

SSPS POLICIES

(Unabridged version)

Silver Springs Preschool (SSPS)

Offering programs for 3 and 4 year olds

A member of the Calgary Preschool Teachers' Association

Revised August 2023

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SECTION 1 – PHILOSOPHY and PROGRAM GOALS

1.1 Our Philosophy

Silver Springs Preschool firmly believes in developing a strong social and emotional skill set, on which, any future learning can be built. Play, in both our indoor and outdoor classrooms, is a crucial and integral part of both the social and emotional development but also of the cognitive and physical development of children.

1.2 Program Goals

The primary goals of the Silver Springs Community Association (SSCA) in offering programs through the Silver Springs Preschool (SSPS) are:

- a) to provide a variety of learning opportunities that recognize the different learning styles and pace of each individual child;
- b) to provide the children with a toolbox of regulation skills to help them navigate various social and emotional situations successfully;
- c) to provide a fun, stimulating and nurturing environments in both our indoor and outdoor play spaces;
- d) to provide children with the skills they will need to enter kindergarten with confidence;
- e) to familiarize children with the social rules and routines they will encounter in kindergarten; and
- f) to give both children and their parents and guardians a sense of community.

SECTION 2 – GOVERNANCE

The success of the SSPS relies on three pillars: the community, represented by the SSCA; the Teaching Staff, represented by the Preschool Director; and the families of the children attending the SSPS, represented by the Preschool Advisory Committee (PSAC).

2.1 Silver Springs Community Association

The SSCA established the Silver Springs Preschool, formerly Silver Springs Nursery School, in 1980 as a community-based, parent cooperative preschool program. The SSCA is ultimately responsible for the day-to-day operations of the SSPS, including without limitation, financial administration, licensing, registration of program attendees and employment of Teaching Staff. The SSCA has legal authority to enter into any and all legal commitments on behalf of the SSPS. The SSCA is responsible to ensure that all licensing requirements are being met and to ensure that commercially reasonable insurance is maintained to cover the activities of the SSPS. All SSPS policies, budgets and amendments thereto must be approved by the SSCA Board of Directors prior to implementation. It is the responsibility of the SSCA to file an audited income tax statement which includes the operation of the SSPS with the Canada Revenue Agency.

The PSAC and Teaching Staff shall provide the office staff of the SSCA with original or scanned receipts for all expenditures incurred in the operation of the SSPS. The SSCA shall keep records of all expenditures and revenues and regularly track same to the operating budget throughout each School Term.

In general, as the SSPS is a community-sponsored program the SSCA will develop an operating budget which operates on a break-even basis. In the event of a significant year-end surplus, the SSCA, upon consultation with the PSAC and Preschool Director, shall determine in its reasonable discretion how any surplus shall be used. In the case of a deficit, the SSCA shall be responsible to cover the loss.

2.2 Preschool Director

The Preschool Director's roles and responsibilities are as set forth in Appendix D to this document. In general, the Director is responsible for ensuring that the programs offered by the SSPS incorporate current programming requirements for preschools offering three and four year old programs in the City of Calgary and that such programs meet the goals and objectives under the Alberta Early Learning & Childcare Act or equivalent;

- a) is the primary point of communication between the Teaching Staff and the PSAC;
- b) attends monthly meetings of the PSAC;
- c) is responsible to ensure that Teaching Staff meet required professional qualifications;
- d) is responsible for obtaining substitutes to cover absences among the Teaching Staff as per the approved list;
- e) is required to work with the SSCA to ensure all licensing requirements are being met by Teaching Staff;
- f) consults with the SSCA and PSAC regarding SSPS policies; and
- g) provides input into the budgeting process to address programming requirements.

2.3 Preschool Advisory Committee

The PSAC is a standing subcommittee of the SSCA whose sponsor is the SSCA Executive. All PSAC members are volunteers and subject to limited exceptions in this Policy, must be parents and guardians of children currently registered in the SSPS. The PSAC consists of an Executive, who are the Chair, Co-Chair and Recording Secretary, and such other members as are appointed by the PSAC from time to time. A member of the PSAC Executive is required to attend monthly SSCA Board meetings to facilitate communication among the SSCA, the PSAC and the Director.

The purpose of the PSAC is:

- a) to facilitate and coordinate parent volunteer involvement in the SSPS in a manner that is consistent with Program objectives and supportive of the Teaching Staff in each class;
- b) to raise funds to pay for activities recommended by the Teaching Staff to enrich and complement programming each year; and
- c) to raise funds, select, and execute additional enrichment activities in line with the objectives and philosophy of the SSPS for the benefit of all children enrolled in the SSPS each year.

2.3.1 Selection of PSAC Members

PSAC members should be the parents or guardians of children attending SSPS in the School Term in which the member serves on the PSAC. In the event that a PSAC Executive position cannot be filled after a reasonable effort has been made to fill such positions by the SSCA, the PSAC and the Preschool Director, the PSAC members may fill the vacant Executive position by appointing a willing candidate who does not have a child enrolled in the SSPS during the current School Term, but has had a child attend the SSPS in the past two years or who will have a child attend the SSPS in the next two years.

The PSAC must be a minimum of five members or a maximum of 11 members, at the reasonable discretion of the PSAC Executive.

Where reasonably possible, the position of Chair should be held by a parent or guardian who has previously served on the PSAC.

Where reasonably possible, the PSAC should include a mix of parents or guardians from the three-year-old and four-year-old programs.

If a role is not yet filled or if a role is no longer available, the person who most recently held the role shall provide any documentation in its possession regarding the role to Chair. If no Chair has been appointed, the former PSAC member shall provide any such documentation to the SSCA Program Coordinator.

In general, the duties that each PSAC member is required to undertake during the School Term are outlined on a calendar document prepared by the Preschool Director.

PSAC members shall ensure that all confidential and personal information is handled appropriately and in accordance with Applicable Law and all applicable SSCA and SSPS policies. Confidential or personal information must be provided to the SSCA office staff for disposal and when a PSAC member leaves the PSAC, he or she must delete any confidential or personal information relating to the SSPS stored on his or her personal computer.

PSAC members shall participate in the Orientation Night and the Open House.

2.3.2 PSAC Meetings

The Chairperson and Co-chairperson from the previous School Term who are no longer filling these roles are encouraged to attend the PSAC meeting in August prior to the next School Term.

PSAC meetings are held on the second Wednesday of each month starting at 7:00 p.m.

Absences must be reported to the Chair and Recording Secretary in advance of the meeting.

Meetings shall be conducted in accordance with the Roberts Rules of Order.

If a PSAC member misses two (2) consecutive meetings without a reasonable explanation, that member's position may be vacated and filled by someone else at the reasonable discretion of the PSAC Executive.

Minutes of the PSAC meetings are to be distributed to PSAC members (electronically) by the Recording Secretary within ten days of a meeting being held.

Minutes are to be reviewed by all PSAC members in advance of each meeting and approved at the next meeting.

All PSAC meetings are open to parents and guardians of children enrolled in the SSPS, Teaching Staff and SSCA Board members or staff.

2.3.3 Quorum and Voting Privileges

50% plus one (1) of the current PSAC members shall constitute quorum.

Teaching Staff and any SSCA Board members and SSCA staff attending PSAC meetings are not eligible to vote unless they have children enrolled in the SSPS and/or are current PSAC members.

Room parents are eligible to vote if they have attended the previous meeting.

Parents or guardians are eligible to vote if they have attended the previous meeting.

The Chair may vote if the vote is by ballot; otherwise he/she will cast the deciding vote in the case of a draw.

2.3.4 Record Keeping

A master copy of all minutes will be stored on the Google Drive along with the current Policies. Copies of all past Policies, budgets, and incident reports shall be retained for 10 years, or such other period as is required by the SSCA in accordance with its Document Retention Policy.

Class lists going back five years will be retained in the filing cabinet in Classroom B to facilitate compliance with registration policies for families who have previously enrolled in the SSPS.

Complete student records will be maintained for two years to comply with Child Care Licensing Regulations. Complete student records beyond two years will be properly destroyed.

A copy of the General Liability Insurance document shall be on file in the SSCA office.

Receipts evidencing expenditures shall be filed with the SSCA office.

Incident reports shall be filed in the classroom and with Alberta Child and Youth Services in accordance with legislation and Policy 5.5 Incident Reporting. The SSCA shall be notified regarding all incidents requiring attendance by Emergency Medical Services (EMS).

Records detailing comments, suggestions or complaints will be retained for two years.

2.4 Parent and Guardian Communication

2.4.1 Means of Communication

Parents and Guardians are required to use Class Dojo to communicate with their child's Teacher. In the event that Class Dojo is not available for a period of time for any reason, email will be used.

2.4.2 Budget and Policies

At registration, parents and guardians will be advised that a copy of SSPS policies is available on the SSPS website. Before Orientation Night, parents and guardians will be emailed an electronic hyperlink to the SSPS policies posted on the SSPS website.

A copy of the Budget for the upcoming year will be provided to parents and guardians upon request.

A copy of the year-end financial report will be made available to parents and guardians upon request.

