



**Westview Education Society**

**Rise and Shine Preschool**

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## **CHILD SAFETY AND SECURITY POLICIES**

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## I. INTRODUCTION

### A. Purpose

The following safety and security policies have been developed by the Westview Education Society (hereafter designated as WES) so that the goals for the prevention of harm and the security of its board members, employees, volunteers, and students may be met.

The purpose of these guidelines is:

- To encourage and foster respectful relationships.
- To maintain an attitude of zero tolerance for abuse, harassment or neglect toward all individuals involved with WES.
- To provide practical guidelines for conduct for Preschool Board members, staff and volunteers.
- To limit the WES legal liability.
- To provide a process for handling complaints and disclosures.
- To ensure safety of staff and volunteers reporting or counseling in situations of abuse.
- To comply with the Alberta Education safety standard, which states: “*an ECS program must be operated in a facility that complies with all the applicable municipal and provincial health, safety, and fire and building standards.*” (AB.Ed. Manual);
- In accordance with the Alberta Privacy Commission, all documents pertaining to the Records, Personnel screening information, security policies and procedures will be kept on file in a secure place at Westview Baptist Church and shall be reviewed regularly so they are maintained as current. Information from these files may only be released on the consent of the Preschool Board Chairperson in conjunction with the consent from the employees and parents.

## II. CHILD SAFETY AND SECURITY POLICIES

**A. Purpose:** Policies have been developed to increase the safety and security of children attending classes in Rise and Shine Preschool; to provide practical guidelines for the conduct of teaching staff and volunteers; to limit the legal liability to WES; and to provide a process for handling suspicions, complaints or disclosures of abuse at school or in the home.

### B. General Guidelines:

- The policies and procedures will be compiled and held in a Policy Binder in the Preschool office. A copy will also be kept in the classroom for volunteers.
- Policies that apply to families and children will be in the Parent Handbook. They will also be posted on the website ([www.riseandshinepreschool.ca](http://www.riseandshinepreschool.ca))
- These policies will form part of the orientation process for all new staff. The policy manual is available to all staff to review at any time.
- The **Child Safety and Security Policies** will also be in the parent handbook which is sent to all families on-line. If parents want a hard copy of the guidelines they may ask for them from the office. Parents will be encouraged to read them. This will be reinforced in the September Newsletter and reviewed at the Parent Information meeting held in September/October.
- Parents will be required to sign a statement that they have read, approve and will be compliant with these key policies:

- A. Child Behaviour and Guidance Policy
- B. Health Risk and Illness Policy
- C. Serious Incident Reporting Policy
- D. Supervision Policy
- E. Emergency Evacuation Policy

**A. Child Behavior and Guideline Policy**

Effective Date: September 2009  
Revision Date: January 30, 2018  
Revision Date: May 25, 2021

WES Preschool believes in positive reinforcement and desirable behavior. Parents and teachers will work together to help the child develop a feeling of self-worth and responsibility for his/her actions.

It is expected that children will treat adults and their classmates with respect and politeness and that the adults will set the example in this regard.

We will handle behavior problems or conflict by re-directing the child to different acceptable activities. All rules and routines will be stated clearly to the children.

Children are supported in communicating and problem-solving conflicts.

Encouragement to use behavior that makes everyone happy and positive; reminders will be used such as “walking feet” and “inside voices”. Praise for good behavior will be given.

If necessary, one of the following child guideline methods will be used. (All child guideline action taken will be reasonable in the circumstances).

- A privilege will be withdrawn.
- The child will be asked to move to a “quiet area” with a teacher to talk and work out a solution to the conflict and reaffirm the rules and routines in the classroom.
- The child will be asked to apologize for their part in the conflict and the teacher will help the child to understand how the other student felt during the conflict to encourage empathy in the classroom.

Children will be given positive feedback after each behavior guideline incident to reassure them that they are loved and cared for.

Parents will be notified of any persistent problems.

Child Guideline methods not accepted in our preschool include:

- Physical punishment, verbal or physical degradation or emotional deprivation
- Denying or threatening to deny any basic necessity
- Use or permit the use of any form of physical restraint, confinement, or isolation.

If behavior indicates that a child is not adjusting to the program, parents will be asked to withdraw the child from the school.

The Child Behavior and Guideline Policy will be in the Policy manual, the Parent Handbook and on the website. Parents will be required to sign a document stating that they have read and approve of this policy. Children will be informed by their teachers at the beginning of classes as to the contents of this policy and it will be reviewed with the children as needed when incidents arise in class.

