permitted under any circumstances. In the event that a child cannot be calmed down and/or their behaviour cannot be controlled, their parent(s) will be called to come and pick them up immediately.

If the behaviour continues and the parent(s) need to be called in to remove their child a total of 3 times, the parent(s) of that child will be asked to meet with the Teachers and an Executive member to discuss the situation. At this meeting, a decision will be made by the Executive and the Teachers as to whether or not to suspend the child from further attending Kiddies Korner Playschool.

### **Evacuation Procedures**

In the event the building needs to be evacuated, we are able to take the children across to the arena. Parents will then be informed to pick their children up there. Monthly fire procedures are performed so the children know what to do in the event of a fire or emergency.

### **Off Site Activities**

Parents are notified of activities/ field trips through newsletters, email, texting, and/or Facebook. As well, the information will always be posted next to the parent sign-in sheets. This information will include the location of the off-site activity/field trip and the expected time of departure. We ask for extra helpers for all field trips. Parents have given permission for field trips on their child's registration forms. Parents will be required to sign a letter to approve for any fieldtrips outside of our "Recreation Area".

When leaving the playschool we always take a first aid kit, Kleenex and the portable student information records.

### **Accident or Illness**

On the class registration forms, parents have given consent for the staff of the playschool to provide basic first aid to the children. In the event of a serious incident, children will be taken to the hospital immediately. Otherwise, the Teacher or Teacher Aide (both maintain first aid certification) will attend any first aid needs and an accident report will be filled out. Parents will be notified either by phone or when they pick up their child, depending on the severity of the incident. A serious accident or illness would require parents to be notified immediately.

### **Incident Reporting**

Any accident or serious illness involving a child must be reported to the Licensing Officer or regional child care office within 2 working days. As well, an Incident Form must be completed and submitted within 2 working days. All serious incidents are analyzed annually and a report, using the prescribed form, is submitted to the regional child care office.

Any incident involving the following must be reported to the Licensing Officer or regional officer:

- An emergency evacuation
- An unexpected program closure
- An intruder on the program premises
- An illness or injury to a child, which requires the program to request emergency health care and/or requires the child to remain in hospital overnight
- An error in the administration of medication by a program staff or volunteer, resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight
- The death of a child
- An unexpected absence of a child from the program (eg. lost child)
- A child removed from the program by a non-custodial parent or guardian

- An allegation of physical, sexual, and/or emotional abuse and/or neglect of a child by a program staff member or a volunteer.
- The commission by a child of an offense under an Act of Canada or Alberta
- A child left on the premises outside of the program's operating hours.

### **Health**

Alberta's Child Care Licensing Regulations [22(1)(g), 2008] require Kiddies Korner Playschool to recommend parents have their child's immunization up to date before starting playschool. Should at any time a child contract a communicable disease, parents are asked to inform the playschool and not have their child return without consent of a physician. Should a child become ill during class, the parents will be contacted to have their child removed from the program until they are no longer considered infectious.

Whereby a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness, the child's parents will be contacted. The parents must arrange for the immediate removal of the child from the program's premises.

Signs of illness include:

- vomiting
- fever
- diarrhea
- a bad cough
- a runny nose
- an unexplained rash or cough
- a child requiring more care and attention than can be provided without compromising the care of the other children in the program.

Children will be assessed as being ill through observation of behaviours, complaints, lethargy, temperature, etc.

The child may not return to the program until staff are satisfied the child no longer poses a health risk. This can be done by providing a physician's note or the parent declaring the child has been symptom-free of all illness for 24 hours.

When a child is ill, while attending the program, the following will be documented:

- Child's name
- Date the child was observed to be ill
- Name of the staff member who identified the child was ill
- Time the parent was initially called to remove the child
- Time the child was removed from the program
- The date the child returned to the program

If the parent, or listed emergency contact, is unable to remove an ill child from the program, the parent will be asked to designate someone else to pick up the child as soon as possible.