2.4.3 Summer Letter

During the summer months prior to the commencement of the School Term, a letter will be distributed by email to families of children enrolled in the upcoming School Term. The summer letter will advise of dates for Orientation Night, commencement of classes, and other important SSPS information. The summer letter will be drafted by the Director, with input from the SSCA and PSAC and should be signed by the Director, the PSAC Chair and a member of the SSCA Executive and sent by the SSCA Program Coordinator or their delegate.

2.4.4 Room Parents

Room parents act as a liaison between the parents and guardians of children enrolled in their class, the PSAC and the Teaching Staff for that class. Parents and guardians should bring their concerns to the PSAC through the room parent assigned to their child's class. Room parents are also responsible for creating a class monthly calendar with input from the Teaching Staff assigned to that class.

2.4.5 Parent/Teacher Interviews

Parent/teacher interviews regarding children enrolled in the SSPS will be at the request of the parent(s) or the Teacher.

SECTION 3 – PROGRAM OPERATION AND FEES

3.1 School Term

The SSPS School Terms commence in September and end in June. A parent Orientation Night will be held in late August or early September for the upcoming School Term.

SSPS generally observes the Calgary Board of Education's calendar year regarding holidays (i.e., Winter Break, Spring Break, Teachers' Convention, etc.). A list of statutory and school holidays will be provided on the SSPS website.

In order to allow the children enrolled in the SSPS to become acquainted and comfortable with the classroom and the Teaching Staff assigned to their classes among a smaller group of children, classes will typically begin on a split-entry basis. The entire class will meet on the third scheduled class day.

In the summer prior to commencement of the School Term, the teachers will be given the list of children who will attend their class in the upcoming School Term and will contact parents and guardians by email to advise them of the date of entry and to provide an opportunity to discuss any questions or concerns prior to the commencement of classes. Classes will generally be held until the third Friday in June.

3.2 Fees

Preschool fees (non-refundable registration fee) and tuition are to be reviewed bi-annually by the SSCA Executive and PSAC. Any proposed changes must be approved by the SSCA by December 31 for the next School Term.

There is one non-refundable registration fee per child, which must be paid in full by credit card on the date of registration.

Payment of SSPS tuition can be in full payment or by automatic monthly withdrawal using a voided cheque. The June tuition is collected in advance to cover start-up costs (i.e. consumable supplies) prior to the start of the School Term.

SSPS fees are calculated on a per School Term basis. Although a monthly installment may be paid, that installment may not be the actual cost for the SSPS program for that child for that month. SSPS program fees are calculated by the cost, per child, to run the program for the full School Term.

If a child is added to a class from the beginning of the first day until and including the end of the fourteenth day in a month, the full tuition for that month will be paid. If a child is added to a class between the beginning of the fifteenth until and including the last day of the month, half of the monthly tuition amount will be paid for that month.

A one-time yearly supply fee of \$35 must be paid for each child enrolled in the SSPS. This is paid along with the first month's program fee.

3.3 Payment Schedule

A Pre-Authorized Debit form (PAD) is required for monthly fee payments. Payments will be withdrawn from bank accounts on the first business day of each month.

For registrations before June 1st for the upcoming School Term, the first withdrawal will be on the first business day of June prior to the beginning of the School Term. Such payment will be applied to fees for the month of June at the end of the applicable School Term. Subsequent withdrawals will occur on the first business day of each month from September through May during the applicable current School Term.

For registrations after June 1st but before August 1st for the upcoming School Term, the first withdrawal will be on the first business day of the month that follows the month of registration. Such payment will

be applied to fees for the month of June at the end of the applicable School Term. Subsequent withdrawals will occur on the first business day of each month from September through May during the applicable School Term.

For registrations after August 1st for the upcoming School Term, the first withdrawal will be double the regular payment and will occur on the first business day of the month that follows the month of registration. Such payment will be applied to fees for the month of June at the end of the applicable School Term as well as the fee payment for the month of the School Term that follows the month of registration. Subsequent withdrawals of the regular tuition amount will occur on the first business day of each successive month up to and including May of the current School Term.

3.4 Non-Sufficient Funds (NSF) Payments

There will be a service charge for returned payments (whether cheque or automatic debit) to cover the current bank charge. The NSF service charge is currently \$25.

If more than one NSF monthly payment is returned on behalf of a child in the same School Term the situation will be reviewed. Noncompliance may result in the withdrawal of the child from the SSPS.

SECTION 4 – REGISTRATION AND ENROLLMENT

4.1 Qualification

4.1.1 Community Membership

In order to qualify for enrollment in the SSPS the child's family must have a valid SSCA membership at the time of registration and for the duration of their participation in the SSPS.

4.1.2 Eligibility

In order to ensure compliance with current legislation, the SSPS reserves the right to restrict enrollment of children who are at least thirty-two (32) months of age but not yet three (3) years of age until December 31 of the School Term.

- a) Children must be the following minimum ages to be eligible for SSPS programs for the September start:
 - (i) for the three (3) year old program - three (3) years of age by December 31 of that School Term, providing that each class does not exceed six (6) students who are not yet three (3) years of age as of September 1 of the School Term.
 - (ii) for the four (4) year old program - four (4) years of age by February 28 of that School Term.
 - (iii) where a three/four (3/4) program is made available at the discretion of the SSCA - four (4) years of age by June 30 of that School Term.
- b) Children must also comply with the following maximum ages to be eligible for the September start:

- (i) for the three (3) year old program - children must be no older than four (4) as of September 1 of the current School Term.
 - (ii) for the four (4) year old program - children must be no older than five (5) as of September 1 of the current School Term.
 - (iii) special exceptions to maximum ages may be granted - upon the discretion of the Registrar and in consultation with the Teaching Staff.
- c) All children attending the SSPS must be toilet trained. Pull ups are not sufficient to indicate potty training and are not acceptable. Teaching Staff who are tasked with changing diapers are unavailable to supervise the remaining children, which is unfair to other children and places an undue burden on the other Teaching Staff. Teachers give frequent bathroom reminders during the first month of the School Term. In the event that a child has a urine accident during class time, Teaching Staff will change the child the first time. If urine accidents recur, the child's parent or guardian will be called to change their child and the child will be asked to take a break from SSPS until they are accident free. The Teaching Staff may, at their discretion, require that a child be withdrawn from the SSPS in the event that the child has two (2) or more accidental bowel movements during class time.
- d) It is strongly recommended that all children attending SSPS be immunized in order to protect the health and safety of all attending children.

4.1.3 Program Unit Funding (PUF)

SSPS welcomes and is able to accommodate up to two (2) children per class who receive PUF. Families registering a child who is qualified for PUF must indicate this during the registration process. When the maximum number of PUF students have been registered in a particular class, additional students accessing PUF may not be accepted in that class, without the agreement of the Preschool Director and SSCA. A child's registration may be invalid if their PUF is not disclosed at the time of registration as these spots will be allocated on a first come, first served basis pursuant to the registration timelines set forth in this policy.

4.2 Registration Policies and Procedures

Registration dates and times for the upcoming School Term are determined by the PSAC. Registration is generally held in January.

The SSCA Program Coordinator is the contact for individuals regarding registration. Maximum enrollment allowed in each SSPS classroom is based on limits imposed by Applicable Law and is not to exceed eighteen (18) for three (3) year olds, and twenty (20) for four (4) year olds. Minimum enrollment allowed in the SSPS will be at the discretion of the SSCA.

At the time of registration, families will register for a morning, afternoon or full-day class. Once Teaching Staff assignments have been finalized and classes are full, children will be assigned to classes by Teaching Staff.

Special exceptions may be granted at the discretion of the SSCA Programs.

4.2.1 Pre-Registration

Prior to the general, open registration, the PSAC will hold pre-registration. Eligible families will be allowed to register with the following priority (where a) is the highest priority):

- a) current PSAC members;
- b) families of children currently attending the SSPS, which includes both current students and their siblings;
- c) families not currently registered in the SSPS who have had children attend SSPS in the last five years;
- d) residents of the community of Silver Springs; and
- e) any family not meeting any of the above criteria.

Registration will be on-going until such time as the classes are full.

4.2.2 Waiting Lists

Children on the waiting list will be offered enrollment as places become available, using the email address that appears on their family's registration form, by SSCA Programs.

Once a family has been notified of a vacancy in a class via email, the family will have forty-eight (48) hours to respond to the email, after which point the vacancy will be offered to the family of the next child that appears on the waiting list, and then to the family each subsequent child on the waiting list, until the vacancy is filled.

If a family fails to respond to an email notification of a vacancy within forty-eight (48) hours as indicated in the paragraph above, such family shall retain their child's position on the waiting list and will be offered the next available vacancy; however, if a family fails to respond to an email regarding a second vacancy within the forty-eight (48) hour time period, the child of that family shall be removed from the waiting list.

A family whose child is removed from the waiting list for failing to respond to a second notice of vacancy may contact the SSCA Programs to be placed back on the waiting list as a new registrant but shall not retain their child's original position.

The SSCA, in consultation with the Preschool Director, shall have sole and unfettered discretion to make determinations with respect to this section.

4.3 Program Withdrawal

4.3.1 Failure to Adjust

SSPS reserves the right to dismiss a child from the SSPS because of the inability of the child or their family to adjust to the SSPS program.

4.3.2 Prior to Start-up Date of School Term

The SSCA will accept cancellation of a registration up to August 1 prior to the applicable School Term and only the non-refundable registration fee will be forfeited. The fee paid for June of the applicable School Term will be refunded to the child's family.

