

LES TOURNESOLS PRESCHOOL

Service Plan

REVISED MARCH 2016

The philosophy of Les Tournesols' program is that children learn best through play. Play allows children to learn about themselves, their world, and how to interact with other people. Our program offers a softly structured, centre-based environment with time everyday for free play.

Les Tournesols Preschool is a place where children can have experiences that will help them to develop good attitudes and habits in a bilingual environment. These experiences will help children gain new skills in the following areas when they are developmentally ready:

Social

- meet new friends
- share time and materials with other children and adults
- participate in large and small group activities
- develop appropriate manners
- adjust behaviour to different settings
- develop appropriate social skills (learning to share, waiting for turns)

Physical

- develop muscle co-ordination in physical and manipulative activities
- develop large motor skills (jumping, hopping, balancing, etc.)
- develop small motor skills (activities using fingers eg. blocks, crayons, scissors, etc.)

Intellectual

- participate in experiences which arouse curiosity, enthusiasm, and promote general skills through the integration of language, art, drama, music, physical development, and field trips

Listening

- follow directions
- increase attention span
- recognize French vocabulary

Visual Discrimination

- begin to see similarities and differences in shapes, colours, and sizes

Pre-Reading

- develop interest in books
- draw pictures and name objects

Cultural-Creative

- broaden appreciation and involvement in:

- Literature - stories, poems and finger plays
- Music - singing, dancing
- Drama - puppets, dramatic play
- Movement – games and gross motor skills
- French Canadian culture – songs, stories and language
- Artistic Expression - painting, cutting, gluing, etc.

Emotional

- meet new friends
- have new experiences
- develop self-concept, independence and self-respect
- accept routines
- take responsibility
- learn to express emotions appropriately

Play Centers

In order to provide these experiences, our preschool is separated into play centres that include the following activities/areas:

Sand/Water Play

- provides soothing sensory stimulation
- teaches measuring
- promotes interaction, socializing
- encourages creativity

Craft or Creative Centre

- develops fine motor control
- encourages growth in creative expression
- teaches children to plan and organize projects

Playdough

- enhances tactile development
- encourages creativity through monthly themes

Cognitive Centre (puzzles, games etc)

- develops fine motor skills
- increases eye-hand coordination
- develops visual perception
- develops self-confidence
- develops intellect
- promotes sharing
- teaches colours, shapes, sizes
- engages many senses

Gross Motor (outside, tunnel, games, etc)

- builds confidence
- promotes development of friendships
- provides opportunity to dramatize through role playing

- teaches children to share time and space

Playhouse and Dress-Up

- kitchen centre – promotes real life problem solving, role playing
- develops self-confidence
- promotes expression of emotions through dialogue
- promotes creativity
- encourages interaction, socialization, vocabulary
- develops fine and gross motor skills

Puppetry

- appeals to fantasy world of child
- helps child to verbalize emotions
- promotes creativity, drama, imagination
- provides opportunities for gross and fine motor activities
- builds self-confidence

Library

- develops storytelling, sequencing and cognitive skills
- teaches colour, shapes and sizes
- develops literacy skills

Music

- valuable tool for developing basic language skills
- brings drama into classroom
- means of self-expression and communication
- frees the child within
- develops sense of rhythm and beat

Toys (miniature)

- develop fine motor skills
- encourage dramatic play
- build self-confidence through control of objects
- develop social skills through interaction
- encourage creativity through imaginary play
- develop cognitive skills (knowledge of shapes, sizes, colours and real life comparisons)

Painting

- promotes self-expression, discovery of creative self

Circle Time

- development of all skills
- includes music, clapping, dancing, new vocabulary
- storytelling develops attention span
- show and tell develops self-confidence
- introductions develops attention span

Quiet Corner

- promotes interest in stories

- teaches children to care for books
- develops listening skills
- develops visual perception (left to right, top to bottom)
- promotes sharing of personal moments with new friends

Block Building

- teaches collaboration and sharing
- allows children to experiment with space and relative size
- encourages planning and organization

Themes and Special Events

Les Tournesols incorporates a number of themes and special events to further expose children to new experiences and social interaction. Themes may include:

