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# King's Kids Preschool Parent Handbook



# Table of Contents

<b>1. ABOUT US</b>	<b>3</b>
1.1 Our Philosophy	3
1.2 Our Staff	4
1.3 Our Facility	5
<b>2. FEES, PAYMENTS, REGISTRATION &amp; SCHEDULING</b>	<b>6</b>
2.1 Program Fees	6
2.2 Payment Policy	6
Payment Due Date	6
Payment method	6
NSF Cheque	6
Income Tax Receipts	6
2.3 Registration	7
Enrollment	7
Orientation	7
School Supplies	7
Withdrawing from the program	7
2.4 Scheduling	7
Schedule	7
Notifying program of absentee	7
Program closure/weather policy	8
<b>3. HOURS OF OPERATION</b>	<b>8</b>
3.1 Program Hours of Operation	8
3.2 Holidays and Program Closure	8
3.3 Late Pickup Policy	8
<b>4. OUR PROGRAM</b>	<b>9</b>
4.1 Program Planning	9
4.2 Drop-off and Pick-up Procedures	9
4.3 Program Contact Numbers	9
4.4 Nutrition	9
4.5 Personal Belongings	9
4.6 Parent Involvement	9
Roster and Roster Parent Duties	10
<b>5. GENERAL PROGRAM POLICIES</b>	<b>11</b>
5.1 Child Guidance Policy	11
5.2 Bullying Policy	12
5.3 Supervision Policy	14
5.4 Inclusion Policy	15
5.5 Weather Policy	15
5.6 Open Door Policy	15
5.7 Staff, Visitor and Roster Parent Screening Policy	15
Staff	15
Special One Time Visitor/Presenters	16
Parent	16

<b>6. COMMUNICATION</b>	<b>16</b>
6.1 Communication	16
6.2 Communication regarding off-site activities	16
6.3 Reporting of Accidents & Incidents	16
6.4 Complaint Procedures	16
6.5 Access to Licensing and Inspection Reports	17
<b>7. HEALTH AND SAFETY</b>	<b>17</b>
7.1 Accident and Illness	17
7.2 Communicable Diseases	18
7.3 Administration of Medicine and Herbal Remedies	18
7.4 Provision of Health Care	19
7.5 Incident Reporting	19
7.6 Emergency Procedures	20
7.7 Smoking	20
<b>8. RECORD KEEPING</b>	<b>20</b>
8.1 Children's Records	20
8.2 Administrative Records	20
8.3 Portable Records	20
<b>9. STURGEON ALLIANCE CHURCH AND COMMUNITY RESOURCES</b>	<b>21</b>
<b>10. OTHER STURGEON ALLIANCE CHURCH CHILDREN'S PROGRAMS</b>	<b>22</b>
<b>11. SUNDAY MORNING SERVICE</b>	<b>23</b>
<b>12. LEADERSHIP AND REPORTING STRUCTURE</b>	<b>23</b>
<b>13. CONTACT INFORMATION</b>	<b>23</b>

## **COVID-19 INFORMATION: GUIDANCE FOR PRESCHOOLS**

# King's Kid Preschool

## Parent Handbook

### 1. ABOUT US

#### 1.1 Our Philosophy

King's Kids Preschool is committed to providing programming which includes laughing, learning, and playing. Age appropriate programs and activities will be provided in an environment that supports and nurtures each individual's developmental needs. The environment fosters a sense of belonging, where children feel accepted, and demonstrates respect for diversity. The evolving needs of each child will be recognized and nurtured with opportunities to develop more independence. Programs and activities will challenge the children to progressively attain new skills with guidance from staff. Consistency and predictability of the programs, activities, and staff will enhance the development of each child while maintaining a sense of security in the environment. It is our objective to contribute to a child's physical, social, communication, language, emotional needs, and spiritual needs.

#### Five Areas of Development

The developmental needs of the children may be met in the following ways:



**Physical Health and Well-being: Children are well rested, well fed and have energy to play through the day.**

Programs and activities are offered in a facility that encompasses two classrooms, a quiet reading room, a large indoor play space, and is surrounded by extensive open space that will be utilized, weather permitting. This facility will enable the children to participate in individual, small group, and/or large group activities allowing them to develop a variety of fine and gross motor skills. Children will have the opportunity to progressively attain skills such as coordination, technique, balance and cooperation.



**Social Competence: Children play, interact with and get along with others.**

Children, staff, and parents are responsible for promoting an environment of acceptance and respect for diversity. Programs and activities will encourage children to participate in small and/or large groups that provide positive interaction with other children and adults. Children engaged in activities will have the opportunity to develop and build their ability to cooperate, resolve conflict and share with others. Through learning, laughing, and playing children will be able to engage in positive peer interactions and friendships.



**Communication Skills and General Knowledge: Children can communicate and understand the world around them.**

Within set limits, children will be able to explore the environment and choose activities that interest them. Staff will provide opportunities for children to learn and discover in fun and creative ways. Programs and activities will challenge and reinforce the child's ability to think critically and problem solve.



**Language and Thinking Skills: Children show interest in the world around them and are a curious explorer.**

A variety of activity centers will enhance the child's ability to express themselves creatively as an individual or

as part of a group. Activities to support a child's creative needs may include dramatic play, arts, free play, music, etc.



**Emotional Maturity: Children express emotions through their words or actions and react to the feelings of others (empathy).**

Children are provided with an environment that accepts, respects and values them as individuals. Staff will maintain a safe and predictable environment where children feel secure and are willing to share their experiences. Programs and activities permit staff to guide and assist children with their emotions, so they feel successful and, at times, challenged. Children can choose activities that interest them and are permitted to engage in independent activities that are safe. Staff model behaviours that demonstrate self-control and respect for others.

### **Play Experiences**

King's Kids Preschool supports the five areas of development so children can experience both structured and unstructured play time. Indoor play time will provide children with the opportunity to explore, discover, and experience a number of different play spaces. Children will have the opportunity to explore various activity programs including arts and crafts, dramatic play, construction, and games. During outdoor play children will be able to enjoy free play on the play structures, and swings. All indoor and outdoor play areas will provide children with age appropriate choices and equipment that interest children and get them involved.



**Spiritual Maturity: Spiritual development.**

King's Kids Preschool is a Christian based preschool and as such the staff will incorporate Christian based learning and spiritual development through the use of the bible stories, crafts, and prayer throughout the school year. Specifically at Christmas and Easter, the staff's curriculum focus will be the birth, death, and resurrection of Jesus Christ. Such focus will be shared in a manner that is preschool age appropriate. At no time will any child be discouraged from sharing about family traditions of Santa Claus or the Easter bunny.

## **1.2 Our Staff**

All staff working directly with children must hold at least a Child Development Assistant (level one) certificate or be working towards it. The regulation allows a maximum of six months for staff to obtain certification upon commencement of employment; however, the staff person must not have unsupervised access to children. One staff member present in the building must hold at least a Child Development Worker (level two) certificate or be working towards it within the next two years.