## **B. Health Risk and Illness Policy**

Effective Date: September 2009

Revision Date: January 30, 2018

Revision Date: May 25, 2021

### **Potential Health Risk:**

Any child with a significant communicable disease shall not attend class and will be sent home immediately should symptoms appear during class. These diseases include: Stomach Flu with vomiting and/or diarrhea, Strep Throat, Measles, Mumps, Chicken Pox, Pink Eye, Impetigo, Lice or any other serious illness.

### **When a parent advises the WES staff that their child has one of the above health risk situations:**

Parents of other students will be notified of these illnesses among the students if instructed to do so by the Public Health Nurse or Doctor. A sick child is defined as a child who is unable to participate in the program because he/she:

1. Is vomiting, has a fever over 38C, has diarrhea, a new unexplained rash, persistent cough, has convulsions or breathing difficulties;
2. Requires greater attention than can be provided without compromising the care of other children in the program;
3. Displays any other illness or symptoms that a staff members knows or believes may indicate the child poses a health risk to persons on the program's premises.

**When a child becomes ill during class:** everything will be done to make him or her comfortable. The child will be isolated from the other children and supervised in a quiet area where he or she may rest. The Office Administer may be asked to help with supervision in these cases. The child's temperature will be taken using a digital thermometer. The temperature will be recorded on the **Illness Report Form**. If the child needs to be sent home the Parents/guardians will be contacted to have the child removed from the program as soon as possible; the emergency contact person will be called if the parents are not available.

If a child has a contagious disease, the family Doctor or Alberta Health Services should be contacted by the parents. Their recommendations should be followed regarding the child's return to class.

The *Public Health Act* requires WES Preschool to report all communicable diseases to Alberta Health Services and this will be done.

Children must be **symptom free for 24 hours** before returning to school after being sick. This includes vomiting, diarrhea and fever. Parents should phone or email the office or teacher prior to bringing the child back to school to confirm the child is symptom free or provide a Doctor's note that the child no longer poses a health risk to other children or staff.

All instances of illness in the classroom will be documented on the **Illness Report Form**, signed by the teacher and a parent, and attached to the child's file. This report will contain the name of the child, date of illness, name of staff member who identified illness, time parent was contacted, and who contacted the parent, time child was removed from the program and date child returned to program.

### **Serious Illness and Accidents:**

In the case of serious accidents or illness incidents in the classroom, such as convulsions, anaphylactic shock, severe asthmatic attack uncontrolled by inhaler, diabetic coma, severe trauma, or stopped breathing requiring immediate emergency treatment, one of the teachers will proceed with the child by ambulance to the Emergency Department. The child's parents will be contacted immediately, and the teacher will remain until they arrive. If we are unable to reach a parent, the emergency contact person will be telephoned. The teacher will remain with the child until they can be handed into the care of the parents/guardians/emergency contact person. The cost of the ambulance will be the responsibility of the parents. The Administrative Assistant or someone from the emergency contact list (posted on the cupboard door where First Aid kit is kept) may be called in to maintain staff/pupil ratios if needed.

### **Accidents:**

If an accident occurs during class, the severity of the situation will dictate the appropriate response.

- a. Serious Accidents: (See Serious Illness and Accidents section)
- b. If the accident does not require emergency medical attention, a teacher trained in First Aid will attend to the child. The parents will be contacted. If we are unable to contact a parent, the emergency contact person will be called. If unable to make contact with either parents or emergency contact people, a message will be left if possible and care of the child will be taken until parents arrive at the end of the class.
- c. For less serious accidents (small cuts, bumps and bruises) a teacher trained in First Aid will attend the child. The parents will be informed of any such accidents when they arrive at the end of class.

Reporting: An **Accident/Injury Report Form** will be completed for each incident which will be signed by a parent, the teacher and the Preschool Board chairperson (or designated alternate). A copy will be attached to the child's file. All serious incidents will be reported to Licensing as required. (See Serious Incident Reporting Policy).

All incident reports will be reviewed and discussed at the Annual Board Meeting to identify any safety issues.

### **Administration of Medicine:**

Teachers will not administer medication to their students, neither prescription nor non-prescription medication. It is recognized however, that a child may require emergency medication (e.g. for severe allergic reactions where an Epi-pen or asthma inhaler is needed). These medications may only be given as directed on the label and with the signed consent of the parents or guardians.

**Consent for Administering Medication** form must be completed with the instructions and consent for use of the Epi-pen or inhaler. The medication must be in its original container and labeled with the child's name and expiry date.