- First days of School
- Thanksgiving
- Autumn, Harvest, Changes in the Environment
- Halloween
- Christmas
- Winter - weather changes and environmental changes
- Valentines
- Easter
- Safety
- Colours, Numbers, Alphabet
- Nutrition
- Family
- Cleanliness
- Insects
- Animals - domestic, farm, wild, circus, dinosaurs
- Spring - weather and environmental changes, gardening
- Travel - ground, water, air, space
- Neighborhood - people, careers
- Music

Some of our special events may include:

- Nature Walk in the fall
- Halloween Party (parents invited at end of class)
- Christmas Party (parents invited at end of class)
- Sledding Party
- Valentine's Party
- Gym Days
- Pajama and Popcorn Days
- Mission Impossible Obstacle Course
- Field Trip to the Glazing Pot Pottery Studio
- Field Trip to the Library
- Field Trip to Chateau Mission Senior's Home
- Field Trip to the Zoo/Prairie Gardens
- End of the Year Family BBQ

Les Tournesols is fortunate to have access to the playgrounds at Father Jan School. In addition, children also have the opportunity to participate in various outdoor activities and field trips. Some of these include nature walks, sledding and going to Prairie Gardens. Les Tournesols uses community resources by going on various field trips (including to the Seniors Home, Glazing Pot and library), using community advertising, and by having various public figures within the community come and speak to the students. In addition, we liaise with our public health nurses when we have questions and/or concerns.

Daily Schedule

A day at Les Tournesols incorporates all aspects of child development through programming and the use of themes and various play centres. Our schedule is not set “in-stone;” we flow naturally from one activity into the next with some deviation depending on the activities of the day.

9:15 a.m.	attendance, greet children, free play
9:30 a.m.	program begins
9:40 a.m.	clean up from playtime
9:45 a.m.	circle time: songs, show and tell, calendar, weather, conversation
10:15 a.m.	snack: wash hands, eat, look at books when done snack
10:25 a.m.	centers: organized crafts and learning centers - children rotate through all centers
11:15 a.m.	story time
11:30 a.m.	dismissal (cross off names)
1:00 p.m.	attendance, greet children, free play
1:15 p.m.	program begins
1:30 p.m.	clean up from playtime
1:35 p.m.	circle time: songs, show and tell, calendar, weather, conversation
2:00 p.m.	snack: wash hands, eat, look at books when done snack
2:15 p.m.	centers: organized crafts and learning centers - children rotate through all centers
3:00 p.m.	story time
3:15 p.m.	dismissal (cross off names)

Our Programs

Three-Year-Old Program

The program for three-year-old children encourages the emergence of autonomy and budding independence. The three-year-old child is well into the stage of socio-dramatic play. Children are experiencing the world of make-believe while socializing with other children. Some of the areas we focus on throughout the year are:

- Fine motor skills – students learn to hold scissors, perform simple cutting exercises, use different paint brushes and experiment with the use of space on paper. Large size mediums are presented to exercise kinetic movement.

- Puzzles - large pieces relating to a wide variety of themes stimulating cognitive development
- Bilingual songs - simple and easy to follow with actions and voices
- Story time - children enjoy large books with simple, shorter stories to maintain attention span.
- Crafts – easy-to-do crafts developing colors, lines and space
- Dramatic play - develops verbal and gross motor skills
- Teacher-directed play experiences - children begin to expand their ideas based on their new personal experiences. Teachers enhance and guide play based on the child’s developmental and emotional readiness.