### **Ratios**

In a preschool, children 19 months to less than three years require a staff: child ratio of 1:6. If children are older than three years, the staff child ratio is 1:12.

### **Minimum staffing and general supervision**

22 (1) Despite section 21 of this Schedule, a license holder must ensure that

- (a) Where 7 or more children are present at a program, whether on or off the program premises, a minimum of 2 staff members, one of whom is an adult, 18 years of age or older, are on duty, and
- (b) Children are always under supervision that is adequate to ensure their safety, well-being and development.

(2) For the purposes of subsection (1), a parent volunteer is considered to be a staff member.

Excerpt from The Province of Alberta, Child Care Licensing Act  
[http://www.qp.alberta.ca/documents/Regs/2008\\_143.pdf](http://www.qp.alberta.ca/documents/Regs/2008_143.pdf)

## 1.3 Our Facility

### Sturgeon Alliance Church

The **King's Kids Preschool** program is located in the basement of Sturgeon Alliance Church. The two washrooms, one exclusively for girls and the other exclusively for boys, are located in the basement adjacent to the large play area. There is substantial built in shelves that are for the exclusive use of the preschool for supplies, toys, and crafts in the preschool storage room attached to Classroom #1. A fridge, microwave, countertop and cabinets for food preparation are located in the youth room in the basement as well, and will be used for activities such as preschool cooking. Located in classroom #1 is a landline telephone. The following are descriptions of spaces that will be used by King's Kids Preschool to enhance the program. Each of these spaces is located in the Sturgeon Alliance Church building.

#### Administrative Space

Administrative space for staff is located in the upper part of Sturgeon Alliance Church. The Church office also has an additional telephone and photocopier.

#### Large Play Area

The large play area is located in the basement of Sturgeon Alliance Church and allows children the options of playing on the indoor play equipment, playing with balls, riding on plasma cars, or playing with toys that are available in the area as well. The large play area also provides an indoor setting for leisure activities or cooperative games and activities. Children will be able to enjoy both structured and unstructured leisure activities.

#### Classrooms #1 and #2

These rooms will be utilized for small group games and activities, lessons/teaching, arts and crafts activities, and snack. The preschool rooms have age-appropriate tables and chairs, shelves for toys, and area rugs for added comfort. There is also a landline telephone (located in classroom #1), and CD players.

#### Washrooms

Washrooms are located in the basement of Sturgeon Alliance Church and is adjacent to the large play area. There is also a handicapped accessible washroom located in the basement as well near the youth room. Washrooms also accommodate persons of all ages and abilities and provide the privacy required.

#### Outdoor Play Space (Weather Permitting)

As children grow and progress through all the five areas of development, it is essential to provide unstructured outdoor play. Outdoor play provides children with the opportunity to physically participate in a safe and healthy environment. The Town of Gibbons provides ample outdoor play space through a park with play structures and swings located behind Sturgeon Alliance Church and the Preschool. This park is an age appropriate environment that provides children with the opportunity to utilize the playground equipment, games (organized and unorganized), and free play. Staff will ensure equipment and playing fields are safe by doing daily hazard checks. On occasion staff may also utilize this outdoor play space for structured play activities.

#### Furnishings and Equipment

All furnishings and equipment used by the staff and children are safe, well maintained and in good repair. The staff strives to meet exceptional equipment and furnishings standards by making routine safety and hazard checks. Any equipment or furnishings determined unsafe or damaged will be addressed immediately through repair or disposal. All equipment and furnishings used by the staff are developmentally appropriate for preschool age children. Equipment is of a sufficient quantity and variety to meet the demands of the children. Activity programs will be rotated on a frequent basis to keep the interest of the children.

Equipment and furnishings are available to meet the five areas of Development. They may consist of the following play spaces:

**Arts and Crafts:** Variety of paper, pipe cleaners, paint brushes, beads, paint, foam sheets/shapes, sidewalk chalk, feathers, popsicle sticks, seashells, dried pastas, yarn, string, and thread.

**Dramatic Play:** Prop boxes, puppets, and materials to build or construct props.

**Music:** CD player, dance games/singing games, and musical instruments.

**Construction:** Blocks and Lego.

**Games:** Physical games (parachute, graveyard).

**Workstations:** Tables and chairs for crafts and alphabet workbooks.

**Quiet Space:** Pillows, blankets, stuffies, books, and comfortable chairs

**Indoor/Outdoor Equipment:** Large play area (indoor play structures, toys, and balls) and park (play structures, swings, and grassy area).

## 2. FEES, PAYMENTS, REGISTRATION & SCHEDULING

### 2.1 Program Fees

Monthly fee options are due on the first working day of each month, and may be paid by post-dated cheque, e-transfer (preschool.payments@sturgeonalliance.org), debit, cash, or credit card pre-authorization (M/C or Visa) and are to be given to the Administrative Assistant.

3-Year-Old Classes	\$85/ per month
4-Year-Old Classes	\$95/ per month

### Other Fee's

<b>Registration fee</b> (per registration) <b>Non Refundable</b>	\$10/per registration
<b>Late pick-up fee</b> (per child) <b>15 minutes after class time ends</b>	\$20/per child per 15 minutes
<b>NSF fee</b>	\$25

Fees are subject to change at the discretion of Sturgeon Alliance Church and reviewed every summer before the beginning of the new school year.

### 2.2 Payment Policy

#### Due Dates

All payments must be made to the "**King's Kids Preschool**" on the first working day of each month.

**\*\*Please give 1–3 business days for clearance.**

There will be a \$25 NSF fee charged for any cheques that do not clear.

If your account is outstanding, you will be given a reminder call by the 10<sup>th</sup> of the month by the Administrative Assistant. Alternative payment arrangements must be made at that time with the Administrative Assistant.

A late fee of \$20.00 per 15 minutes (or portion thereof) per child will be charged to parents picking children up later than 15 minutes after class time ends. **Fees must be paid no later than three days after the incident occurs and is paid to the Administrative Assistant.**

#### Payment Methods

- **Cheques** are to be made payable to the: "**King's Kid Preschool**". Post-dated cheques, for the year, will be held on file in the office of Sturgeon Alliance Church by the Administrative Assistant.
- **Credit Card Pre-Authorization** will also be held on file by the Administrative Assistant in the office at Sturgeon Alliance Church.
- **Cash/Debit** will only be accepted by the Administrative Assistant in the office at Sturgeon Alliance Church.
- **E-transfer** will be accepted by the Administrative Assistant. Please send payment to [preschool.payments@sturgeonalliance.org](mailto:preschool.payments@sturgeonalliance.org). There is no password.

**\*\*The program staff will not, under any circumstance, accept monthly fee payments.**

#### NSF Cheques

After two NSF (non-sufficient funds) cheques; only cash, certified cheque or debit will be accepted. An additional **\$25.00** fee will be charged to cover charges for each NSF cheque.

#### Income Tax Receipt

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At parent request, the Administrative Assistant can print up receipts for King's Kids Preschool to be used for income tax purposes.