If the Epi-pen or inhaler is used, the parents will be contacted. If symptoms are not relieved immediately the child will be taken to the Emergency Department as outlined in the section above (See Serious Illness or Accidents).

If medications need to be administered due to an allergic reaction or breathing difficulties, the following information will be recorded on the **Medicine Administration Report**: name of medication, time administered and signature of person who administered medication. This form will also be signed by the teacher, a parent/guardian, and the Board chair (or designated alternate); this will then be attached to the child's file. (Sample of **Medicine Administration Report** in Appendix C)

All medication will be kept in the First Aid cupboard, which is clearly marked and out of the reach of the children.

### **Health Care:**

Any health care, other than First Aid, shall be given only with written consent from the parents or guardians. (e.g. feeding tube, catheter management). Normally, it would be expected that should a child with serious care issues participate in the program, that child would be accompanied by a certified caregiver to administer needed assistance.

### **Smoking:**

NO person will smoke or vape any substance on program premises or at any time or place where childcare is being provided. The church does not allow smoking anywhere within the building. If smoking outside, it must be **5 meters of a doorway, window, or air intake**. No staff member or volunteer shall leave any substance or material related to smoking or vaping in a place on the program premises that is accessible to children. This follows the City of Calgary's bylaws.

### **Nutrition:**

Parents will provide a snack for their own child. They are encouraged to provide a nutritious snack with suggestions from the Canada Food Guide. Care should be taken to reduce the risk of choking. Some foods may need to be modified for children under 4 years of age (cut grapes lengthwise, shred or chop hard vegetable pieces, and remove fruit pits). Snack will take place in the classroom midway through the program. Snack occurs after all children have washed their hands and are seated at the table.

**Do not send any peanut butter or products containing nuts of any kind. Read labels that say "May contain traces of nuts" or look for the "Peanut Free" symbol on packages.**

The Health Risk and Illness Policy will be in the Policy Manual in the office and the classroom, written in the Parent Handbook and placed on the website. It will be reviewed at the Parent meeting in September/October and parents will be required to sign that they have read, approve of and will be compliant with this policy.

## **C. Serious Incident Reporting Policy**

Effective Date: May 2012

Revision Date: January 30, 2018

All serious incidents that occur to a child while attending the Preschool that may affect the health and safety of the child will be reported **IMMEDIATELY** by the Administrative Assistant or the Preschool Board Chairperson (or designated alternate) to licensing. The initial report must be phoned into the **Licensing Office at 403.297.7378** and the caller must ask to speak to a person to report the incident. This will be followed up the same day with a written report using the prescribed forms.

**Incidents that require reporting are:**

- Emergency Evacuation
- Unexpected program closure
- An intruder on the program's premises
- A serious illness or injury to a child that requires the program to conduct First Aid and seek medical treatment. (Sprained joint, broken limb, Convulsions)
- A serious 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 the child from the program (i.e. lost child)
- A child removed from the program by a non-custodial parent or guardian or any other person unknown to the staff or parents
- An allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer
- The commission by a child of an offence under an Act of Canada or Alberta.
- A child left on the premises outside of the program's operating hours.

A copy of an incident that is reported to the Licensing office shall be signed by the teacher, a parent, and the Preschool Board Chairperson (or designated alternate) and attached to the child's file.

All incident reports will be reviewed and discussed at the Annual Board Meeting to identify any safety issues.

**Annual Serious Incident Reporting to Licensing**

A summary of all such incidents will be submitted annually to the regional childcare office using the prescribed form.

**D. Supervision Policy**

Effective Date: September 2009

Revision Date: January 30, 2018

It is important that the children are safe at all times when involved with the WES Preschool. Therefore:

**Parking Lot Safety:**

Please do not drop off or pick up your children at the front doors of the church. Use the parking spaces provided and walk your children into the church. Do not leave any children unattended in your vehicles.

## **Arrival and Pick-up Procedures:**

### **Arrival:**

An adult must bring each child into the building. Please try to arrive no earlier than 10 minutes before class time. The classroom doors will remain closed until the teacher opens it. Do not leave your child alone in the building or allow them to run in the halls. No supervision by staff is available until the class begins. If you are unable to wait, please arrange for another parent to supervise your child.

**Sign In:** Each child must be signed in every day on the attendance sheet located upstairs on the desk beside the elevator.

**Sign Out:** Each child must be sign out after each class on the same attendance sheet located upstairs on the desk beside the elevator.