Four-Year-Old Program

The four-year-old preschooler is now equipped to learn fine and gross motor skills. The preschool child can tackle various activities with more skill and success due to improved motor control and coordination. The four-year-old child is entering the stage of pre-operational thought, he/she thinks symbolically, and has greater ease putting thoughts into expression that in turn, enable them to communicate ideas. It is important to motivate the child so they may use the wide range of materials in ever-evolving creative ways. Some of the areas focused on throughout the year include:

- Fine motor-skills - lacing, beading, and more challenging cutting projects
- Puzzles - smaller pieces that are theme-related
- Bilingual songs - challenging and longer in duration.
- Story time - children interact with teachers, finish phrases and guess “what’s next?”.
- Introduction to the alphabet and learning to write their name
- Playing games - greater ability to take turns, follow basic rules and to complete the game
- Crafts - greater creativity and ability to do simple and more complex tasks in artwork
- Dramatic play - greater participation, children openly express ideas in various ways
- Teacher-directed play experiences - children can expand on abstract ideas based on their intrinsic creativity.
- Gross motor play - outside games, nature walks (weather permitting) and a variety of indoor games to stimulate the child

Three /Four-Year-Old Split Program

This program is a combination of both the three and four-year-old programs. This program has been specifically developed for three-year-old children that are slightly more engaged and able to work at a higher level and four-year-old children who are planning to attend kindergarten the following year. As with all programs, the teachers evaluate the specific needs of each student and tailor their curriculum to suit the needs of the class.

Les Tournesols Society Information

- The preschool is a charitable organization operating under the auspices of the Les Tournesols Preschool Society.
- A non-refundable registration fee guarantees membership into the Society for one year, and each family is entitled to one vote at the general or special meetings.
- The Board of Directors has full control and management of Les Tournesols, and they shall set policy and guide the operation of the school.
- The Board consists of 8 voluntary positions that are elected by the Society members at the Spring General meeting.
- A duly qualified accountant shall review the books, accounts and records of the Treasurer once each year.

Licensing Requirements

- no more than 30 children per class (Les Tournesols has placed the class limit at 20)
- ratio of teachers to students is 1:11
- children must be 3 to 7 years of age, and not already attending school

Hours of Operation

- early September to mid-June

4-Year-Old Program (must be 4 years old before March 1 of the school year)

- Monday-Wednesday-Friday morning (3 days per week): 9:15 a.m. - 11:30 a.m.

3-Year-Old Program (must be 3 years old to start the program)

- Tuesday-Thursday morning (2 days per week): 9:15 a.m. - 11:30 a.m.

3/4-Year-Old Split Program (must be 3 years old to start the program)

- Monday-Wednesday-Friday afternoon (3 days per week): 1:00 p.m. - 3:15 p.m.
- Tuesday-Thursday afternoon (2 days per week): 1:00 p.m. - 3:15 p.m.

Parents and volunteers are always welcome in the class. Our parents and volunteers can either assist with various craft and activity preparations or can participate with the teachers/children during the daily routine. They are instructed to bring suitable indoor footwear as per the fire regulations. The sign-up sheet is located on the bulletin board in the hall. No additional children are allowed to attend with the parents/volunteers when they are volunteering in the classroom.

The Board will be looking for parent feedback on all aspects of our school. Les Tournesols feels that it is extremely important to listen to our parents and understand what is working and identify areas of improvement. At a minimum of annually, the preschool conducts an anonymous parent survey via email. Parents click on the link to access the survey and respond to ten questions. The responses are then reviewed with the teachers and the board of directors where changes/suggestions are discussed and implemented. We also welcome feedback at any point throughout the year verbally or through email.

Administrative Policies and Procedures

All of the following information is communicated to parents through the receipt of the Les Tournesols Service Plan and discussed at the Spring and Fall General Meeting. Should you have any questions or concerns about any of the material, please feel free to discuss it with one of the teachers or any of the Board of Directors.

The staff review the following information on an annual basis with the President (where changes of staff or procedure have occurred).

The children are told about the policies as the situation for each policy arises.