## 2.3 Registration

### Enrollment

Parents/Guardians who have submitted a signed registration form and have paid a registration fee of \$10.00 are considered to have enrolled their child in King's Kids Preschool for a one-year term.

Children must be toilet trained by the start of the program in September.

To participate in the 3-Year-Old program, a child must be **three years old by December 31<sup>st</sup>**. If a child turns three after December 31<sup>st</sup>, a parent/guardian may register that child in the New Year (if space is available) and they will have a 6 week probation period. Please speak with a Preschool Teacher for more information.

To participate in the 4-Year-Old program, a child must turn **four years old by December 31<sup>st</sup>**.

***As a parent/guardian of a child enrolled in King's Kids Preschool, you are required to fulfill and perform the duties listed in the Parent Involvement Section 4.6 (p. 10-11) of this handbook.***

### Orientation

When families register, they are encouraged to tour the facility and, once registered, will receive a copy of the parent handbook at the Parent General Meeting. The parent handbook outlines necessary and applicable information to the child's care. The handbook also notifies parents of the programs policies and procedures. Parents are encouraged to be familiar with the Parent Handbook and if they have any questions to contact the Children's Ministry Director.

### School Supplies

School supplies needed for each child that are labelled with your child's name:

- One pair of indoor **Velcro shoes** to be kept at school (NO SLIPPERS). Appropriate sandals are only permitted to be worn in warmer months.
- One **regular sized backpack** capable of bringing home notes (8 1/2" x 11" sheets) from teachers as well as your child's lunch bag and crafts.
- A full **change of clothing** (socks, underwear, pants, and shirt) to be kept at school that is in a labelled Ziploc bag.
- **Healthy snack each day** sent in a lunch bag/box.
- Box of Markers.
- Water Bottle that is prefilled.

### Withdrawing from the Program

If, at any time, a parent wishes to remove a child from the King's Kids Preschool program, we ask that both the teacher **and** the Administrative Assistant will be notified before removal of the child from the program. If no notification is received, fees will be continued to be charged until the Administrative Assistant is notified of the change.

## 2.4 Scheduling

### Schedule

The teachers at King's Kids Preschool follow a flexible schedule. This schedule may or may not include circle time, free play, bathroom break, songs, stories, snack, indoor/outdoor large free play, workbooks, and lessons.



### Notifying program of absentee

Please be considerate of the staff and other children by informing us of any changes to your child's attendance. Parents and/or guardians must contact the Administrative Assistant at 780-923-2727 if their child will not be attending that day or will be arriving late.

### Program Closure/Weather Policy

**The program will not operate if Sturgeon School Division Transportation (SSDT) has been cancelled county wide due to bad weather or poor road conditions.**

Parents are asked to check SSDT website at: <http://www.sturgeontransport.ca> for current up-to-date information on status of all SSDT routes.

The program will also be closed if Sturgeon County Schools have closed due to weather conditions.

#### \*Reference: Sturgeon School Division policy I/3 – Inclement Weather

The staff are responsible during inclement weather to ensure they act in a reasonable manner and with full regard for the safety and well-being of all children in the program.

## 3. HOURS OF OPERATION

### 3.1 Program Hours of Operations

Program	3-Year-Old Program	4-Year-Old Program
King`s Kids Preschool	Tuesday and Thursday 9:30am-12:00pm	Monday, Wednesday and Friday 9:30am-12:00pm

### 3.2 Holidays & Program Closures

September	October	November	December	February	March	April	May	July-August
Labour Day	Thanksgiving	Remembrance Day Fall Break	Christmas Vacation	Family Day	Spring Recess	Good Friday Easter Monday	Victoria Day	Summer School Break

### 3.3 Late Pick Up

The program operates until 12:00pm for the 3-Year-Old Class and 12:00pm for the 4-Year-Old Class on school days. It is the parent's responsibility to make sure that their children are picked up and signed out of the program by that time. If children are not picked up and signed out of the program by the specified time, the staff will try to locate parents by phone. If they cannot be reached the staff will call emergency contacts, and they will be asked to come pick up the child. Late charges will apply if child is not picked up within 15 minutes of the program's end time:

**\$20 per child, per 15 minutes after the specified program end time paid to the Administrative Assistant.**

- 1) First offence: A verbal warning will be given to the parent/guardian and Children's Ministry Director will be notified.
- 2) Second offence: The late fee will be charged immediately.

*The staff at King's Kids Preschool understand that there may be circumstances that will be out of your control. The late fee will be applied when late pick up occurs habitually without justifiable cause.*

## 4. OUR PROGRAM

### 4.1 Program Planning

King's Kids Preschool believes that planning and practicing those plans support every child's optimal development in an inclusive early learning and childcare environment that incorporates the value and importance of play.

The program incorporates inclusive practices to involve all children in the program which promotes physical activity and minimize the time that children sit sedentary.

Staff will adapt activities and experiences to ensure children with diverse capabilities can participate at levels where they can feel confident and will intentionally plan for a variety of indoor and outdoor physical experiences each day.

### 4.2 Drop-off / Pick-up Procedures

Parents are required to sign children in and out of the program. If parents are unable to pick up child on any given day, only registered adults (18+yrs) or emergency contacts (18+yrs) are allowed to sign the child out. Please inform staff if someone other than parents will be picking up the child. If the person picking the child up is a minor (under 18yrs of age), written permission must be given to program staff **PRIOR** to release.

### 4.3 Program Contact Numbers

Sturgeon Alliance Church 780-923-2727

### 4.4 Nutrition

Adequate nutrition is a vital component to a child's healthy development. Proper nutrition increases a child's level of energy and encourages good eating habits. Parents are required to supply their child with a healthy snack, if desired a treat may be packed under the understanding that the child must eat their healthy snack first.

Parents must also make the program and its staff aware of any food allergies/restrictions their child may have at the time of registration. These must be indicated in writing. If any food allergy/restrictions change, the program must be notified immediately. Please keep in mind that the program is strictly a **peanut/nut free** environment for all.

### 4.5 Personal Belongings

The program encourages all children to be responsible of their own personal belongings. Each child is expected to store their belongings in a designated location. The program staff will reinforce this behaviour but will not be held accountable for lost, stolen or damaged items.

#### Toys from Home

The program requests that all toys are left at home to help us prevent accidental loss, damage, and conflict over toys. The program aims to provide a variety of programs, activities, and equipment to children attending the program. With a range of activities and equipment children will not be required to bring toys from home.

#### Show and Tell

During the school year, each child will have the opportunity to have a special day. That special day is also their parent/guardian's roster day. On this day the child is allowed to bring a show and tell (toy or other special item) from home to share with their classmates. This is the child's opportunity to talk about their item and to learn about sharing.

### 4.6 Parent Involvement

Parental involvement is a key element to providing successful and effective programs to children. Parents are

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essential to motivating and encouraging children to participate in the program. Participation of parents and children will help maximize the success of the program and enhance the child's experience. The program invites parents to become involved in a variety of ways. Comments, concerns, and opinions are appreciated and valued by the staff at the program. Some of the ways in which parents are encouraged to be involved include:

### Phone

Parents may call at any time to inquire about their child's progress, ask questions, or to raise a concern.