The playschool will inform parents of our program's management of children who are ill, by informing them at the time of registration that such a policy exists, and inviting them to read a copy of our most current approved policy.

Parents are encouraged to keep their children at home if they are displaying any flu-like or COVID symptoms.

### **Supervised Care for Sick Children**

A sick child will be kept away from the other children in a quiet area of the room or in the kitchen. The location identified for a sick child to rest allows for direct supervision by a primary staff member.

### **Medication**

The staff of the playschool will not administer any medication to children at playschool. The only exception to this will be in an emergency situation where allergy or asthma medication may be needed. Parents whose children have such medical conditions must give written authorization for this emergency situation by filling out a Medication Consent Form, and by fully explaining the emergency needs of the child to the staff before the first day of playschool.

Emergency medication must be in the original labeled container.

Emergency medication will be stored in a place that is inaccessible to children. If emergency medication remains in a child's backpack, the backpack will be made inaccessible.

### **Smoking**

Smoking is not permitted anywhere in Centennial place. This is strictly enforced by playschool staff and the Centennial Place staff.

### **Nutrition**

For each day of class, parents are asked to send a nutritious snack for their child. It is requested they bring such items as cheese, crackers, fruit, vegetables, muffins, or other nutritious snacks. Parents are asked to check for any allergies in the class to help determine what snacks are suitable to send. Remember, we are a nut-free program, and we ask that you do not send gum or suckers. Each child must have a their own water bottle. Please label their water bottle and snack containers.

### **Cancelled Classes**

Canceling playschool is made by the executive and is based on the following criteria:

- Building unsafe: furnace not working, sewer back-up, broken pipes, power off, etc.
- School holidays: playschool follows most major Prairie Land School Division holidays.
- Unforeseen circumstances: any unexpected situation where the executive feels it is in the best interest of the children to cancel classes (extreme weather conditions, widespread flu/illness, teacher(s) sick, Alberta Health Services shut down)

Any last minute cancellation will be shared with the parents via a phone call, text, and/or Facebook page.

Canceling classes is not a decision that is taken lightly, but with the safety of the children and their families foremost in our minds.

### **Cleaning**

Kiddies Korner Playschool helps to control the spread of infection and communicable illnesses by following the recommendations of the Public Health Inspector. Toys & equipment are washed every second week using a diluted household chlorine bleach solution. This duty is done by the Teacher and Teacher Aide.

Regular sanitizing/ cleaning of the tables, and other well used items, will take place during and after class.

### **Physical Activity**

Kiddies Korner Playschool will encourage regular physical activity as a part of each class. During this time, the gymnasium will be utilized or will be substituted with the use of the walking track, the playground or other outdoor play. We believe that physical activity benefits all children.



### **Children's Records**

In respect to each child, the following records will be maintained on the premises:

- Child's name, date of birth, and home address or land description
- A complete registration form
- Parent's name, home address/land description, and phone numbers including cell numbers
- The name, address/land description and phone number of a person who can be contacted in case of emergency
- The particulars of any health care provided to a child, including the written consent of the child's parent
- Any other relevant health information about the child provided by the child's parent (eg. allergies)
- If emergency medication is administered, the written consent of the parent and the name of the medication, the time of administration, the amount administered, and the initials of the person who administered the medication

### **Administrative Records**

The playschool will maintain the following records on the premises at all times:

- Particulars of daily attendance of each child, including arrival and departure times
- Evidence of each staff member's:
  - child care certification
  - current first aid certificate
  - verification of a criminal record check including a vulnerable sector search, which is to be updated at least every 3 years

### **Portable Records**

The playschool will maintain a portable record of emergency information, including each child's name, date of birth, home address, parent's name, home address and telephone/cell number. The name, address and telephone number of an emergency contact person for each child must also be included.

### **Emergency and Safety Procedures**

Monthly fire procedures are performed so the children know what to do in the event of a fire or emergency.