Nutrition - Food Policy

- Please send a snack that can be eaten comfortably in less than 10 minutes (only a small amount of food is required)
- Please send a regular cup (no lid), clearly identified with your child's name. No juice, milk or yogurt drinks please. Water will be supplied at snack time. This eliminates sticky messes and half-finished boxes that require rinsing and disposal. Due to time constraints, the removal and replacing of lids on cups is not practical.
- Children's Services requires that one serving from two or more food groups be provided at snack time.
- **NO NUT PRODUCTS ALLOWED.** Please be aware of the possibility of cross-contamination with nut products when preparing your child's snack. Please read all food labels for possible nut ingredients and refrain from using bulk food items.
- If you wish to bring a snack for the whole classroom to enjoy when celebrating your child's birthday, please be advised that the Board of Health does not allow homemade snacks to be brought in for the whole class. You may bring store-bought Rice Krispie squares or a treat such as donuts or cookies from Grandin Bakery. Grandin Bakery provides guaranteed nut-free goodies. Please note that this is an exception for birthdays and will not be considered a snack for normal school days.
- Please see Appendix A – Food Policy and Guidelines for further information on food related policy from Children's Services and the Board of Health and snack suggestions.

Special Concerns

- Class Reps will contact parents/guardians if classes are cancelled due to severe weather. No tuition refunds will result from school closures due to severe weather conditions.
- Please advise the teachers if your child has severe medical problems or requires special medication. A parent or caregiver should accompany children with life-threatening allergies or with life-threatening medical conditions on all field trips.
- Parental concerns can be addressed by:
 - talking to the teachers (after dismissal)
 - contacting a member of the board of directors through our school email address

Child Discipline Information

Programming at Les Tournesols offers a stimulating and creative environment in which children interact with others. This type of environment minimizes behaviour problems.

Should a problem occur, however, the following actions may be taken:

- Teacher re-directs the child to a different activity. This works 90% of the time.
- Child sits beside a teacher and proceeds with an activity
- Teacher has a one-to-one talk with the child or children involved

- If the behaviour involves more than one child, the children are taken aside and problem-solving is discussed.
- If there is a major discipline problem (i.e. if it is unresolved and repeated after the above steps have been taken), the school's discipline policy goes into effect.

Discipline Policy

- The Program Director (Teacher) will inform the parent(s) that the behaviour is occurring and methods of dealing with behaviour will be discussed. This discussion will be documented in a written memo to the Board.
- If the behaviour continues for a period of two weeks with no improvement, and if it is disrupting the class, the President will observe the class.
- If the behaviour persists, a meeting will be called with the parents, the Program Director, and the President to discuss a course of action. In the event that the behaviour persists or other children are endangered, the parents may be asked to withdraw the child from the program. The decision will be left up to the board.

Les Tournesols staff must ensure that:

- a) child discipline methods utilized in the program are communicated to parents, staff and children, and
- b) any child disciplinary action taken is reasonable for the circumstances.

Les Tournesols staff must not, with respect to a child in the program,

- a) inflict (or cause to be inflicted) any form of physical punishment, verbal or physical degradation or emotional deprivation,
- b) deny or threaten to deny any basic necessity, or
- c) use or permit the use of any form of physical restraint, confinement or isolation.

We require proper footwear at all times.

Because the fire alarm bells are sudden and very loud, it has been suggested that parents take time to talk to their child about the purpose of the alarms. The children should be told to stay calm and follow the directions of their teachers. Fire drills are held monthly to familiarize the children with the procedure and the alarms (this is a condition for licensing).

Emergency Evacuation Procedures

Upon hearing the fire bell, staff, students and parent volunteers will walk and leave the building in a quick and orderly fashion. Teachers must take their information clipboard with them.

- Teachers will take attendance at a location at least 20 meters away from the building.
- Teachers will assess the situation along with emergency personnel to determine if people may re-enter the building.
- In the event that the building is unsafe, the teachers, students and parent volunteers will gather behind Father Jan School.
- Should a parent or guardian wish to take a child off the premises, the teacher must be notified. A list of students and their whereabouts will be kept by the teachers.
- Teachers will inform an executive board member of the situation.
- Teachers will phone parents and inform them of the situation. Parents will pick up their children from behind Father Jan school.

Off-site Activities (Field Trips)

Les Tournesols staff may take a child to an activity off the premises only when:

- a) the child's parent has been advised of the activity, including the transportation and supervision arrangements with respect to the activity, and
- b) the child's parent has consented in writing to the child's participation in the activity.

Les Tournesols staff must ensure that in the case of an off-site activity or an emergency evacuation a staff member takes the portable record.