### Contribution of Parents/families

Occasionally, parents/families may be invited to share their talents, expertise, and/or family traditions with the students and teachers.

### Open Communication

Open communication is necessary between staff and parents. This will assist in serving its children and families. Children's needs will be better identified and addressed by staff with open communication. The parents will always be encouraged to participate in the care of their child through support, feedback, open communication, and attendance at meetings and special activities.

### Rostering, and Roster Parent Duties

**Rostering:** In King's Kids Preschool, a family's roster day is a special day for their child. Once a month (sometimes more), a parent/family member is required to stay with their child during class. The child who is the 'Special Helper' will also get to sit on the special chair at circle time, show-and-tell their favorite thing, be first in line, pick their favorite song and prayer, etc. Parents may be asked to roster more than once each month, depending on enrollment. Families may also sign up for days that are available and work best for them.

1. **Roster Parent Requirement:** Roster Parents are an essential part of the day-to-day, functional operation of the preschool. **King's Kids Preschool CAN NOT operate without a roster parent!** A minimum ratio of two adults for 7 or more kids is mandated by the Alberta Child Care Licensing Regulation (preschool programs).
2. **Roster Coordinator:** (a parent volunteer from each class) is responsible for creating and maintaining the monthly roster schedule. If parents are unable to roster throughout the year (due to work, etc), they are to find a close family member or friend (responsible, mature adult) to take their place and let the roster coordinator know.

**Kings Kids Preschool requires all potential roster parents/caregivers to provide the preschool with a Criminal Record Check with a Vulnerable Sector Search. This will fulfill the licensing regulation for preschools, as required by the Alberta Government.** Our Administrative Assistant will provide you with a letter stating that you would like a Criminal Record Check with a Vulnerable Sector Search completed free of charge. Please check with your local police station to verify which station you must go to in order to complete the check.

### Roster Parent Classroom Duties

On a scheduled roster day, parents are responsible for the following:

1. Be ready (arrive early and have your child ready for class) 5 minutes before class so you may be briefed by the teacher as to what activities are planned for that day.
2. Stay after the class is finished to assist the teacher in putting things back in order for the next class.

3. Wipe down the tables and chairs after craft and snack, sweeping the floors after craft and snack.
4. Wash or wipe down any toys as required by the teacher.
5. Assist the children and/or teacher as directed.
6. Ensure that crafts and notices are placed in each child's bag to be taken home.
7. In the event of a fire, ensure that the building (classrooms/washrooms) is vacant before exiting the building.

Please note: additional children in your care are not permitted to attend the class you are rostering in. Please make arrangements for their care during your scheduled roster day.

## Other Parent Requirements and Duties

Please be punctual! Late arrivals delay the teacher and disrupts the classroom. Have your child ready to enter the classroom (outdoor wear/backpack off and hung up, indoor shoes on, lunch box in hand) 5 minutes before class start time. Out of respect for our teachers and those working with your children, please pick up your child promptly when the class has ended. We require you to notify the teacher in writing if someone other than the parent is going to pick-up the child. Always encourage your child's independence and to meet licensing guidelines, we ask that you stay with your child only on your roster day or on fieldtrips.

It is required that parents provide their child with a drink and nutritional **peanut/nut free** snack. Your child should be properly clothed for indoor (painting and gluing) and outdoor activities and dressed appropriately for weather conditions (especially important for field trips, emergencies, etc.). Ensure your child has proper Velcro footwear (see School Supplies) that is to be worn indoors only. Indoor footwear must be worn at all times when in the building- no exceptions.

Check your child's mailbox and take home all crafts, receipts, newsletters, and any other important papers. Check the bulletin board located outside each classroom for the Roster Calendar, Preschool Calendar, and other current information regarding preschool activities.

## 5. GENERAL PROGRAM POLICIES

### 5.1 Child Guidance Policy

Expectations at King's Kids Preschool for behaviour are based on safety and respect. They include respect for self, others, and property. Children who attend the program must agree to follow a set of clear guidelines regarding their expected behaviour. These rules are in place to protect all children and staff; to prevent damage to the Program and its equipment; and to allow for appropriate action should a violation occur.

#### Children

Children are expected to respect the limits and boundaries of the staff, their peers, and the facility. Staff will assist children in making these choices and remind them of the rules and guidelines they are expected to follow. Should a lack of respect or unsafe behaviour exist, staff will stop or redirect the undesirable behaviour at the time it occurs. Staff will discuss the behaviour and the importance of the rules. Children will also be given the opportunity to identify and negotiate potential outcomes that are appropriate in the circumstance. It is also expected that staff will provide the children with the opportunity to resolve conflict themselves using language and problem-solving skills.

Specific behaviours that will not be tolerated include physical or verbal attacks with each other or with staff members. There will be zero tolerance for bullying behaviour in any form. Should bullying occur the specific outcomes, outlined in the bullying policy (section 5.2), will be adhered to.

Any child guidance action taken within the Program will be reasonable to the circumstances and at no time will staff use physical or emotional means to correct the behaviour. Additionally, group outcomes will not be taken in response to the actions of an individual.

Under no circumstances will staff:

- Inflict, or cause to be inflicted, any form of physical punishment, verbal or physical degradation or emotional degradation.

- Deny or threaten to deny any basic necessity, or
- Use, or permit the use of, any form of physical restraint, confinement or isolation.

## Staff

Staff at the program will treat all children with dignity and respect and will maintain fair and equitable treatment to each child. It is also expected that staff will promote and support the well-being and development of all the children. Each staff will model appropriate behaviours that are expected of the children and encourage positive interaction. Staff will establish rules that identify appropriate behaviour and provide opportunities for the children to help identify additional rules of expected behaviour. Staff will communicate these rules in a clear and concise manner and indicate the importance of the rules and their outcomes. Furthermore, staff will encourage the children to learn to become more responsible and accountable for their own behaviour. Fair and realistic outcomes will be imposed on those presenting undesirable behaviours. Consistency of the rules, outcomes, and behaviour management techniques will be demonstrated by all staff. Confidentiality and a child's privacy will be maintained when discussing a child's behaviour.

Staff will apply outcomes that are realistic and appropriate to the age of the child, severity of the behaviour, and the frequency of the behaviour. Staff will only employ outcomes when children are unable to safely develop a solution themselves. Staff will practice minimizing misbehaviour and employ good behaviour management techniques which may include:

**Redirection:** Staff may stop or redirect an activity or behaviour that is undesirable or unsafe.

**Reinforce:** Staff will positively reinforce good behaviours.

**Resolution Time:** Staff will provide time for the child/children to contemplate and strategize a solution acceptable and safe to all.

**Outcomes:** Staff will apply outcomes when necessary. This may include limiting the child's choices in the program, or developing an activity to address the behaviour, etc.