### **Pick-Up:**

Your child will not be released to anyone except the parent, or someone designated by the parents. If someone other than the parent or designate will be picking up the child, a written note or text (**403-690-6197**) must be made. Proof of authorization and Identity may be asked for if staff have any doubts.

Our teachers ask that you wait until the classroom door is opened before greeting your child or waving to them through the windows. In their excitement to share all the good things, it is difficult to keep their attention during the class closing time if they notice your presence or see you through the windows. To ensure their continued safety, please note that once the child is dismissed into the care of parents or other pick-up persons, the child is no longer the responsibility of the staff.

### **Late Pick-Up:**

Please be prompt! Our teachers have duties to complete and other responsibilities outside of the school program. If you know you are going to be late, please phone the teacher at **403-690-6197**. Continuous late pick-up will be addressed by the WES Preschool Board and a late fee may be charged.

### **Absences**

If the child will be absent for any reason, please phone the teacher at the same phone number noted above.

### **Classroom Supervision:**

Staff will be careful to ensure that children are fully supervised at all times during the program whether they are in different rooms in the building or doing things outside.

All staff are certified according to the Government regulations for Preschools; the Teacher Certified to Child Development Supervisor, previously Level 3 and Aides Certifies to a minimum of Child Development Assistant, previously Level 1. They also have First Aid certification and have mandatory Police and Vulnerable Sector Search verification.

**Ratios:** There shall be 2 adults in the classroom at all times. One must be either the certified Teacher or the certified Aides who are qualified in First Aid. On occasion, along with the staff, there may be a parent volunteer. Ratios will be maintained for 3 years and older at 1:12. For our three year old class, we will accept up to 6 children under the age of 3 (but turning 3 before November 1<sup>st</sup>). They will be in a supervised group in the ratio of 1:6 while the three year olds are in a grouping of 1:12.

Groupings will be as follows:

3 years and older 1:12 / 2 years 1:1

3 years and older 1:11 / 2 years 1:2

3 years and older 1:10 / 2 years 1:3

3 years and older 1:9 / 2 years 1:4

3 years and older 1:8 / 2 years 1:5

3 years and older 1:7 / 2 years 1:6

Once everyone in the class has turned 3, we will open registration to accept a maximum of 16 children all 3 years and older maintaining our supervision to 2 teachers and 16 children.

Our four year old class will be in a supervised group in the ration of 1:12 with a maximum of 18 children, maintaining our supervision to 2 teachers and 18 children.

During COVID-19 restrictions, our class numbers are limited to 12 in our 3 year old class and 14 in our four year old class.

It is recognized that there may be brief occasions when a classroom staff member may need to step out of the room or extra help is needed to supervise a sick child. At such times, the Administrative Assistant from the office may step in to help. An Emergency Contact list of people who may be called if needed in a situation where staff/pupil ratios may be compromised is posted inside the cupboard door where the First Aid kit is kept. Supervision practices are tempered to meet the developmental stages of the varying ages. The ages of our children range from 3 – 5 years.

The furniture of the classroom is kept low so children may be seen by staff at all times. The bathroom, which is located in the room, has a curtain rather than a heavy door on it so children are more easily supervised. When travelling to the gym, the children are led by a staff member, they travel in single file and are instructed to hold the handrail when going up and down the stairs and the other staff member brings up the rear of the line. When children are in the gym, all who need to use the washroom are escorted as it is in a different part of the building.

A head count is determined each morning from the sign in sheets and after a physical count. The number is posted on the Welcome poster in the center of the classroom. Periodic headcounts are taken at random during the class time and while travelling between the playroom, the gym and the classroom as each new space is entered.

Activities are supervised according to the age needs of the children. The 3 year old children are accompanied when they go into the hallway to get their backpacks for snack and when the pack is returned to the coat rack after the snack. After October, the 4 year old children are allowed to get their own backpacks, return them to their hook and put their art work in their drawer while the teacher watches the hall from the classroom door. After movement in the halls another head count of the room is done. 3 year old children are supervised more closely when using the washroom in case more help is needed and to ensure hand washing is done.

Special care will be taken when teaching opportunities have the potential for harm to the child (handling hot wax, boiling tea kettle, cooking utensils etc.) so that only adults handle these things.

**Equipment Care and Usage:** Close observation of sports equipment shall be taken to ensure all equipment is in good repair. Unsafe equipment will be removed until it is repaired. All children will be shown the correct way to use equipment and be supervised when using it. There is always two staff present during sports/games for spotting and safety.