Upon alarm or teacher's command, children will quietly and quickly meet the Teacher Aide at the emergency door. The Parent Helper will assist the Teacher Aide with getting the children out of the room and to a safe location. The Teacher will retrieve the portable records and do a quick survey of the bathroom, shoe closet, and classroom to make sure everyone is out. The Teacher will catch up with the group at the main sidewalk heading to the arena and take attendance. The staff and Parent Helper will then walk the children to the arena. In the case of a real emergency, parents will be phoned and the staff will stay until the last child is picked up.

### **Supervision and Safety Practices**

There is always one staff member with the children at all times. In the case of larger classes, Parent Helpers, Volunteers, or a Teacher's Aide will be required to meet the Adult-Child Ratio. Staff and Parent Helpers are always engaged in the activities and playtime of children, and the playroom, gym, or outdoors is being monitored by at least one staff at all times.

The indoor environment is set-up to ensure all areas can be seen by the staff. They are constantly monitoring every area and making sure every child is safe and accounted for. Children are told what their boundaries are for outdoor areas and staff monitor the boundaries. A count of heads is done before leaving the classroom, upon arrival to the outdoor area, during the activities, and before returning to the classroom. Children are learning about what is safe and what could be dangerous, and how to look out for each other. Parent Helpers are informed of the dos and don'ts of the classroom, gym, and outdoor environments.

### **Playschool Fees**

The full year fee for the three-year-old program is \$575 and for the four-year-old program \$1,150.

The **3-Year-Old Class** is 1 day/week. The yearly fee is \$575. Playschool receives a government subsidy of \$75/month for each child that attends. This \$75 x 9 months = \$675. Everyone pays a Fundraising Deposit of \$250. So then the out of pocket cost for the 3-Year-Old Class is \$250.

The **4-Year-Old Class** is 2 days/week. The yearly fee is \$1,150. Playschool receives a government subsidy of \$75/month for each child that attends. This \$75 x 9 months = \$675. Everyone pays a Fundraising Deposit of \$250. So then the out of pocket cost for the 4-Year-Old Class is \$725.

**The Fundraising Deposits will need to be paid in full upfront (postdated cheques for May 1, 2024 preferred), and will be refunded in May 2024 providing you have completed the volunteering requirements.**

We are happy to provide families in the 4-Year-Old Program with two payment options:

- Pay the full fee of \$725 prior to the start of September's class; or
- Pay \$435 prior to the start of September's class, and one final payment due January 1, 2024 for \$290.

An additional subsidy is available to cover the parent portion of the fees. You can apply for this online at <https://www.alberta.ca/child-care-subsidy.aspx>. Additional funding options are available. Please reach out to an Executive if you require information.

A 10% penalty fee will be added onto any outstanding balance owing.

**Note: There is a non-refundable \$20 insurance/registration fee (due at time of registration) that is not included in the prices below.**

Parents can apply for Child Care Subsidy to help off-set the cost of playschool if needed. Visit [www.humanservices.alberta.ca](http://www.humanservices.alberta.ca) for more information or contact the playschool Treasurer. The Town of Hanna offers a Community Youth Fund to those who qualify. Please call 403-854-4433 to inquire.

### **Classes Times for the 2023/ 2024 Year**

- 3-Year-Old Class: Fridays from 8:30 to 12:00
- 4-Year-Old Class: Monday and Thursdays from 8:30 to 12:00

NOTE: Class times and days may be adjusted to best fit our registration numbers. If registration is low, only one class per age will be offered. If registration is high, more than one class will be created to accommodate all the children.

### **General Information**

Your child must be 3 years of age to attend Kiddies Korner Playschool. They can start playschool anytime throughout the year, as long as it is after their third birthday.

Your child must be 4 years of age before December 31 to enroll into the 4-year-old program.

Your child must be potty-trained.

**Any questions or concerns regarding this Parent Handbook can be brought up to the Executive or the Teachers**