Staff are also responsible for completing incident reports and communicating these with the parent(s) and/or guardian(s) of the child.

Persistent behaviours demonstrated will result in a progressive plan to eliminate the undesirable behaviour. This plan can include parent meetings with or without the child.

Should an incident of bullying occur, staff will adhere to the Bullying Policy (section 5.2)

## Parents

All children need nurturing and guidance to develop a keen sense of self that is capable and confident to making positive choices. King's Kids Preschool works towards creating a positive environment where children can safely interact with others. It is expected that parents maintain open communication with the staff and have a desire and willingness to help their children should they experience or exhibit difficult behaviour.

Parents will be responsible for reading the Child Guidance policy in this section. Parents may also find this policy at the program. Staff will encourage parents to consult additional childcare resources to assist in the care of their child, particularly those experiencing behaviour issues. Parents should also be aware that all staff have been informed of this policy and will review it on a regular basis and as needed. Should an incident occur staff will document the incident, and parents will be notified of the behavior.

If there are any questions or concerns regarding the Child Guidance policy, parents may consult staff for clarification or to express their concerns. If staff is unable to address the questions or concerns, the staff will find the answer for the parent or refer them to the Children's Ministry Director.

## 5.2 Bullying Policy

King's Kids Preschool believes in providing a safe, receptive, non-threatening environment in which children can actively participate. All staff, children, and parents must work to maintain a commitment to providing a bully free zone within the program. The program is committed to supporting children in their rights to a safe atmosphere where they can succeed, develop responsibility for their actions, and demonstrate self-guidance. The purpose of the bullying policy is to promote a caring environment where children, staff, and parents are active in the prevention of bullying. It encourages children to act respectfully with self-guidance, utilize appropriate problem-solving skills, report unacceptable behaviours, and to be accountable for their actions. All staff, children, and parents should be aware that bullying behaviours of any kind are not permitted, excused,

or tolerated. Any bullying behaviours that are reported or observed will be addressed promptly and effectively. Should anyone witness bullying behaviours it is expected that they report it immediately so it can be addressed at that time. The bullying policy will provide clarification on bullying behaviours, what the procedures are for reporting and responding to bullying and provide support and assurance that it will be dealt with consistently and effectively. This policy also outlines potential outcomes of bullying behaviours. Bullying behaviours are taken very seriously and children will be supported should they ever report a bullying incident.

### **What is Bullying?**

Bullying is when an individual deliberately uses intimidation, aggression, and/or cruelty with the aim of hurting another person. Bullying is a conscious act that takes advantage of an imbalance of power. It is often repeatedly directed towards one or more individuals with the intention of causing pain or distress. Bullying activities can happen anywhere at any time. It is not normal or acceptable behaviour and will not be excused as being a part of life. If a child falsely accuses another individual of bullying it will be considered as bullying. Bullying is a misuse of power exerted on others with a hurtful intention. Bullying activities can take many forms. The form of bullying used may change over time as children mature and more than one form of bullying can be present. Bullying can be:

- **Emotional/Social** - exclusion, shunning, tormenting
- **Physical** - pushing, kicking, hitting, any use of violence
- **Verbal** - name-calling, ridiculing, verbally attacking or threatening others
- **Cyber/Graphic** - using computer or other technology (cell phones, cameras) to harass or threaten
- **Racist** - racial gestures, slang, threats based on racial characteristics
- **Sexual** - unwanted physical contact, sexually threatening or abusive comments

#### **\*Please note-bullying activities are not limited to the above examples\***

Almost everyone has encountered bullying, either as a bully, a target, or as a bystander. King's Kids Preschool promotes the prevention of bullying activities and recognizes the significant effects (bullying interferes with providing a safe and respectful environment resulting in pain and distress; often creating anxiety, and fear). It can also lead to long term effects for the bully and/or the target. Bullying can interfere with an individual's willingness to participate in programs and activities. Individuals experiencing bullying do not benefit from the programs and activities offered as they make choices in response to fear or emotional distress.

Children need to develop a healthy sense of confidence and self-esteem to build the skills necessary to resolve conflict. Bullies like attention and thrive with an audience. This bullying policy is aimed towards guiding children to develop confidence in resolving conflicts and preventing bullying behaviours.

### **Signs and Symptoms of Bullying**

Children may exhibit signs and symptoms that they are involved in bullying. The King's Kids Preschool has many resources and referrals available for children, parents, and the community to access if needed.

**Procedures:** Should bullying behaviours occur, appropriate responses include:

- **Identify** - children, staff, and parents will work towards identifying potential and present bullying behaviours. These behaviours must be carefully analyzed as to avoid false accusations.
- **Report** - the incident must be reported to staff at the time it occurs or is observed.
- **Investigate** - gather all relevant information to the bullying incident. Staff must do their best to consult each individual that was involved or that observed the bullying behaviours.
- **Incident Report** - staff must write an incident report and notify the Children's Ministry Director. Parental involvement will then be determined.
- **Inform Parents** - if required, the parents will be informed of the incident.
- **Meetings** - meetings may be scheduled with the parents to discuss the behaviours. Children may or may not be required to attend.
- **Stop Behaviour** - bullying behaviours must be stopped. Staff, children, and parents must make an effort to create behaviour change.

### **Outcomes**

As a result of bullying, appropriate outcomes will be applied. Various factors will be used to determine potential outcomes. These factors include the age, development and maturity level of those involved, history and/or patterns of behaviour, severity of incident, context, relationship between those involved, and other surrounding circumstances. Children are also encouraged to take responsibility for their actions and resolve the conflict if possible. Any outcomes applied will be relevant to the situation. Only those involved in the bullying situation will have outcomes imposed on them. Applied outcomes will result in fair and equitable treatment to those involved and will only be carried out by the staff at King's Kids Preschool. Further, the outcomes for bullying behaviours will be consistent with the Child Guidance Policy.

**Outcomes may include but are not limited to:**

- Discussion of bullying behaviours, respect for the environment and others
- Limiting choices
- Developing activities to address behaviours that reinforce positive behaviours
- Action plan/behavioural contract
- Parent meeting/discussion to determine an action plan together
- Ongoing supervision of problematic behaviours
- Referral to resource library
- Referral to community organizations/agencies

Resolution time for those involved to resolve the conflict and create solutions

### 5.3 Supervision Policy

The program will ensure that staff observe children's play and behaviour both indoors and outdoors by:

- Directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children may gather in larger groups.
- Observing play and anticipating what may happen next in order to assist children and intervene in the event of potential danger.
- Listening closely to children, even those who are not in the caregiver's direct line of sight (such as those in outdoor play spaces).
- Positioning staff to allow for the supervision of the entire group of children.
- Monitoring children's health to identify early signs of fever, illness, or unusual behaviour.
- Watching and participating in children's play to ensure that children are playing in a safe manner.