**Outside activities:** When the weather is nice there may be opportunity to play outside. Then activities will only be allowed in areas that are safe from traffic (the grassed areas, blocked- off section of parking lot)

**Off-site Activities:** No off-site activities are planned for the Preschool program. All children are driven by parents to and from the program and no bussing of students occurs with our program.

**Staff Orientation to Site:** Staff are made aware of the physical environment during an orientation tour of the building and grounds. Fire extinguishers and alarm sites in the building are pointed out as part of the orientation.

**Washroom Protocol:**

The washroom is located in the classroom and the door is a curtain. It is recognized that children have varying needs for assistance while using the washroom. If assistance is required, then discretion must be used. Adults other than the child's parent or staff should not give assistance in the washroom. Use good bathroom hygiene, washing hands after every use. Report unsafe conditions to the church office.

The Supervision Policy will be in the Policy Manual in the office and classroom, the Parent Handbook, and on the website. It will be reviewed with parents at the Parent meeting in September/October and parents will be required to sign that they have read and approve this policy.

**E. Emergency Evacuation Policy**

Effective Date: September 2009

Revision Date: January 30, 2018

Children will be taught how to evacuate the building as quickly and safely as possible.

Situations requiring evacuation are: Fire/Fire Drills, Flooding, Toxic Air, Police Direction, or any other serious incident that will compromise the security of the church building and the safety of people in the building.

If emergency evacuation is implemented, parents will be contacted and directed as to where their children shall be picked up. Staff will remain with the children at the alternate location until they are all picked up by parents.

Evacuation drills will be held once a month during the class year.

## **IN THE EVENT OF FIRE OR EMERGENCY EVACUATION: FIRE BELL RINGING**

In the event of a Fire or Emergency evacuation the following procedure is to be adhered to:

Follow the emergency evacuation route posted in the classroom, either the primary or secondary route. Leave all personal belongings behind. **CHILDREN ARE THE PRIORITY**

- Teacher will raise the alarm through the alarm system or it may have been turned on by church staff or others in the building.
- Teacher, Aides, Administrative Assistant or other church staff are responsible for **contacting 911**.
- Children assemble in a line at the classroom door. Teacher/Aide should check washroom to make sure it is not being used.
- The Teacher will bring the portable emergency records ( attendance, medical and emergency contact information )
- The first child to the door will hold it open.
- The Teacher is to take the portable records and phone and help the children prepare to leave.
- **Using STAIRS, not elevator**, the children exit single file and walk to the lower level doors.
- The Teacher's Aide turns off the lights, shuts the doors and follows behind the children.
- The Teacher is the last person to leave the building after ensuring all other persons from the classroom have evacuated.
- Meet outside the church building in designated parking lot spaces.
- Teacher/ Assistant to take head count and roll call to ensure that the children present are on Attendance Records.
- In extreme weather, the children may be moved to the Calgary Health Services in Ranchlands Square.
- Teacher to meet with Fire Crew/Emergency Personnel on their arrival.
- When permission given, everyone as a group may return to the classroom.

### **CHECK FOR SMOKE AND HEAT:**

- Check the door. **IF IT IS NOT HOT**, open it very cautiously and check for smoke and heat.
- **IF THE DOOR IS HOT, DON'T OPEN IT**. Escape out the window or a secondary exit until help arrives. **STAY LOW TO THE FLOOR** where the air is cooler and less smoky.
- Teach everyone that if their **CLOTHES CATCH ON FIRE – TO STOP – DROP- AND ROLL**.
- **STOP – WHERE YOU ARE**
- **DROP – TO THE GROUND, COVER YOUR FACE AND HANDS**
- **ROLL – OVER AND OVER UNTIL YOU SMOTHER THE FLAMES.**
- **STAY OUTSIDE UNTIL TOLD IT IS SAFE TO RE-ENTER THE BUILDING.**

### **Hold Regular Fire/Evacuation Drills:**

Monthly drills will be held each year to help the children learn:

- \* What to do if anyone smells smoke or sees fire
- \* What the smoke detector and fire bell sounds like
- \* Where to meet once you are outside the Preschool

If any Evacuation occurs for the reasons stated, there will be an immediate report to Licensing as outlined in the **Serious Incident Policy**. A copy of the written report will be attached to the child's file.

The Emergency Evacuation Policy will be in the Policy Manual in the office and the classroom, in the Parent Handbook, and posted on the website. This policy will be reviewed at the Parent Meeting in September/October and the parents will be required to sign a document that they have read, approve and will be compliant with this policy.