If registration is cancelled between and including August 1 to August 31 immediately prior to the commencement of the applicable School Term the fees paid in advance for June of the applicable School Term will not be refunded.

4.3.3 After Start-up Date of School Term

A child may be withdrawn from the SSPS at any time after the first day of the School Term provided the SSCA is notified in writing (which includes by email). As long as notice is received by the SSCA at least thirty (30) days prior to the first day of a calendar month, once the withdrawal has been confirmed, then the fees for that month and all subsequent monthly fees up to and including May of the applicable School Term will be refunded. Monthly fees for June will only be refunded if the 30-days written notice referenced above is received by the SSCA prior to March 1. Failure to provide 30 days written notice will result in the family's forfeit of June fees as well as the non-refundable registration fee.

Exceptions to the above policy regarding refunds may be made where the child is withdrawn for medical reasons. In such a case, a letter from a physician outlining the medical reasons for the withdrawal will be required by the SSCA.

Exceptions may also be made where the child is dismissed from the SSPS due to adjustment issues as outlined in Subsection 4.3.1.

All decisions with respect to withdrawal from the SSPS will be kept confidential.

4.3.4 Temporary Absence

Should a parent withdraw a child from class for a brief period (e.g., vacation), monthly fees must be paid to maintain the child's place in the SSPS.

4.4 Switching Classes

Should a family request a class change after initial registration but before Orientation Night for the applicable School Term, the SSCA in consultation with the Preschool Director may attempt to accommodate the change subject to availability.

Following Orientation Night, the SSCA will not accept parent requests for class change unless there are extenuating circumstances that can be reasonably accommodated. These circumstances are at the discretion of the SSCA and each change will be subject to a \$25 administration fee.

SECTION 5 – EMERGENCY INFORMATION AND CHILDREN WITH LIFE-THREATENING ALLERGIES OR CONDITIONS

In accordance with Applicable Law, an updated and comprehensive binder (the “Portable Record”) containing emergency information for each child will be maintained in each classroom. The Portable Record will accompany the class during all activities, whether they take place on the SSPS premises or elsewhere.

5.1 Emergency Contacts

In the event of emergency cancellation of classes in progress for any reason, parents and guardians will be telephoned to pick up their children. It is therefore essential to inform the SSCA of any change of address and/or phone number.

Parents and guardians must provide the SSCA with alternate contacts that are not the parents/guardians and are available to pick up the student within 30 minutes if required. The SSCA will require full names, addresses and phone numbers in case Teaching Staff cannot reach the parent/guardian. These emergency phone numbers are kept in the Portable Record. Forms respecting allergies will also be kept in the Portable Record.

In the event that information regarding a child changes during the School Term, parents or guardians are required to advise the SSCA of such changes as soon as reasonably possible.

5.2 Emergency Evacuation

In the event of an emergency requiring evacuation of the SSPS classes at the Silver Springs Community Centre, children will be taken to:

Silver Springs Elementary School 7235 Silver Mead Road N.W.

5.3 Medical Emergency

In the event of a medical emergency in the classroom, the Teaching Staff will:

- a) assess the extent of the injury or, in the case of an adverse allergic reaction, consult the Portable Record for the doctor-prescribed emergency plan and follow any instructions;
- b) if required in their reasonable discretion, call 911;
- c) contact parents or guardians or their designated alternate contact;
- d) if the parents or guardians are not immediately available, accompany the child in the ambulance to the hospital if required;
- e) designate a SSCA staff member to assist in supervising the children remaining in the class;
- f) prepare an incident report.

5.4 Life-Threatening Allergies or Conditions

5.4.1 SSPS Responsibilities

SSPS will take all precautions which are practical and reasonable to protect children enrolled in its classes who have known life-threatening allergies or medical conditions. These precautions may include, but are not limited to:

- g) requiring that food allergens (i.e., peanuts and nuts) not be brought into the classroom;
- h) requiring Teaching Staff to bring appropriate medication and medical information on field trips (i.e., in the case of bee-sting, food allergies or medical condition); and
- i) posting the names and type of allergies on the outside door of the first aid cupboard in the applicable classroom.

5.4.2 Responsibilities of Parents or Guardians

5.5 Incident Reporting

5.5.1 Immediate Reporting

SSPS is required by Applicable Law to report to the applicable Governmental Authority:

- (a) immediately any of the following incidents that occur while a child is attending class:
 - (i) an emergency evacuation;
 - (ii) an unexpected program closure;
 - (iii) an intruder on SSPS premises;
 - (iv) a serious illness or injury to a child that requires SSPS to request emergency health care and/or requires the child to remain in hospital overnight;
 - (v) an error in the administration of medication by Teaching Staff or an SSPS volunteer resulting in the child becoming seriously injured or ill and requiring first aid, a request for emergency health care and/or the child to remain in hospital overnight;
 - (vi) the death of a child;
 - (vii) an unexpected absence of a child from the SSPS (i.e., lost child);
 - (viii) removal of a child from SSPS by a non-custodial parent or guardian;
 - (ix) an allegation of physical, sexual, emotional abuse and/or neglect of a child by Teaching Staff or an SSPS volunteer;
 - (x) the commission by a child of an offence under an Applicable Law; and/or
 - (xi) a child left on the SSPS premises outside of the program's operating hours;
- (b) within two (2) days after the occurrence of the incident, any other incident that occurs while a child is attending the program that may seriously affect the health or safety of the child.

SSPS will submit to the applicable Governmental Authority an annual summary of all incidents that have been reported in the SSPS.

SECTION 6 – DISCIPLINE

6.1. Discipline Policy for Children

SSPS respects each child and his or her level of development, individual personality and family and cultural influences. SSPS strives to prevent difficult discipline problems from arising by providing an environment that is comfortable for children in a group setting and providing activities which allow for freedom of choice.

Many different play centers and activities are offered, which keep children busy and happy and allow them to interact in a constructive and stress-free manner. Adults in the classroom will always model acceptable behaviour to children.

Each class has a set daily routine but allows for flexibility. Clear guidelines are provided to children so that they know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive way. Children are given time to respond to expectations.

On occasion, children may become frustrated. When a child's behaviour becomes unacceptable or unsafe, discipline is a necessary part of guidance. In these situations, Teaching Staff may use a variety of strategies depending on the child and the situation. The goal is to encourage children to develop respect, self-control, self-confidence and sensitivity in their social interactions during their time at preschool. Any disciplinary action that is taken must be reasonable in the circumstances. The following strategies may be applied to assist the child.

- a) Setting Expectations and Limits: Establishing clear, easy to understand expectations and repeating them as many times as necessary throughout the School Term. Limits are explained and defined in a classroom situation and children are made aware of the behaviour expected towards others. Children will be reminded on an individual basis and may be spoken with one-on-one when additional guidance and reminding of expected behaviours is needed.
- b) Redirection: When a child is experiencing frustration in a situation, that child will be directed toward another activity where the child may experience more success.
- c) Reinforcement: Through praise and encouragement, children will learn that acceptable behaviour is far more rewarding. Young children learn quickly that positive attention is far more fulfilling than negative attention. In a classroom setting, the praise of their teachers and approval of their peers is often the only reinforcement necessary to maintain a high level of self-esteem. Acceptable behaviour is encouraged at all times and such behaviour is rewarded with praise.
- d) Problem Solving: A child may be asked to help solve a problem with Teaching Staff or with other children, depending on the situation. Teaching Staff will facilitate this process as the children return to a positive play situation.
- e) Have a "Think Time": A child may be removed from a play situation or play equipment if the child is having difficulty resolving a conflict with the situation or with another child. This will occur if attempts to redirect the child were unsuccessful. The child will be directed to a quiet

area (i.e., the hallway with the doors open or another area within the classroom) and accompanied by a member of the Teaching Staff to discuss the problem and provide the child an opportunity to regain composure. When the child feels ready, he or she will return and play in an appropriate manner. The child is given sufficient time to amend the behaviour; no time period is allocated to this.

- f) Parent/Guardian Assistance: A parent/guardian may be asked by Teaching Staff to attend class with his or her child as part of a strategy that has been agreed to with the parent/guardian to improve the child's behaviour.
- g) Call Home: Upon agreement with a parent/guardian, if a specific behaviour persists that is unacceptable in the classroom and could be harmful to others, the Teacher may call the parent to pick up his or her child and remove the child from the class immediately.

All children will be treated with respect. At no time will Teaching Staff act aggressively towards a child. If necessary, the child will be moved to a safer area, until they are reassured and calmed and can be incorporated back into the play situation. Physical punishment, verbal or physical degradation or emotional deprivation is not allowed. SSPS will not deny or threaten to deny any basic necessity and will not use any form of physical restraint, confinement or isolation.

Parents and guardians will be notified verbally or electronically via email, text or Class Dojo if any disciplinary action is taken with their child. In the case of repeated incidents of aggression and disobedience, the Teacher will contact the parents or guardians by phone or email to discuss the child's behaviour problems in the classroom. Together the Teacher and parent/guardian will determine what action should be taken to remedy the situation, and will develop an action plan that includes goals, expected outcomes and a timeline to achieve the outcomes. This action plan will be detailed in a written letter and reviewed/approved by both Teaching Staff and parents(s)/guardian(s). If the child's negative behaviour persists and if the goals and outcomes are not met within the timeline, another meeting with parents will be called to discuss the situation and seek further solutions.