Protection of Your Children

In compliance with the Little Warriors™ training, Les Tournesols will endeavour to eliminate all situations where one child and one adult are alone together. When only one teacher is present in the class, we will ask a parent or volunteer to remain on-site to ensure there are no one-on-one situations.

Accident or Illness

In the case of an accident or serious illness involving a child, Les Tournesols must forthwith ensure that

- the child's parent is notified,
- the child receives medical attention if necessary, and
- all prescriptive forms will be filled out and submitted at a minimum on an annual basis.

The child's parent will be contacted by using their emergency contact sheet and calling the numbers in the order in which they have been written.

When an incident or accident is observed, Les Tournesols documents appropriately and keeps all incident logs in a centralized location. The Board of Directors reviews these incidents and where further actions are recommended, the Directors will implement as required.

Incident Reporting

In this section, "incident" means:

- a) a serious illness of or injury to a child that occurs while the child is attending a program, and
- b) any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child.

Les Tournesols must report each incident immediately to the regional childcare office using the prescribed form. Incident notifications would include: 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 the 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 the 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; the commission by a child of an offence under an Act of Canada or Alberta; and/or a child left on the premises outside of the program's operating hours.

All incidents are analyzed annually and a report, using the prescribed form, is submitted to the regional childcare office and the Board of Directors.

Potential Health Risk

Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness, Les Tournesols must ensure:

- that the child's parent arranges for the immediate removal of the child from the program premises,
- that the child does not return to the program premises until the licence holder is satisfied that the child no longer poses a health risk to persons on the program premises,
- The Program Director (teacher) documents the potential health risk and reviews it with the Society in a manner that is deemed appropriate. At the very least they will be reviewed monthly at the Board of Directors meeting.
- This documentation will include:
 - the name of the child(ren) who are ill,
 - the date the child(ren) was observed to be ill,
 - the name of the staff member and/or volunteer who identified the child(ren) was ill,
 - the time the parent was initially contacted,
 - the name of the person who contacted the parent,
 - the time the child was removed from the program, and
 - the date the child returned to the program.
- All health risk documents will be kept on file for the entire duration the child is in attendance at Les Tournesols.

Signs or symptoms of illness exhibited by a child include:

- a) vomiting, fever, diarrhea or a new or unexplained rash or cough,
- b) requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- c) 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.

The above does not apply if the child's parent provides written notice from a physician indicating the child does not pose a health risk to persons on the program premises.

Any child in attendance at Les Tournesols Preschool who is suffering from a communicable disease such as lice, pink eye or influenza will be required to leave the school immediately. A parent or emergency contact will be called to come remove the child from the school. The ill child will be kept away from the rest of the children until their parent or emergency contact arrives to take them home. We also ask that parents of any child who becomes ill with a communicable disease after school hours, contact the school as soon as possible so other families may be notified.

The preschool has a no nit policy. Children who have had lice will not be admitted until all nits are gone.

Children and/or staff of Les Tournesols Preschool with Influenza-like Illness (ILI) should stay at home for 7 days after the onset of symptoms or until all symptoms have resolved, whichever is longer.

Influenza-like-illness can produce a sudden onset of respiratory symptoms with a new cough and fever (which may or may not be present), and one or more of the following: sore throat, joint pain, muscle aches, weakness, and some may have diarrhea, nausea and/or vomiting.

Supervised Care for Sick Children

Les Tournesols staff must ensure that a sick child is kept as far away as is practical from the other children. Children will be moved to a station that is as far away as possible from the sick child. Les Tournesols will ensure that the sick child is directly supervised by the Program Director to ensure that appropriate medical attention is provided at all times.

Administration of Medicine

Les Tournesols staff may administer or allow the administration of medication to a child only when:

- a) the written consent of the child's parent has been obtained,
- b) the medication is in the original labelled container, and
- c) the medication is administered according to the labelled directions.

Where medication is administered to a child, Les Tournesols staff must ensure that the following information is recorded:

- a) the name of the medication;
- b) the time of administration;
- c) the amount administered;
- d) the initials of the person who administered the medication.