Staff are aware of the programs indoor and outdoor physical environments by:

- Conducting regular safety checks of the program premises and equipment to remove hazards.
- Position equipment and arrange the environment to allow caregivers to supervise the children's play, rest, and toilet areas.
- Know which individuals are authorized to pick-up a child from the program in place of a parent.
- Notice when children arrive and leave the program, ensuring that both arrival and departure are accurately recorded and signed.
- Remember where emergency medications, first aid kits, and emergency contact numbers are kept.
- Always monitor children.

The program will promote child safety through supervision including all children accounted for both on and off premises, when arriving or leaving the program premises by:

- Creating and following policies and procedures that outline supervision practices for programs.
- Reviewing policies on a regular basis with all staff, particularly when there are programming changes (for instance, during the spring when children are outside more, or in the new year, when new children may enroll in the program).
- Using a consistent system during head counts or roll call (counts should be done during all transitions, including when children leave or return to their classroom, or enter or leave a vehicle).
- Establishing simple rules for children (for example, "when we are indoors, we walk").
- always Maintaining staff to child ratios.

### For children in the program

Effective Date:09/02/2020

Review Date: 09/02/2020

Children attending either program will only be released to adults (18+yrs) with authorized written consent by the child's legal parent or guardian. Upon registration parents are asked to submit a list of adults (18+yrs) authorized to pick up their child. Any changes to this list must be made in writing. If the person picking the child up is a minor (under 18yrs of age), written permission must be given to program staff **PRIOR** to release. Parents, guardians, emergency contacts, and individuals on the list must bring ID and be willing to show it when asked. Children will then be released to those individuals after presenting ID.

When a person unknown to the staff requests a child, the staff will ask for ID and compare it to the authorized pick-up list for that child. If the individual's name is not on the list the child will not be released. This person will be asked to leave the program area. It is very important to notify staff of any special circumstances regarding your child's pick-up (i.e., custody arrangements, restraining orders, etc.).

If any person, including a child's legal guardian, arrives to collect a child and staff has a reason to believe that individual to be under the influence of alcohol or illegal drugs, the staff reserves the right to refuse to release the child. An attempt will be made to contact another authorized individual for pick-up. If the parent/legal guardian chooses to leave the program with the child, the staff will contact the RCMP to make a report.

**\*\*All children must be signed in and out of the program every time.**

## 5.4 Inclusion Policy

Inclusion of children with developmental disabilities provides an essential opportunity for mutual learning, acceptance, and awareness of each other's needs.

We are committed to providing care to children and families with exceptionalities as long as.

- The child's exceptional needs can be met to the fullest within the program in order to positively ensure his/her overall growth and development.
- The child can be included positively into group settings.
- The parent/s support and co-operation is evident.
- The total number of children with exceptionalities or without exceptionalities is balanced according to the needs of everybody.

## 5.5 Weather Policy

**The program will not operate if Sturgeon School Division Transportation (SSDT) has been cancelled county wide due to bad weather or poor road conditions.**

Parents are asked to check SSDT website at: <http://www.sturgeontransport.ca> or listen to 630 CHED for current up-to-date information on status of all SSDT routes.

King's Kids Preschool will also be closed if Sturgeon County schools have been closed due to weather conditions.

Staff are responsible during inclement weather to ensure they act in a reasonable manner and with full regard for the safety and well-being of all children in the program.

## 5.6 Open Door Policy

King's Kids Preschool offers an **Open Door Policy**. An **open door policy** allows parents to visit their children in our facilities any time they wish. We do ask parents who plan to visit their children frequently to follow the program routine, to avoid disturbing the program schedules and activities.

## 5.7 Staff, Visitor, and Roster Parent Screening Policy

### Staff

Staff applying to work in the Program will be interviewed by the Children's Ministry Director or designate. Priority will be given to individuals who have a Child Development Worker certificate and current first aid certification.

Prior to offering employment references will be contacted, qualifications verified, and recommendations made to the Children's Ministry Director. Upon hiring, new employees with Sturgeon Alliance Church are required to provide a criminal record check, including a vulnerable sector search and are requested, as part of their offer letter to immediately report to the RCMP Detachment with the appropriate identification required for the



request. Once completed, employees are required to present a copy of the criminal record check to the Children's Ministry Director or Administrative Assistant.

### **Special One Time Visitors/Presenters**

Special one time visitors/presenters will be booked and screened by the Children's Ministry Director or designate before access is allowed in the program. They will not be required to provide a criminal record check. At no time will special visitors or presenters be permitted to be alone with any of the children registered in the program, with the exception of Sturgeon School Division employees or other licensed program employees that are directly working with children within our program. All special visitors/presenters will be required to sign in and out of the program.

### **Parent**

Parents wishing to volunteer on field trips will be required to provide a copy of a criminal record check that is dated no earlier than six months prior to the date of commencement and will be screened by the Children's Ministry Director or designate. All parents will be required to sign in and out of the program.

Parents who wish to attend field trips with their child, may do so without a criminal record check. Parents wishing to attend a field trip must notify program staff by the sign up deadline. Transportation will be provided to the parent if they arrive before the designated departure time and are signed into the program as a volunteer.

Parents can provide their own transportation for them and their child but must inform the program staff that they will be meeting the program at the destination. At that time the child and the parent will need to sign into the program. The parent and child will need to sign out of the program when they leave the destination.

## **6. COMMUNICATION**

### **6.1 Communication**

#### **Parent Correspondence via Facebook ( King's Kids Gibbons Preschool)**

The program aims to provide parents with information on a consistent basis that covers pertinent topics regarding their child's care, or upcoming events. We encourage all parents to collect and read all the information available in the program.

### **6.2 Communication regarding off-site activities**

All parents/guardians will be given a written notice at least one week prior to any off site activities.

Parents/Guardians must sign a consent form giving permission for each off-site activity. Transportation and supervision arrangements will be communicated on the consent form and will be specific to the activity.

The program may go on field trips that coordinate with our monthly themes. Signed consent is given for these field trips through a field trip form that will be handed out prior to the field trips date. The form will have to be signed and returned to the teachers before the deadline.

A copy of each child's registration form must be taken during any activity that takes place off the program's premises.

### **6.3 Reporting incident/accident or serious illness**

Procedures for reporting accidents/incidents/serious illness consists of completing an incident or accident report form. All report forms are signed by the attending staff and must be brought to the attention of the child's parents. Parents will also be required to read and sign the forms indicating that they have been informed and are aware of the incident. After completion forms must be forwarded to the Children's Ministry Director.

### **6.4 Complaint and Suggestion Procedure**

The program will make every effort to address concerns if they arise. If a situation causes concern, please address it in the following manner: Verbal or written concern given directly to the staff. If the issue is not resolved, please discuss it with the Children's Ministry Director. If necessary, a final consideration of the

complaint will be made to the Lead Pastor and the Sturgeon Alliance Boards of Elders.

Suggestions are always welcome. Please present your ideas/suggestions (verbal or written) to the teachers or the Children's Ministry Director.