If the general atmosphere of the classroom is continually disrupted by a particular child after all steps are taken, or if the SSPS is of the view that it cannot meet the needs of a particular child, SSPS in conjunction with the SSCA reserves the right to withdraw a child from the Program.

The above Discipline Policy shall be communicated to all parents, staff, and, where developmentally appropriate, children.

6.2. Discipline Procedures

6.2.1 Documentation

- a) Teaching Staff will record in a special folder the date and details of any occurrence involving an extreme discipline situation in a classroom ("Documented Incidents"). Such Documented Incidents shall be signed by the recording Teaching Staff. Documented Incidents may include, without limitation:
 - i. incidents described in the Discipline Policy in Section 6.1;

- ii. any information provided by parents that parents felt was relevant to share and may affect behaviours in the class (parents separating, family moving, dog died, etc.);
 - iii. any positive behaviour changes from Documented Incidents;
 - iv. any strategies that were employed to change behaviour – whether they worked or not
 - v. any communications (phone, email or otherwise) with parents/guardians regarding discipline issues; and
 - vi. notes of any meetings regarding a child’s behaviour and discipline.
- b) Teaching Staff will keep records relating to Documented Incidents in the Portable Record described in Section 5 at all times during the applicable School Term. Subject to this Policy, such information will be kept confidential, and will be accessed only by the following and only to the extent they have a need to know the information: Teaching Staff in the applicable class, Preschool Director, PSAC Executive, SSCA Executive and staff and personnel within applicable Governmental Authorities.
 - c) Teaching Staff will ensure that records related to Documented Incidents are segregated by individual child in order to protect each family’s privacy.
 - d) Records related to Documented Incidents involving a particular child may be accessed by the parents or Guardians of that child upon written request to the Preschool Director.
 - e) At the end of the School Term, records related to Documented Incidents will be moved to the individual child’s general SSPS record and will be retained in confidence for two years or such other period as is prescribed by Applicable Law. After two years, the information will be shredded.

6.2.2 Reporting

- a) All Documented Incidents will be reported on a yearly basis to Governmental Authorities in accordance with Applicable Law, except incidents listed under 5.5, which will be reported immediately.
- b) A designated SSCA staff member will review the folder containing Documented Incidents on a regular basis to ensure documentation is in accordance with Applicable Law and this Policy, and to ensure strategies have been put in place to address them.
- c) The designated SSCA staff member shall report to the PSAC Executive and Preschool Director any unresolved Documented Incidents which require action from the Teaching Staff and/or the PSAC. Any communications for this purpose will be kept confidential.
- d) The designated SSCA staff member will notify Governmental Authorities of the withdrawal of any child from the SSPS due to discipline issues.

SECTION 7 – FIELD TRIPS AND SPECIAL EVENTS

From time to time, classes will have the opportunity to participate in field trips, neighbourhood walks or other special events (each a “Special Event”). A notice describing dates and activities involved in any Special Event will be provided by the Teacher in advance. Where consent of the parent or guardian is required for a child’s participation in the Special Event, the notice will include a consent form, which must be signed by the parent or guardian and returned to the Teaching Staff for the applicable class. The signed

consent form must be returned to Teaching Staff by the date requested in order for the child to participate in the Special Event. Alternate activities will not be provided for children who do not take part in the Special Event.

Notices and, where applicable, consent forms for recurring Special Events may be provided to parents and guardians at the beginning of the School Term. In such cases, consent may be provided by parents or guardians for multiple Special Events on one consent form.

Where the Special Event occurs outside of the Silver Springs Community Centre and associated property, it is the responsibility of each parent or guardian to make sure their child is transported safely to the Special Event location unless alternate arrangements have been made by SSPS.

SECTION 8 – PARENTAL DUTIES AND RESPONSIBILITIES

8.1 Required Volunteer Duties

Parents/guardians of children registered in the SSPS are required to commit to one of the following volunteer duties, police clearance is not required for these duties:

- a) volunteer as a member of the PSAC and perform duties assigned to the applicable position as generally described in Appendix A;
- b) clean toys outside of class times as prescribed by the PSAC Volunteer Coordinator(s); or
- c) home duties as assigned by the PSAC Volunteer Coordinator(s).

Preference for parental duties will be solicited during on-line registration and the Volunteer Coordinator(s) will have final discretion regarding assignment of volunteer duties.

If parents/guardians do not fulfill their volunteering requirements for each School Term, they will be required to pay a non-refundable fee to the SSPS of \$250 per term.

8.2 Optional Classroom Volunteer

Volunteers will be permitted in the classroom during class times at the discretion of Teaching Staff.

All parents or guardians, or family members authorized by parents/guardians who wish to volunteer must undergo an electronic police background information check (e-PIC). The Calgary Police Service's procedures for e-PIC may be found online at: www.policeinformationcheck.calgarypolice.ca.

E-PICs will be considered valid for SSPS purposes for two (2) years from the beginning of the School Term in which they are obtained.

Occasional visitors to the classroom (e.g., family from out of town) may be permitted to stay at the discretion of the class Teacher and will only be permitted to stay with the children when Teaching Staff are present.

In general, parent/guardian volunteers in the classroom are not mandatory, except when required for Special Events and when SSPS requires parent/guardians of a child under (3) three years of age to remain in the classroom in order to meet the requirements of Applicable Law related to child-to-adult ratios. In cases in which compliance with Applicable Law is not possible due to a shortage of parent/guardian volunteers, the child may not attend that day.

Parents and guardians who wish to volunteer in the classroom, may contact their teacher or room parent to discuss volunteer opportunities.

Due to restrictions under Applicable Law, younger siblings of children in SSPS are not allowed in the classroom with parents/guardians who are volunteering.

8.3 Snacks and Allergies

Each child is to bring their own snack and drink to class each day. Snacks consist of small, nutritious foods that the child can consume in 10 minutes or less. All snacks should be in reusable containers, labeled with the child's name, and placed in the child's own snack bag. The snack is recommended to contain at least two of the following food groups: fruit, grains, meats and/or meat alternatives and dairy (see examples below). Water should be sent with each child in a reusable water bottle labelled with the child's name.

Refrigerators are not available in SSPS classrooms. Snacks should consist of foods which do not require refrigeration or snacks should be sent in containers which include ice packs.

NO NUTS PLEASE! Nuts and peanuts (even trace amounts) can cause severe and/or life-threatening reactions in certain children. All parents and guardians must ensure that their child's snacks are free of any kind of peanuts or nuts (including their oils), to protect children in the program with severe, life-threatening allergies. Parents and guardians must read labels carefully, and not send nothing that "may contain" peanut, peanut oils or other nuts.

Parents and guardians must inform Teaching Staff of any of their child's food sensitivities or allergies, as well as the type and severity of reactions. Although SSPS strives to be a "nut free zone", we cannot guarantee this to any parent/guardian or child. This means that every parent and child must still use reasonable caution regarding snacks, and any child with life threatening allergies MUST have an EpiPen, supplied through a prescription from their physician. The EpiPen must always be in the class with the child and be stored away by Teaching Staff during the class time. All Teaching Staff are certified in Child Safety First Aid and have been trained to respond to serious allergic reactions. Please refer to our Emergency Procedure for further information.

IN SPITE OF ANYTHING IN THIS SECTION 8.3 OR THIS POLICY IN GENERAL, THE SSPS AND THE SSCA CANNOT GUARANTEE THAT CLASSROOMS ARE FREE FROM ALLERGENS FROM FOODS OR OTHER SOURCES AND ACCEPT NO LIABILITY FOR ANY INJURY OR DEATH RESULTING FROM EXPOSURE TO SUCH ALLERGENS. IF PARENTS OR GUARDIANS ARE UNCOMFORTABLE WITH THE RISKS, THEY SHOULD NOT SEND THEIR CHILDREN TO SSPS.

Snacks sent with children should meet requirements imposed by Applicable Law regarding both nutrition and safety. All snacks should be prepared for safe consumption by preschool-aged children. By way of example: apples must be cored and sliced; oranges must be cut or peeled; grapes must be cut in half; pits must be removed from plums, nectarines, peaches, or similar fruits; and carrots must be thinly sliced. If milk is sent as a beverage, it must be kept cold with an ice pack.

Examples of acceptable snacks include: crackers and cheese; cut up fruits, a container of yogurt, properly prepared vegetables or a small healthy home baked muffin.

Examples of acceptable drinks include: water, juice or milk.

Snacks high in sugar (such as cookies, cupcakes, rice-krispie squares) should be reserved for special events such as birthdays and seasonal holidays only.

If approved by Teaching Staff in the applicable class in advance, which approval is at the Teaching Staff's discretion, parents and guardians may be permitted to bring in a special snack on a child's birthday for everyone. In such cases, all children are still required to bring their own snacks on those days.

The following foods are strictly prohibited: nuts and seeds, hard candies, caramels/toffees, chewing gum, jellybeans, popcorn, gumdrops and snacks made with toothpicks and skewers.

8.4 Arrival and Departure

Class times will be communicated to parents and guardians of children enrolled in SSPS prior to the beginning of each School Term.