Les Tournesols staff must ensure that all medication, except medication that may be needed in an emergency, is stored in a locked container that is inaccessible to children.

Health Care

Les Tournesols staff may provide or allow for the provision of health care to a child only if

- a) the written consent of the child's parent has been obtained, or
- b) the health care provided is in the nature of first aid.

Smoking

Les Tournesols staff must ensure that no person smokes on the program premises.

No staff member shall smoke at any time or place where childcare is being provided.

There is a "No Smoking" policy on all field trips.

Children's Records

Les Tournesols staff must, in respect of each child, maintain on the program premises an up-to-date record containing the following information:

- a) the child's name, date of birth and home address;
- b) a completed enrolment form;
- c) the parent's name, home address and telephone number;
- d) the name, address and telephone number of a person who can be contacted in case of an emergency;
- e) if medication is administered,
 - (i) the written consent of the parent, and
 - (ii) all related information required for the administration of medication;
- f) the particulars of any health care provided to the child, including the written consent of the child's parent;
- g) any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

Les Tournesols staff must ensure that this record is available for inspection

- a) by the director at all times, and
- b) by the child's parent at reasonable times.

Administrative Records

Les Tournesols staff must maintain on the program premises up-to-date administrative records containing the following information:

- a) particulars of the daily attendance of each child, including arrival and departure times;
- b) particulars of the daily attendance of each primary staff member, including
 - i) arrival and departure times, and
 - ii) hours spent providing child care;
- c) with respect to each primary staff member,
 - i) evidence of the member's child care certification, and
 - ii) a current first aid certificate, where applicable;
- d) with respect to each staff member and each volunteer, verification that a current criminal record check required under that section has been provided to the licence holder.

Les Tournesols staff must ensure that all administrative records are

- a) available for inspection by the director at all times,
- b) available for inspection by the child's parent at reasonable times, and
- c) retained for a minimum period of 2 years.

Portable Records

Les Tournesols staff must maintain a portable record of emergency information that includes the following:

- in respect to each child, the information referred to in Children's Records;
- the telephone numbers of the local emergency response service and poison control centre, and
- in the case of an off-site activity, the permission form for each child participating in the off-site event.

Supervision Policy and Practices

Each staff member and each volunteer who has unsupervised access to children will be required to provide a criminal record check including a vulnerable sector search within 8 weeks of starting their positions, which is dated not earlier than 6 months prior to the date of commencement with the program and every 3 years after that date.

Les Tournesols has two staff members and at all times one or both are on the floor supervising and interacting with the children. The teachers are hands-on with the children and participate with them in every activity that they perform. They actively listen and observe behaviours, adjusting the activity and learning opportunities accordingly. The children participate in activities discussing how they feel and what they are doing with the teachers. While the children and teachers are engaged in activity, the teachers are continuously evaluating the situation to ensure that each child feels safe and that they are experiencing an educational activity. This is done by verbally speaking to the children, physically interacting with the children and visually observing the children. Teachers look for physical, verbal, and emotional cues from the children throughout the entire time at the school.

The staff follow a program plan that is age-appropriate and challenges the children. The staff plan daily activities and events to ensure that the children are continually challenged,

engaged, and comfortable in the learning activity. The staff are visually observing, verbally questioning and evaluating the children's behaviour to ensure optimal learning and safety standards are in place at all times.

The staff are responsible for the daily maintenance and organization of the class and are therefore aware at all times of the physical environment.

Children are signed in and out at pick up and drop off, and doors to the school are locked during class time. A head count is done before and after locking the doors.

Prior to participating in a field trip, all parents must fill out and submit the appropriate permission form. These forms describe the event, the method of transportation, the requirements for parental or volunteer involvement, any duties associated with the parent/volunteer involvement, cost (where applicable), snack requirement or provision, timelines, child's emergency contact information, child's medical history, and any other pertinent information. The child will not be permitted to attend the field trip if the appropriate written authorization is not provided. During field trips, all staff (volunteer or other) are aware of the number of children and a count is done every 15 minutes. Each parent/volunteer/teacher is assigned a group of children that they are responsible for. All responsibilities, including observation, head count, physical assistance, task detail, etc, will be provided to each parent/volunteer in advance of the activity commencement. Each field trip will specify the minimum number of adults that are required prior to going on the field trip. Should the minimum number of adults not be available, the field trip will be postponed or cancelled.