## 6.5 Access to Monitoring and Licensing Inspection Reports

Parental access to monitoring and licensing inspection reports are made available to interested parents by Administrative Assistant. Licensing and inspection reports help the program ensure that they are offering quality programming and activities to children in a safe and well-maintained environment.

## 7. HEALTH AND SAFETY

### 7.1 Accident or Illness

Parents will be notified in the case of an accident or serious illness involving their child. In the case of an accident requiring first aid or medical assistance the staff will evaluate and, when appropriate, administer basic first aid.

King's Kids Preschool may secure medical advice and services as it, in its sole discretion, may deem necessary for the participant's health and safety and the parent will be financially responsible for such advice and services. A medical release will be signed by parents/caregivers at time of initial registration.

Children attending the program must be in good health. Sick children, as pertains to below will not be permitted to attend the program at any time to protect their own and others health and safety.

Basic medical information is required at time of registration and will be used in the event of an accident or illness. The following information is required: Child's AHC, Immunization records, allergies information, information regarding medication and any other pertinent medical information/restricted activities.

### Circumstances under which are grounds for excluding a child from the program

To protect the health and safety of children and staff, children displaying symptoms of communicable diseases, illnesses, and other conditions are asked to stay at home or make alternative arrangements. This will help us ensure viruses and illnesses are not spread at the program. The following are circumstances in which a child will be excluded from the program:

- vomiting, having a fever, diarrhea or a new or unexplained rash or cough,
- requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.
- If a child exhibits the signs and symptoms of illness the program will call parents/guardians for immediate removal of the child from the program premises

A child may return to the program if the staff are satisfied that the child does not pose a health risk to other children or caregivers.

If parent fails to remove child from the program, the child's emergency contact will be asked to remove the child.

Parents are informed of the policies surrounding illnesses at the program and through the Parent Handbook.

### Communicable Diseases/Illnesses/Conditions

Parents must notify the staff and make alternative arrangements for their care when a child has been exposed to a communicable disease. Additionally, the program must be notified of the child's absence and illness. Should the disease be of a serious nature, the program may request a doctor's note indicating good health before they can return. Communicable Diseases/Illnesses/Conditions may include but are not limited to: Chicken Pox, Pink Eye, Hepatitis A/B, Ringworm, Influenza, Strep Throat, Head Lice, Tetanus, Measles, Meningococcal Meningitis, Mumps and Whooping Cough, and Covid-19. For information concerning Covid-19 guidelines, please see attached document at the back of this handbook; Covid-19 Information, Guidance for

## Preschools.

### If a child becomes ill at the program

If a child becomes ill while attending the program and cannot participate in activities, the child will be made comfortable in a separate space away from other children. A parent of the child will be contacted immediately. Parents will be expected to pick-up the child and make alternative arrangements. If a parent is unavailable, the emergency backups indicated on the registration form will be contacted to pick-up the child, therefore, emergency backups must also be authorized to pick-up that child. Children who become ill must be picked up from the program as soon as possible to prevent the spread of viruses and illnesses. In the event a parent refuses or is unable to pick-up their child, medical services will be sought on the child's behalf and the proper authorities notified.

### Tracking of accidents to identify trends or issues

The program tracks and analyzes accidents and illnesses to identify trends or issues through the Alberta Health Services Child Facility Incident Log Sheet. An outbreak may be suspected in a childcare facility when there are two or more children with the same category of symptoms that started within 48 hours of one another. If an outbreak is suspected, as defined above, it must be immediately reported to AHS Zone Public Health.

**Environmental Public Health**                      **1-888-342-2471**  
**Communicable Disease Control**              **1-403-995-6750**

The program will follow all recommendations of the AHS Public Health staff.

If two or more similar accidents occur, the accidents will be discussed during a Staff meeting, to reduce the likelihood of accident. If any accident requires medical attention it will be reported to Alberta Child and Youth Services.

### Supervised Care for Sick Children

In the event of a sudden illness a child will be taken away from the group and isolated whenever possible until a parent or caregiver arrives to pick up the child. If the group has a planned activity that takes them out of the area provisions will be made to supervise the child until picked up.

## 7.2 Communicable Disease

### Circumstances under which a child should not attend the program

To protect the health and safety of children and staff at the program, children displaying symptoms of communicable diseases, illnesses, and other conditions are asked to stay at home. This will help us ensure viruses and illnesses are not spread throughout the program. The following are circumstances in which a child should not be brought to the program:

- **Vomiting two or more times in the past 24 hours,**
- **has a fever even if the fever is being controlled by Tylenol,**
- **diarrhea, a rash,**
- **a sore throat,**
- **not feeling well and showing signs of getting sick.**

Circumstances are not limited to the above and include communicable diseases previously listed. **When health and safety is a concern the program reserves the right to refuse care to the child generating the concern.** The child is permitted to return when the health and safety concern is alleviated.

## 7.3 Administration of Medicine/Herbal Remedy

The program takes the administration of medication/herbal remedy very seriously. Therefore, the following guidelines are strictly adhered to:

Effective Date:09/02/2020

Review Date: 09/02/2020

## Staff Responsibilities

Please be aware that staff will administer emergency medication only. Staff are unable to administer any form of medication to children without a signed authorization by the parent. Parents must sign the authorization form if they require staff to administer medication to a child during care. Parents must indicate the medication/remedy to be taken, dosage, dates and times to be administered, any special instructions with their signature and date of authorization. Any medication/herbal remedies not in their original containers will not be administered. Parents who do not provide written authorization will not have the medication/herbal remedy administered by staff. If written authorization is obtained, it will be administered according to the labels directions. Obtained authorization will be kept on file. Staff will administer medication/herbal remedies and document the time, date, and dosage immediately after administration.

Emergency medications will be unlocked but made inaccessible to children.

When the medication/herbal remedy is administered to a child, the staff will ensure that the "Individual Record of Medical/Herbal Remedy Administration" form is completed, and the following information is recorded:

- The name of the medication
- The time of the administration
- The amount administered

The staff are responsible for knowing which children require medication/herbal remedies and the procedures for their specific administration.

## 7.4 Provision of Health Care

Parents will be notified in the case of an accident or serious illness involving their child. In the case of an accident requiring first aid or medical assistance, the staff will evaluate and, when appropriate, administer basic first aid. Church Staff may assist in providing first aid if necessary.

## 7.5 Incident Reporting

All incidences, first aid situations and near misses must be reported using the program standard form. In addition, the Alberta Children and Youth Services Incident Report must also be completed. All forms must be completed as soon as possible, and the appropriate signatures obtained. All available information must be included on the form and should fully reflect the scope of the "incident". After completion, forms must be forwarded to the Children's Ministry Director.

**Incidences such as:**

- **an emergency evacuation;**
- **unexpected program closure;**
- **an intruder on the program premises;**
- **an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight;**
- **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 (i.e. lost child);**
- **a child removed from the program by a non-custodial parent or guardian;**
- **an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer;**
- **and/or a child left on the premises outside of the program's operating hours,**

**Will be reported immediately to the regional child care office within two working days.**

A copy of the Alberta Children and Youth Services Incident Report form should be faxed/mailed to the licensing staff.