Parents and guardians are responsible for ensuring their children arrive for class on time and are promptly picked up following class dismissal. Parents or guardians are required to indicate who has authority to pick up a child, which shall include designated emergency contacts. If a person who is not the primary parent/guardian that attends pick-up, the Teaching Staff must be informed ahead of time. Teaching Staff may not release a child into the care of a person who has not been authorized to pick up the child in advance.

Sign-in: Teaching Staff shall record each child's attendance.

Before class: children should arrive five minutes prior to the class start time. Children must not be dropped off and left in the care of Teaching Staff prior to these times as it interrupts class preparation time. Children arriving later than five minutes after the class start time can cause disruption to the class.

After class: Parents and guardians are responsible for ensuring their child is picked up promptly at the end of class. Teaching Staff may only remain in the classrooms for fifteen minutes after the end of class, and it is not their responsibility to care for children after class is dismissed.

If a child is not picked up within ten minutes following class dismissal, emergency contacts will be called, and the child will be taken to the SSCA office to wait to be picked up.

If a parent or guardian anticipates that they will be late, they should contact the Teaching Staff at their designated contact numbers or, if Teaching Staff are unavailable, the SSCA at 403-288-2616 and make other arrangements for someone to pick up their child.

In cases of repeat tardiness, the Preschool Director, PSAC Executive and SSCA will be notified of the issue and steps will be taken to resolve the issue with the family. Extreme cases may result in dismissal from SSPS.

Further detailed information on arrival and pick up procedures is available to parents and guardians in the orientation package distributed at the start of the school year.

8.5 Supervision

Teaching Staff supervise children's play at all times, both indoors and outdoors, at ratios consistent with or smaller than those prescribed by Applicable Law. Children are directly supervised by staff in the classroom at all times. Furniture and classroom equipment is positioned so that the developmental needs of the children to exercise some freedom and independence is achieved while ensuring that the entire classroom and all children within it can be monitored at all times. Headcounts are conducted when children move from one location to another.

Teaching Staff will conduct a visual assessment of all indoor and outdoor physical spaces where SSPS activities occur prior to children arriving to ensure the area is safe and ready for play. Teaching Staff shall also ensure that all children are accounted for at all times through the use of accurate attendance sheets and random periodic headcounts throughout the course of the class.

Staff work directly with parents and guardians and other aides, if required, to provide strategies for a successful environment for children with developmental needs.

Parents and guardians are required to acknowledge and agree to the policy on supervision upon registration into the SSPS.

8.6 Potential Health Risk/Illness

In order to ensure the health and safety of all children attending the SSPS, if Teaching Staff have reason to believe that a child is exhibiting signs or symptoms of illness, the Teaching Staff will require that the child's parent(s) or guardians arrange for the immediate removal of the child from the class and the Silver Springs Community Centre; and the child may return to SSPS when Teaching Staff are satisfied, acting reasonably, that the child does not pose a health risk to other children. Prior to returning to class, the parent or guardian may be required to provide Teaching Staff with a physician note confirming return; or the parent or guardian may report that the child has been symptom-free for a period of not less than 24 hours.

Signs or symptoms of illness exhibited by a child include:

- a) vomiting, having a fever that is measured by the Teaching Staff feeling the child's forehead, 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 other illness or symptoms that Teaching Staff reasonably believes may pose a health risk to other persons in the class or the Silver Springs Community Centre.

Teaching Staff may maintain a list documenting children who are ill, which will include:

- a) name of child;
- b) date the child was observed to be ill;
- c) name of Teaching Staff member who identified the child was ill;
- d) time the parent or guardian was initially contacted;
- e) name of staff person who contacted the parent;
- f) time the child was removed from the class; and
- g) date the child returned to class.

Teaching Staff will first contact the parents or guardians to remove the child from the SSPS. If the Teaching Staff are unable to reach the parents or guardians, the emergency contacts for the child will be contacted. If the Teaching Staff are unable to reach the emergency contacts, they will take reasonable steps to ensure that the child remains supervised at a safe distance away from the other children in the class until the child has been picked up.

Parents and guardians are required to acknowledge and agree to the policy on Potential Health Risk/Illness upon registration of their child into the SSPS.

SECTION 9 – EMPLOYMENT

9.1 Responsibility for Staffing

The SSCA is the employer of all Teaching Staff and shall be responsible for hiring and terminating Teaching Staff and for approving the list of substitute Teaching Staff each year. The SSCA shall at its discretion, determine how to review resumes, conduct interviews, draft offer letters, investigate concerns, and terminate Teaching Staff agreements.

The Preschool Director shall be involved in the recruitment process for Teaching Staff and the SSCA shall consider any recommendations provided by the Preschool Director regarding suitable candidates. However, the SSCA shall make final decisions regarding whether to offer an employment agreement to a candidate.

9.2 Qualifications

All Teaching Staff must have a police information check completed no less than every three years or such other period as is prescribed by Applicable Law. In addition, Teaching Staff should have all of the basic qualifications identified below.

9.2.1 Preschool Teachers

- a) A diploma from a two-year program in Early Childhood Development and Education or equivalent;
- b) minimum level 1 – Child Development Assistant certification; and
- c) a valid First Aid/CPR certificate.

9.2.2 Preschool Teacher’s Assistant

- a) Reasonable experience with pre-school children;
- b) minimum level 1 – Child Development Assistant certification; and
- c) a valid First Aid/CPR certificate.

9.2.3 Substitute Teachers

- a) A diploma from a two-year program in Early Childhood Development and Education or an equivalent or five years of experience as a Teacher’s Assistant (TA) at the Silver Springs Preschool; and
- b) a valid First Aid/CPR certificate.

9.2.4 Substitute Assistant

- a) Reasonable experience with preschool children.

9.3 Contracts

All Teaching Staff are required to enter into a term employment agreement with the SSCA for each School Term.

9.3.1 Short-term Substitute Policy

In the event a Teaching Staff member is unable to work, the Preschool Director is responsible to recruit a substitute from the current Teaching Staff.

If none of these Teaching Staff are available, the Preschool Director will recruit a substitute from the list of qualified substitutes on the approved substitute list for that School Term. The rate of pay shall be determined at the discretion of the SSCA.

If none of these qualified substitutes are available, the TA will be asked to step into the Teacher role provided they take on the primary teaching role and responsibilities and have a parent volunteer in the classroom assisting them. Details pertaining to compensation will be as per the term employment agreement for the applicable TA.

In the event that a TA is ill or absent, the Preschool Director may call a parent substitute volunteer to fill in. These parents and guardians will be called from the list of parent substitutes for TAs. This volunteer role goes beyond the role of the regular parent in-class volunteer and includes responsibilities relating to the set up and take down of the classroom under the Teacher’s direction. Parent volunteer substitutes will be provided with an honorarium in the form of a \$25 gift certificate from a local merchant.

Parent volunteer substitutes will be recruited at the start of each School Term (usually at Orientation Night) and the extra responsibilities of this role will be clearly communicated to them.

It is the Teacher's responsibility, in consultation with the Preschool Director, to advise the SSCA regarding payroll adjustments when they are absent and to inform the office on what date the TAs should have the increased wage difference.

9.4 Duties

The following is a list of duties and responsibilities that pertain to each Teaching Staff position.

9.4.1 Teacher(s)

- a) Plan and prepare an age-appropriate program for each class.
- b) Follow the requirements laid out in the SSPS Policies and/or by the applicable Government Authority.
- c) Ensure a safe environment for the children.
- d) Oversee the duties of the Preschool Teacher's Assistant(s) and ensure they are carried out as required.
- e) Be available at mutually convenient times to discuss with any parent/guardian or group of parents and guardians specific problems regarding the children or parent participation.
- f) Consult with the SSCA and the PSAC in regard to the daily operation of the class.
- g) Be responsible for the supervision and safety of the children during school hours, both on school premises and on field trips and other Special Events.
- h) Keep a daily attendance record of children.
- i) Ensure that a room clear/fire drill is carried out monthly and complete any required reporting in relation to such drills.
- j) If necessary, recommend the temporary or permanent withdrawal of any child for reasons of health or any other just cause.
- k) Help to plan and be on hand for parent Orientation Night, and any other special school function.
- l) Provide updates to the Preschool Director in advance of PSAC meetings as required. Attend PSAC meetings upon reasonable request of the PSAC Chair or Preschool Director.
- m) Spend 5 days following the end of the School Term to conduct inventory of supplies and make recommendations for further purchases.
- n) Spend at least one day prior to the commencement of the School Term in the class to organize supplies, equipment, teaching aids, etc.
- o) Attend conferences or seminars with financial assistance from SSCA in order to maintain the excellence of the SSPS.
- p) Participate in Orientation Night and Open House.
- q) Address discipline issues following the Discipline Policy.

9.4.2 Preschool Teacher's Assistants

- a) Follow the Teachers' directions and assist them in their duties.
- b) Help prepare the classroom and planned activities for the day.

- c) Set-up and dismantle gym equipment on required days.
- d) Help to set-up, dismantle and be on hand for Orientation Night and any other special functions.
- e) Attend PSAC meetings as required.
- f) Spend the time necessary following the end of the School Term to conduct inventory of supplies and make recommendations for further purchases.
- g) Spend at least one day prior to the beginning of School Term in the class to organize supplies, equipment, teaching aids, etc.
- h) Attend conferences or seminars with financial assistance from PSAC in order to maintain the excellence of the SSPS.