Parents are aware of our supervision policies as they are given a copy of the service plan, which clearly outlines all policies and procedures for the school.

Late Pick-Up Fee Policy

The preschool has implemented a Late Pick-up Fee Policy. If parents are late for any reason and have not notified the school in advance, a late fee will be charged. Classes are dismissed at 11:30 am or 3:15 pm. There is a 5 minute pick-up window after which the parents will be charged \$1.00 for every minute they are late. The \$1.00 per minute late charge will come into effect at 11:40 am or 3:25 pm, however the teachers can use their discretion depending on the circumstances.

If a parent is more than 15 minutes late picking up a child without prior notification, the teachers will follow the following procedure:

1. Parent will be called
2. If teachers cannot reach the parent, emergency contact persons will be called,
3. If teachers are unable to contact emergency contact, Social Services will be called.

Late Payment Policy

Post-dated tuition cheques or a credit card authorization for tuition payment must be provided at the time of registration in order to secure a child's spot in the preschool. **All NSF cheques or declined credit card payments will be subject to a \$30 fee.** If a parent has been notified of an NSF cheque, arrangements must be made to pay the overdue funds as well as the NSF fee immediately.

Les Tournesols understands that at times circumstances may change, making the payment of tuition a financial burden. For this reason, parents are encouraged to apply for the AB Child Care Subsidy to cover the cost of tuition if payment of tuition is going to be a problem. You can apply online at <http://www.child.alberta.ca/home/1150.cfm>. Parents who are approved for the subsidy must still pay the tuition on the first of each month, but will be reimbursed the subsidized amount as soon as the preschool receives payment from the government.

Les Tournesols is a charity organization, dependant on student tuition to cover our ongoing costs. For this reason, we are unable allow a family that is behind on tuition to maintain their spot in the preschool. If a family is more than 2 months behind in payment of tuition, they will be asked to withdraw from the preschool, allowing their spot to be filled with another student. Families who are asked to withdraw will still be required to pay all outstanding fees.

Fundraising Policy

Policy:

Parents and/or guardians of Les Tournesols Preschool students will participate in fundraising activities pre-determined by the board and/or Silent Auction Coordinator and committee. The funds collected through fundraising activities will directly enhance the preschool programs and assist in securing the financial well being of Les Tournesols Preschool.

Rationale:

Les Tournesols Preschool is a charity organization and as such must raise funds beyond tuition in order to maintain and enhance its programs. It is our belief that all members of the preschool have an equal responsibility in raising these funds.

General Procedures:

- This policy is for all members (parents of students) of Les Tournesols Preschool programs.
- The fundraising policy is applicable to each child registered with the preschool.
- At the onset of each fiscal year, the Board of Directors shall determine the fiscal goal and advise the members.
- The yearly fundraising program shall run from September until June of each year.
- Proceeds from fundraising programs will be applied, but not limited to:
 - Purchasing items to enhance our programs
 - Purchasing classroom equipment
 - Securing bussing to and from various field trips
 - Creating and maintaining financial reserves to secure the financial well being of the preschool
 - Building and maintenance expenses
 - Any unforeseen expenses

Staffing Administrative Information

Les Tournesols have 2 staff: a Program Director and an Assistant Program Director. Below is a list of their specific duties/responsibilities.

Program Director

- Develop the program for the school and work with the Assistant Program Director to implement it on a daily basis, while following the service plan currently in place at Les Tournesols Preschool.
- Establish and maintain routines for daily classroom activities.