All incidences must be brought to the attention of the parent as soon as possible or at the time of pick up.

An annual statement is submitted in an Incident Reporting Annual Summary and Analysis Report to Child Care Licensing.

## 7.6 Emergency Procedures

Please refer to the Emergency Preparedness Plan for our complete emergency plan. Periodic training is provided to all staff and the procedures are reviewed with all new staff on their first day. Staff will review the Emergency Preparedness Plan with the children and practice, at least three times per year, evacuating the building. Staff will review meeting spots, both inside and outside of the school.

Emergency contacts and telephone numbers are listed in the program room and a copy is kept with the portable records.

## 7.7 Smoking

Sturgeon Alliance Church, and therefore King's Kids Preschool, is a non-smoking facility. No smoking is permitted in the church or when King's Kid Preschool is on an offsite event or activity.

# 8. RECORD KEEPING

## 8.1 Children's Records

At time of registration parents are required to complete a child registration form that includes:

- Child's Name, date of birth and home address/telephone number
- Parent's name and physical home address and home telephone number
- Parent's daytime contact information including cell phone number
- Alternate parent's daytime contact information including work telephone number and cell phone number
- Name, telephone number and address of two other people who can be called in case of an emergency
- List of additional individuals who are authorized to pick up the child from the program
- Relevant medical information, including allergies and immunization (if applicable)
- Completed Medication Administration form if applicable
- Completed program Consent Forms including health care consent.

A hard copy of this information is kept and maintained in each classroom, and in each of the teacher's field trip backpacks. These records will be locked up in either a cabinet or a locked classroom when they are not in use. It is available for review by the Staff at all times and parents upon request. In addition, a copy of the information will be kept in a locked space in the office of Sturgeon Alliance Church. This information is accessible to staff of Sturgeon Alliance Church.

Parents are also requested to sign a photo release for the taking of photos for identification purposes only. These photos will be taken by program staff and used for program purposes only. They will be shared with authorities if required.

## 8.2 Administrative Records

Administrative Records will be maintained on a daily basis and kept on the premises and available for review by King's Kids Preschool administration, staff and parents when applicable.

A daily attendance record will be maintained using the Sign In/Sign Out sheet. There are provisions on the sheet for the parent to initial/sign when dropping off at the beginning of the program and picking up at the end of the day. To maintain accuracy the attendance form is updated twice a day to reflect exact numbers of children attending the program at any given time block.

Staff are required to sign in on the Sign In/Sign Out sheets.

Administrative Records will also include an up to date record of each primary staff member's child care certification and current first aid certification. In addition, there must be verification that a current criminal record check has been provided. This information will be kept by the Administrative Assistant in a locked cabinet at the Sturgeon Alliance Church office.

Confirmation of screening for volunteers can be obtained from the Administrative Assistant.

## 8.3 Portable Records

Any time that the staff are away from the regular program area they must carry the portable record for all of the children in care. This includes leaving the premises for field trips. The portable records will include the following:

- Child's Name, date of birth, and home address/telephone number
- Parent's name and physical home address and home telephone number
- Parent's daytime contact information including cell phone number
- Alternate parent's daytime contact information including work telephone number and cell phone number
- Name, address and telephone number of at least one other person who can be called in case of an emergency
- List of additional individuals who are authorized to pick up the child from the program
- Relevant medical information, including allergies and immunization (if applicable)

The Portable Records will also include the telephone numbers of local emergency response services and poison control center.

## **9. STURGEON ALLIANCE CHURCH and COMMUNITY RESOURCES**

Resources available through the Gibbons Family Resource Program are:

**Bon Accord and Gibbons Food Bank**  
**WECAN Food baskets**  
**Meals on Wheels-Chef's Choice Food**  
**Sturgeon Community Resource Network**  
**Early Childhood Development Initiative**  
**Sturgeon Adult Literacy**  
**Gibbons Family and Community Support Services**  
**Community Closet**  
**Sturgeon Victim Services**  
**Primary Care Network**

Other Community Resource available in Gibbons:

The Fire Department is within walking distance of the King's Kids Preschool premises as is the Community Library and local Arenas. These facilities can be utilized for field trips.

Resources available through Sturgeon Alliance Church that may run throughout the year are:

**Alpha Course**  
**Grief Share**

Sturgeon Alliance Church is devoted to supporting families within our community. If you require assistance, please contact the church office at 780-923-2727, or speak directly to one of the preschool teachers.

### **Family Events**

King's Kids Preschool and Sturgeon Alliance Church may hold different events throughout the year to help build relationships with the families and provide a supportive environment to one another.

## 10. OTHER STURGEON ALLIANCE CHURCH CHILDREN'S PROGRAMS

### OTHER CHILDREN'S PROGRAMS

The following Children's Programs are also available at Sturgeon Alliance Church:



#### **Mustard Seed Nursery – During Sunday Mornings Services Birth to age 3**

Supervised play for babies and toddlers.



#### **G-Force - During Sunday Morning Service**

**For kids age 4 -Gr.4**

An exciting way for Kids to worship God and learn about Him.



#### **Coffee & Chaos – Coming Soon**

Visit with other community parents over a coffee while watching your children play in a safe, indoor playroom.



#### **Ignite**

For **Gr. 5-8** students and is a time of games, relationship building, and learning about Jesus!



#### **Fuse Youth Ministry**

For **Gr 9-12** students and is all about Making Jesus Famous. This is done through community of worship, service and fun!

## 11. SUNDAY MORNING SERVICE

Sunday morning service at 10:00 am – in-person gathering.

- Facebook Live.
- Sturgeon Alliance Church YouTube Channel, livestream/prerecorded.

## 12. LEADERSHIP AND REPORTING STRUCTURE

### Leadership and Reporting Structure

King's Kids Preschool is owned and operated by Sturgeon Alliance Church. The leadership structure is as follows:

**SAC Board of Elders** - church governance board on behalf of the membership of Sturgeon Alliance Church

**Lead Pastor** (Brent Foster) - team leader of staff team and primary liaison between Board of Elders and staff

**Children's Ministries Director** (Kelly Kozak) - responsible for primary oversight of King's Kids Preschool

**Teachers** (Sara Kugler and Julie Mullins) - day-to-day functional leaders of King's Kids Preschool

**Administrative Assistant** (Monique Yushchyshyn) - provides administrative support to teachers and Children's Ministries Director, and handles all financial processes for King's Kids Preschool and parents

## 13. CONTACT INFORMATION



Sturgeon Alliance Church

Phone: 780-923-2727

Fax: 780-923-2880

Address: Box 1080

4910 52 Street Gibbons, AB T0A 1N0

Website: [www.sturgeonalliance.org](http://www.sturgeonalliance.org)

Office Email: [office@sturgeonalliance.org](mailto:office@sturgeonalliance.org)

King's Kids Preschool Email: [kingskidsgibbons@gmail.com](mailto:kingskidsgibbons@gmail.com)