SECTION 10 – PRIVACY CODE

Personal information is collected, used and disclosed under the authority of the Personal Information Protection Act (Alberta) and Personal Information Protection and Electronic Documents Act (Canada). Personal information is collected from children and their parents and guardians for registration in the Preschool and will be used for contact purposes regarding emergencies, class activities, Preschool fundraising and volunteering opportunities.

Personal information is also collected to update and maintain contact information for registration purposes. Medical information is required to be posted and/or stored in the classroom for safety and emergency situations. Alternative contact information will be used only when a parent cannot be contacted.

On request, and subject to Applicable Law, an individual will be permitted to access their personal information. Information is securely stored and destroyed in accordance with Applicable Law. Currently registration information regarding children attending the SSPS is retained for five (5) years to facilitate the SSPS policy regarding registration of family members. Financial and administrative information is retained for ten (10) years to comply with Applicable Law.

For further information, please refer to the Preschool's Privacy Policies, which are attached as Appendix B to this Policy.

SECTION 11 – DISSOLUTION

In the event that SSPS is dissolved, and after payment of all indebtedness of the SSCA relating to the same, the remaining funds, investments and other assets shall become the property of the SSCA.

SECTION 12 – WEBSITE

The SSPS website shall be administered and maintained by the SSCA or their delegate, based on information provided by PSAC and the Preschool Director. The website may contain school year calendars, newsletters, policies, SSPS mission, Teaching Staff biographies, information on classes offered, registration, fees, location and contact for registration purposes. The website shall not contain names,

photos or other personal information about the students, except that photos of the children may be used for promotional purposes upon the express written consent of their parents or guardians.

Appendix A - Specific Duties of PSAC Members by Role

Chair (Executive Position)

- a. *Key Function:* Senior facilitator for meetings, activities and issues requiring attention by PSAC.
- b. *Approximate Time Commitment:* 5-15 hours per month. The Chair role is best suited for parents and guardians that wish to have significant involvement within the Preschool.
- c. Conducts and chairs all PSAC meetings.
- d. Approves agenda for all PSAC meetings and ensures all matters are attended to in a timely manner.
- e. Complies to a schedule and informs the SSCA Executive Committee at the beginning of each term of the PSAC Board members who are attending the SSCA meetings between the months of September – June. Generally, the Chair and Co-Chair each attends half of the SSCA monthly Board meetings, either in person or virtually, and provides the SSCA with an update on what is happening at the preschool.
- f. Keeps informed of, and works with the Preschool Director, to oversee all Preschool activities.
- g. Ensures compliance from all PSAC members and their responsibilities.
- h. Coordinates with the Co-Chair and Preschool Director to plan the format of the Orientation Night and Open House - distributes duties to the PSAC Board members and room parents. Attends both Orientation Night and Open House.
- i. Working with the Preschool Director and SSCA staff, reviews the May confirmation letter to incoming parents and guardians for the following school year.
- j. Works with the Preschool Director and SSCA staff on the Summer Letter to parents and guardians.
- k. Works with the SSCA and Preschool Director to monitor and inform parents and guardians of the presence of contagious illnesses at the Preschool.
- l. Presents SSPS recommendations for policy revisions to the SSCA Board of Directors for approval.
- m. Working with the Preschool Director and President of the SSCA, responsible for correspondence, forms and revised policies etc., as required by the PSAC. Is responsible for maintaining and updating the most recent copy of the Preschool Policy document with the SSCA and Preschool Director, reflecting changes to policies that have been implemented during the current year.
- n. Ensures that any changes to the Policy is approved by the SSCA Executive.
- o. Develops continuity and succession planning strategy for PSAC from year to year.
- p. Works with Co-Chair to ensure all vacant PSAC positions are filled.

Co-Chair (Executive Position)

- a. *Key function:* Key PSAC member responsible for planning and executing events. Assist the Chair as necessary, including but not limited to chairing meetings in the absence of the Chair.
- b. *Approximate Time Commitment:* 5-15 hours per month. The Co-Chair role is best suited for parents and guardians that wish to have significant involvement within the Preschool.
- c. Coordinates with the Chair to run the Orientation Night and the Open House. Attends both Orientation Night and Open House.

- d. Handles administrative duties regarding the Orientation Night and Open house (i.e., compiling and distributing name tags and/or retaining signs for each event).
- e. Attends half of the SSCA monthly Board meetings either in person or virtually and provides the SSCA with an update on what is happening at the Preschool. Generally the Chair attends the other half.
- f. Organizes and plans the PSAC legacy projects for the academic year (with a subcommittee).
- g. Completes a Preschool Readiness Check prior to the start of the upcoming academic year. Ensures the website is up to date with the correct dates in the calendar, ensures Orientation Packages have been posted to the website.
- h. Works with the Executive Committee for all policy updates.
- i. Attends monthly PSAC meetings.
- j. Works with the Chair to ensure all vacant PSAC positions are filled.

Recording Secretary (Executive Position)

- a. *Key Function:* Maintains accurate minutes and records for all PSAC meetings, including executive committee meetings, particularly meetings regarding policy decisions and keeps the policy and procedure manual current over the course of the year.
- b. *Approximate Time Commitment:* 1-3 hours per month.
- c. Creates monthly PSAC meeting agenda, sending to Chair for approval. Sends meeting invites for the monthly PSAC meetings including the finalized agenda.
- d. Records and distributes meeting minutes of the monthly PSAC meetings to Board members, teachers, and SSCA Programs and Accountant within ten days of each meeting.
- e. Posts minutes of all meetings on Google Docs.
- f. Maintains Board and Volunteer contact list and distributes to the PSAC Board, teachers, and SSCA.
- g. Entry of SSPS dates into the PSAC Google calendar with a link to send to parents.
- h. Completes a full review of the website to ensure all links are directing to the most up to date documents, and that all information within the website is up to date.
- i. Attends monthly PSAC meetings.
- j. Attends both Orientation Night and Open House.

Volunteer Coordinator 1 and 2 (2 positions)

- a. *Key Function:* Coordinates volunteers, ensures that all volunteer positions are filled.
- b. *Approximate Time Commitment:* 10-15 hours at the start of the year and 2-4 hours per month going forward - note that primary responsibilities occur in August.
- c. Responsible for management and supervision of volunteers and volunteer activities.
- d. Meets with the Preschool Director in June to assess the volunteer roles required for each class. Allocates volunteer roles for each class and communicates volunteer positions to parents and guardians via email in late August.
- e. Creates a toy cleaning schedule, inputting all required parents on their behalf. Works with room parents to include the toy cleaning schedule to the class schedule that is distributed to parents/guardians each month.

- f. Ensures teachers have a list of all volunteers at the start of each month. Collects those lists to keep a track of fulfillment of toy cleaning duty by each parent.
- g. Throughout the year as new students join ensures they are included in the volunteer schedule.
- h. Works with SSCA Programs to invoice any parents who have not fulfilled their volunteer duties in June.
- i. Attends monthly PSAC meetings.
- j. Attends both Orientation Night and Open House.

Fundraising Coordinator 1 and 2 (2 positions)

- a. *Key Function:* Coordinating the fundraising needs of PSAC.
- b. *Approximate Time Commitment:* 24-30 hours per campaign*. There are typically 2 campaigns per year, one in spring and one in fall. Campaigns are shared between two Fundraising Coordinators, with division of labour at their discretion. *Fundraising Coordinators are encouraged to involve other Preschool families in tasks to lighten Coordinators' workloads.
- c. Coordinates all of the fundraising needs of the Preschool (i.e., fall and spring campaigns).
- d. Is assisted by parent volunteers with the various aspects of the fundraising campaigns..
- e. Organizes the fundraising volunteers to help with the distribution of products from the fundraising campaigns in November and May.
- f. Provides the Marketing and Communication Coordinators all the key dates required for each fundraising campaign.
- g. Attends monthly PSAC meetings.
- h. Attends both Orientation Night and Open House.

Marketing Coordinator and Social Media Coordinator (2 positions)

- a. *Key Function:* Coordinates advertising and marketing opportunities for the Preschool. The Marketing Coordinator and the Social Media Coordinator work closely together to create a yearly marketing plan. Presents new ideas to the PSAC at the September Board meeting.
- b. *Approximate Time Commitment:* 3-4 hours per month.
- c. Works with Chair, SSCA Programs and Website Administrator to arrange for Open House and Registration advertising.
- d. Responsible for regular posts on both Social Media sites (Facebook and Instagram).
- e. Works closely with the Fundraising Coordinators to promote the Fall and Spring fundraising campaigns on social media sites.
- f. Maintains and updates the Preschool brochure and FAQ sheets. Ensures copies have been made and ready to distribute at the Open House.
- g. Primary PSAC contact regarding Preschool participation in local community newspapers, including coverage of special events (Winter Fun Day, etc.).
- h. Arranges for the distribution of flyers, posters, brochures, as needed to increase the exposure of the Preschool (materials placed on community bulletin boards, Facebook advertising, etc.).
- i. Works closely with the SSCA to relay information regarding important dates or activities with respect to the Preschool.
- j. Support and advertise any PSAC-run events.