- Share responsibility with the Assistant Program Director for receiving and dismissing the children.
- Share responsibility with the Assistant Program Director to maintain a clean, safe facility throughout each day.
- Ensure all incident reports are filled out in a timely manner.
- Attend and participate at Board Meetings on a monthly basis.
- Ensure fire drills are held in accordance with the Fire Department regulations.
- Report illness or behavioural issues to parents as required.
- Lead annual license review with Social Services.
- Complete administrative duties as required.
- Liaise with appropriate board members on needs and wants of the school.
- Maintain professional attitudes in demeanour and in personal relationships while on the job.
- Greet children, parents, and staff in a friendly and pleasant manner.
- Maintain focus on children during school hours (eg. cell phone use/personal conversation).
- Be willing to accept suggestions and feedback gracefully.
- Be sensitive to the needs of the children and their parents.
- Be conscientious in attendance and in the use of sick leave.
- Understand Les Tournesols service plan and be capable of sharing it with parents and community.
- Be bilingual – teachers must have fluent spoken and written French and English.
- First Aid must be current upon start of employment and maintained during the length of employment.
- Criminal Record Check must be current upon start of employment and maintained during the length of employment.
- Must be certified as a Child Development Worker under Alberta Child Care Staff Certification.
- Must complete or have completed the Little Warriors™ training.

Assistant Program Director

- Work with the Program Director to carry out the program on a daily basis, while following the service plan currently in place at Les Tournesols Preschool.
- Establish and maintain routines for daily classroom activities.
- Share responsibility with the Program Director for receiving and dismissing the children.
- Share responsibility with the Program Director to maintain a clean, safe facility throughout each day.
- Work with the Program Director to ensure incident reports are filled out in a timely manner.
- Support the Program Director to ensure fire drills are held in accordance with the Fire Department regulations.
- Report illness or behavioural issues to parents as required.
- Support the Program Director in the annual license review with Social Services.
- Maintain professional attitudes in demeanour and in personal relationships while on the job.
- Greet children, parents, and staff in a friendly and pleasant manner.
- Maintain focus on children during school hours (eg. cell phone use/personal conversation).
- Be willing to accept suggestions and feedback gracefully.
- Be sensitive to the needs of the children and their parents.

- Be conscientious in attendance and in the use of sick leave.
- Understand Les Tournesols service plan and be capable of sharing it with parents and community.
- Be bilingual – teachers must have fluent spoken and written French and English.
- First Aid must be current upon start of employment and maintained during the length of employment.
- Criminal Record Check must be current upon start of employment and maintained during the length of employment.
- Must be certified as Child Development Assistant or Child Development Worker.
- Must complete or have completed the Little Warriors™ training.

When staff members start with our organization, the President sits down and reviews the service plan, job description, and Preschool by-laws with the new employee. At this time the employee's contract will be reviewed and signed.

When an employee applies for a position, their resume is screened by the interview committee. The interview committee is usually comprised of the Executive Board (President, Vice President, Registrar, Secretary and Treasurer). After screening based on the job description, we then move to an interview. After the interview with the Executive Board, references are checked. In the past, we have typically checked 3 references. We require that the potential employees have a current Criminal Record Check and current First Aid.

All Board Members must have a current criminal record check.

If you have any questions, comments, or suggestions concerning this Service Plan, please do not hesitate to contact the school at 780-460-2201.

Appendix A – Food Policy and Guidelines

We are a nut-free facility.

For each snack time, please send a cup for water and a snack that contains two food groups.

To make it easier for children to eat and/or to reduce the risk of choking, please remove pits and when necessary, cut food into bite size portions.

Snack suggestions:

Fruits & vegetables

- fruit strips
- pureed fruits
- all fresh or canned fruit or vegetables

Milk products

- cheese
- yogurt
- cottage cheese
- “Minigo”
- *please no yogurt drinks as they often don't get finished and leave a mess*

Meats and alternatives

- hard boiled egg
- meats such as pepperoni, ham, turkey or bologna

Prohibited foods:

- No nut products or food that contain nuts
- No candies, gum or popcorn
- No snacks made with toothpicks or skewers
- No juices, milk or pop – water is supplied

Please note, that although somewhat restrictive, our snack policy helps to ensure the safety of our students, meets the nutritional requirements of Children Services, and helps keep our school clean.

Snack time is not meant to replace a meal and is often a time when the children socialize. Keeping that in mind, please send a snack that can be easily consumed by your child within a 10 minute period.