- k. Attend monthly PSAC meetings.
- l. Attends both Orientation Night and Open House.

Purchaser

- a. *Key function:* Orders and purchases classroom supplies for the teachers.
- b. *Approximate Time Commitment:* 2-4 hours per month.
- c. Prior to the first day of school completes an inventory of the First Aid Boxes in both classrooms.
- d. Purchases required supplies in a timely manner as requested by Preschool teachers.
- e. Coordinates and orders the Children's Christmas gifts.
- f. Submits original receipts for reimbursements to the SSCA office and keeps a copy for reference.
- g. Attends monthly PSAC meetings.
- h. Attends both Orientation Night and Open House.

Special Events Coordinator

- a. *Key Function:* Coordinates school field trips and in-classroom special events to assist the Preschool teachers. Follow schedule provided by the teachers.
- b. *Approximate Time Commitment:* 1 hours per month, 6 hours in September (note: best to book field trips in September at the beginning of the school year).
- c. Arranges for field trips to community resources away from the Preschool and arranges for bus transportation as required (as requested by teachers).
- d. Arranges for Santa Claus at the Christmas parties.
- e. Arranges other in-class special events such as the photographer and Clay for Kids (as requested by the teachers).
- f. Organizes the PSAC Board Christmas party and year-end party.
- g. If required, provides an honorarium and/or thank you card for special visitors, helpers, or guest speakers (example: Santa). All honorariums must have PSAC approval and be of a consistent amount.
- h. Send invoices to SSCA Accountant for processing payment.
- i. Have payments ready in the form of a cheque for special guests and bussing.
- j. Confirms special guests, field trips, and bussing at least one week prior to the event.
- k. Coordinates with SSCA Programs to ensure the Boardroom and Sunrise Room are booked for monthly meetings, special events i.e., Christmas Concerts, PSAC Christmas Party.
- l. Attends monthly PSAC meetings.
- m. Attends both Orientation Night and Open House.

APPENDIX B – Privacy Policies

SSCA EMPLOYEE AND VOLUNTEER PRIVACY POLICY

At the SSCA we are committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Policy describes the personal information that we collect from or about you, how we use and to whom we disclose that information.

This Privacy Policy covers only those activities that are subject to the provisions of Canada's federal and provincial privacy laws, as applicable.

The SSCA has adopted a series of Privacy Policies in order to address the specific privacy concerns of certain groupings of individuals. This Privacy Policy applies to the personal information of all individuals who seek to be, are or were employed by or volunteered with the SSCA for its SSPS program (collectively, an "employee" or "volunteer", as the case may be). For all other individuals, please see our "External Privacy Policy" or our "Website Privacy Policy" for activities related to our websites.

If you are unsure of which Privacy Policy applies to you, please contact our Privacy Officer for more information.

What is Personal Information?

For the purposes of this Privacy Policy, personal information is any information about an identifiable individual, other than the person's business title or business contact information when used or disclosed for the purpose of business communications.

What Personal Information do we Collect?

We collect and maintain different types of personal information in respect of our employees and volunteers, including the personal information contained in:

- a) resumes and/or applications;
- b) references and interview notes;
- c) photographs and videos;
- d) offer letters and employment contracts;
- e) payroll information forms; including but not limited to social insurance number, and paycheque deposit information;
- f) wage and benefit information forms; and
- g) beneficiary and emergency contact information forms.

In addition to the information contained in the examples listed above, we may also collect identification information such as name, home address, telephone, personal email address, date of birth, employee identification number and marital status, and any other information that is voluntarily disclosed by you.

As a general rule, the SSCA collects personal information directly from you. In most circumstances where the personal information that we collect about you is held by a third party, we will obtain your permission before we seek out this information from such source (such permission may be given directly by you, or implied from your actions, such as, for example, when you provide a name of a reference on your resume).

Why Do We Collect Personal Information?

The personal information collected is used and disclosed so that we may conduct our activities, including operating our school, and so that we may establish, manage or terminate your employment or volunteer relationship with us. Such uses and disclosures include:

- a) determining eligibility for initial employment/volunteering, including the verification of references and qualifications;
- b) administering pay and benefits;
- c) processing work-related claims (e.g. workers' compensation, insurance claims, etc.);
- d) establishing training and/or development requirements;
- e) conducting performance reviews and determining performance requirements;
- f) assessing qualifications for a particular job or task;
- g) establishing a contact point in the event of an emergency (such as next of kin);
- h) complying with applicable labour or employment laws;
- i) compiling directories and telephone lists; and
- j) conducting criminal record checks and/or confirming status of driver's license, where appropriate.

Monitoring

The work product of the SSCA's employees and volunteers, whether in paper record, computer files, or in any other storage format belongs to us, and that work product, whether it is stored electronically, on paper or in any other format, and the tools used to generate that work product, are always subject to review and monitoring by the SSCA.

In the course of conducting our business, we may monitor employee and volunteer activities (including internet usage, and e-mail) and our property. This is not meant to suggest that all employees or volunteers will in fact be monitored or their actions subject to surveillance. It is meant to bring to your attention that such monitoring may occur and may result in the collection of personal information from you. When using SSCA equipment or resources, employees and volunteers should not have any expectation of privacy with respect to their use of such equipment or resources.

How Do We Use and Disclose Your Personal Information?

We may use or disclose your personal information:

- a) for the purposes described in this Privacy Policy; or
- b) for any additional purposes that we advise you of, and where your consent is required by law, we have obtained your consent.

We may use or disclose your personal information without your knowledge or consent where we are permitted or required by Applicable Law.

When Do We Disclose Your Personal Information?

We may share your personal information with our employees, volunteers, contractors, consultants and other parties who require such information to assist us with managing our relationship with you, including: third parties that provide services to us or on our behalf (e.g., external payroll processing).

Further, your personal information may be disclosed:

- a) as permitted or required by Applicable Law;
- b) to comply with valid legal processes such as search warrants, subpoenas or court orders;
- c) to protect the rights and property of the SSCA;
- d) during emergency situations or where necessary to protect the safety of a person or group of persons;
- e) where the personal information is publicly available; or
- f) where required by Applicable Law, with your consent.

Notification and Consent

The privacy legislation does not generally require the SSCA to obtain your consent for the collection, use or disclosure of personal information for the purpose of establishing, managing or terminating your employment or volunteer relationship. In addition, we may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

To the extent that your consent is required, we assume that, unless you advise us otherwise, you have consented to the collection, use and disclosure of your personal information as explained in this Privacy Policy.

Where your consent is required for our collection, use or disclosure of your personal information, you may, at any time, subject to legal or contractual restrictions and reasonable notice, withdraw your consent. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to our Privacy Officer.

How is Your Personal Information Protected?

The SSCA endeavors to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access, copying, use, modification or disclosure. Resumes, information regarding salaries, benefits, work-related claims, emergency contacts, criminal record checks and driver's license checks (if applicable) are stored in the Silver Springs Community Centre Office, and the Chair, Co-Chair, SSCA Program Coordinator, Treasurer and Privacy Officer have access to these records. Other Personal Information is securely stored and destroyed according to Privacy Legislation. All files will be shredded when destroyed.

Updating Your Personal Information

It is important that the information contained in our records is both accurate and current. If your personal information happens to change during the course of your employment or volunteer relationship, please keep us informed of such changes.

In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question.

Access to Your Personal Information

You can ask to see your personal information. If you want to review, verify or correct your personal information, please contact our Privacy Officer. Please note that any such communication must be in writing.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with your personal information. If you require assistance in preparing your request, please contact our Privacy Officer.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

In the event that we cannot provide you with access to your personal information, we will endeavor to inform you of the reasons why, subject to any legal or regulatory restrictions.

SSCA EXTERNAL PRIVACY POLICY

At the SSCA we are committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Policy describes the personal information that we collect from or about you, how we use and to whom we disclose that information.

This Privacy Policy covers only those activities that are subject to the provisions of Canada's federal and provincial privacy laws, as applicable.

The SSCA has adopted a series of Privacy Policies in order to address the specific privacy concerns of certain groupings of individuals. This Privacy Policy applies to the personal information of all individuals, unless the personal information is related to our websites (such information is dealt with in our "Website Privacy Policy") or is related to an individual who seeks to be, is or was employed by or volunteered with the SSCA (such information is dealt with in the SSCA "Employee and Volunteer Privacy Policy").

If you are unsure of which Privacy Policy applies to you, please contact our Privacy Officer for more information.

What is Personal Information?

For the purposes of this Privacy Policy, personal information is any information about an identifiable individual, other than the person's business title or business contact information when used or disclosed for the purpose of business communications.

What Personal Information do we Collect?

We collect and maintain different types of personal information regarding the individuals with whom we interact. This includes:

- a) contact and identification information, such as your name, address, telephone number and e-mail address;
- b) school registration information, such as your or your child's name, and birth date;
- c) application information such as, child's previous report cards, assessment information and previous school records;
- d) extracurricular registration information, such as your or your child's preferences and interests;
- e) emergency medical information, such as your child's allergies or other medical conditions that you believe are important for the SSCA office and Teaching Staff to know about;
- f) product and service related information concerning the products and services that we provide to, or receive from, you; and
- g) your comments, suggestions and feed-back and any other information requested by or provided to you.

As a general rule, the SSCA collects personal information directly from you. In most circumstances where the personal information that we collect about you is held by a third party, we will obtain your permission before we seek out this information from such sources (such permission may be given directly by you or implied from your actions).

Why Do We Collect Personal Information?

The SSCA collects personal information to enable us to manage, maintain, develop and conduct our activities, including operating our school, including:

- a) to establish, maintain and manage our relationship with you and your child;
- b) to be able to review our operations so that we may understand your requirements and expectations of Silver Springs Preschool and so that we may work to meet or exceed those requirements and expectations;
- c) to properly respond to medical emergencies;
- d) to be able to review the products and services that we obtain from you so that we may work with you and so that you may understand our requirements for such products and services;
- e) to be able to comply with your requests (for example, if you prefer to be contacted at a business or residential telephone number and advise us of your preference, we will use this information to contact you at that number);
- f) to protect us against error, fraud, theft and damage to our goods and property;
- g) to enable us to comply with applicable law or regulatory requirements; and
- h) any other reasonable purpose to which you consent.

How Do We Use and Disclose Your Personal Information?

We may use or disclose your personal information:

- a) for the purposes described in this Privacy Policy; and
- b) for any additional purposes for which we have obtained your consent to the use or disclosure of your personal information.

We may use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

When do we disclose Your Personal Information?

We may share your personal information with our employees, contractors, consultants and other parties who require such information to assist us with managing our relationship with you, including third parties that provide services to us or on our behalf.

Further, your personal information may be disclosed:

- a) as permitted or required by applicable law or regulatory requirements;
- b) to comply with valid legal processes such as search warrants, subpoenas or court orders;
- c) to protect the rights and property of the SSCA;
- d) during emergency situations or where necessary to protect the safety of a person or group of persons;
- e) where the personal information is publicly available; or
- f) with your consent.

Your Consent is Important to Us

It is important to us that we collect, use or disclose your personal information where we have your consent to do so. Depending on the sensitivity of the personal information, your consent may be implied, deemed (using an opt-out mechanism) or express. Express consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from your action or inaction. For example, when you enter into an agreement with us, we will assume your consent to the collection, use and disclosure of your personal information for purposes related to the performance of that agreement and for any other purposes identified to you at the relevant time.

Typically, we will seek your consent at the time that we collect your personal information. In certain circumstances, your consent may be obtained after collection but prior to our use or disclosure of your personal information. If we plan to use or disclose your personal information for a purpose not previously identified (either in this Privacy Policy or separately), we will endeavor to advise you of that purpose before such use or disclosure.

As indicated previously, we may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required to do so by applicable law or regulatory requirements.

Choice/Opt-Out

You may change or withdraw your consent at any time, subject to legal or contractual obligations and reasonable notice, by contacting our Privacy Officer using the contact information set out below. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to our Privacy Officer.

We assume that, unless you advise us otherwise, you have consented to the collection, use and disclosure of your personal information as explained in this Privacy Policy.

How is Your Personal Information Protected?

The SSCA endeavors to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access, copying, use, modification or disclosure. Personal information of children enrolled in our programs and their parents and guardians will be stored in a locked filing cabinet in the SSCA Office and in a locked cabinet in the SSPS classroom. The classroom itself is locked when not in use, and the Silver Springs Community Centre is locked and alarmed when not in use. Personal information is also stored on a Google Drive which is only accessible by SSCA Staff, Teachers and the PSAC. Hard copies of personal information will be retained for five (5) years in order to facilitate our registration policies regarding enrollment of family members.

Questions or Updates related to all Privacy Policies

Updating Your Personal Information

It is important that the information contained in our records is both accurate and current. If your personal information happens to change during the course of our relationship, please keep us informed of such changes.

In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question.

Access to Your Personal Information

You can ask to see your personal information. If you want to review, verify or correct your personal information, please contact our Privacy Officer. Please note that any such communication must be in writing.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with your personal information. If you require assistance in preparing your request, please contact our Privacy Officer.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

In the event that we cannot provide you with access to your personal information, we will endeavor to inform you of the reasons why, subject to any legal or regulatory restrictions.

Inquiries or Concerns?

If you have any questions about any of our Privacy Policies or concerns about how we manage your personal information, please contact our Privacy Officer by telephone, in writing or by e-mail. We will

endeavor to answer your questions and advise you of any steps taken to address the issues raised by you. If you are dissatisfied with our response, you may be entitled to make a written submission to the Privacy Commissioner in your jurisdiction.

Privacy Officer

We have appointed a Privacy Officer to oversee compliance with our Privacy Policies, ensure compliance with privacy laws, and to respond to requests by individuals for access or correction of their personal information. The Privacy Officer is also responsible for developing and updating privacy policies and addressing training and awareness requirements. The contact information for our Privacy Officer is as follows:

Phone: c/o Silver Springs Community Association 403-288-2616 Email: Sara@silverspringscommunity.ca

Revisions to this Privacy Policy

The SSPS may from time to time make changes to this Privacy Policy to reflect changes in its legal or regulatory obligations or in the manner in which we deal with your personal information. This Privacy Policy was last updated on July 31, 2011.

Interpretation of this Privacy Policy

Any interpretation associated with this Privacy Policy will be made by our Privacy Officer. This Privacy Policy includes examples but is not intended to be restricted in its application to such examples, therefore where the word "including" is used, it shall mean "including without limitation."

This Privacy Policy does not create or confer upon any individual any rights, or impose upon the SSPS any obligations outside of, or in addition to, any rights or obligations imposed by Canada's federal and provincial privacy laws, as applicable. Should there be, in a specific case, any inconsistency between this Privacy Policy and Canada's federal and provincial privacy laws, as applicable, this Privacy Policy shall be interpreted, in respect of that case, to give effect to, and comply with, such privacy laws.

APPENDIX C - Police Information Check Policy

The SSCA is committed to the provision of sound, safe and healthy programs in our community. In order to maintain the highest standards of safety, all regular visitors and volunteers in the Silver Springs SSPS will be required to undergo a Police Information Check (“PIC”). This is a mandatory process for all Teaching Staff, and all parents and guardians who wish to volunteer in the Preschool, whether inside or outside the classroom. In order to make this process as efficient and convenient as possible, we will be administering these PICs through the Silver Springs Community Association (“SSCA”) main office.

Procedure:

Email the SSCA office at programs@silverspringscommunity.ca to request a volunteer letter.

All clearances are done online at: <https://www.policereliefsolutions.ca/checks/services/calgary>

Your volunteer letter will need to be uploaded during the application process. Including a volunteer letter ensures that your application will be processed at a reduced cost. When your application is complete you will be emailed your results. It is your responsibility to share your results with the SSCA office by forwarding them to programs@silverspringscommunity.ca. Once your successful application has been recorded by the SSCA office; your name will be added to the SSPS Volunteer list.

Please note: PICs can be shared between organizations.

PICs are generally valid for three consecutive School Terms, unless circumstances arise in which the SSPS deems it prudent to have Police Checks done more frequently. If you have a child returning to the Preschool, or a sibling who has attended in the past year, and you have already completed a PIC for the School Term you are not required to complete another form.

DEFINITIONS

Applicable Law: any statute, ordinance, regulation, policy, rule, right, directive, decree, by-law, code, standard or published policies to which the SSPS, the SSCA and the Teaching Staff are subject, that are enacted, made, issued or granted by any governmental Authority (as hereinafter defined).

Chair of the PSAC: the Chair for the applicable School Term, or their delegate, appointed in writing in accordance with applicable policies.

Conflict of Interest: the interference of an individual's personal or financial interest with the interests of the organization the individual is employed by. For the purposes of this document, a conflict of interest may be an actual conflict or a conflict that could reasonably be perceived by a person.

Discipline Policy: the guidance and procedures to deal with disciplinary issues in the SSPS set forth in Section 6 of this Policy.

Documented Incident: has the meaning ascribed to it in Section 6 of this Policy.

Governmental Authority: any government, regulatory agency, department, ministry, commission, certifying authority, board, court or other regulatory or rule-making entity having jurisdiction to which the SSPS, the Teaching Staff, or the SSCA are subject.

Orientation Night: the information session held during an evening in August or September during which information is provided to parents and guardians of children enrolled in the SSPS for the upcoming or current School Term.

Open House: the event in the spring immediately preceding a School Term during which families and/or caregivers of children interested in enrolling in SSPS in the upcoming School Term are provided information about the SSPS.

President of the SSCA: the current President of the SSCA or their delegate, appointed in writing in accordance with SSCA policies.

Program: the SSPS programs for 3 and 4-year-old children offered by the SSCA.

PSAC: the Preschool Advisory Committee.

School Term: The continuous period between August 15 and June 30 during which the SSCA offers preschool classes.

Special Event: has the meaning ascribed to it in Section 7 of this Policy.

SSCA: the Silver Springs Community Association.

SSPS: the Silver Springs Preschool.

Teacher: the primary teacher employed by the SSCA to teach each class.

Teacher Assistant or TA: any Teaching Staff as defined below who are not the Teacher for each class.

Teaching Staff: teachers and teacher assistants who are employed by the SSCA to work in the SSPS.