

ASSOCIATION PRÉMATERNELLE LES BOUTS D'CHOUX FRENCH IMMERSION PRESCHOOL

PARENT HANDBOOK POLICIES AND PROCEDURES



Updated May 2021

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GENERAL OVERVIEW

INTRODUCTION

This Parent Handbook has been created for the families of Les Bouts d'Choux Preschool. It is a comprehensive guide to our program on a variety of topics which outline the policies and procedures implemented by the preschool. As a registered member of our preschool, you have agreed to abide by our policies and procedures when you signed the **"Parental Agreement and General Release"** portion contained in the registration form. *Wherever the word "parent" is used throughout this document, it is understood to mean the "registered member" of the society, who is the responsible adult of a registered child, such as a parent and/or guardian.*

Please note that the sections included in this handbook apply only to a typical school year. In the event of a public health emergency or pandemic, we will modify these sections in order to adhere to the restrictions and regulations mandated by the governing authority, ie Alberta Health Services or the provincial/federal government. In such a case, no visitors would be permitted in the classroom and as such, no duty parents or cleaning nights would be scheduled for that school year. We would also not allow communal food to be brought into the classroom to celebrate special events such as birthdays or holidays, and would likely cancel field trips and special events that would require a visitor in the classroom.

If you still have questions about our program, policies or procedures, the teachers or a member of the Board of Directors will be happy to provide clarity and/or discuss your concerns. Thank you for taking time to get to know our program better and we look forward to your participation throughout the year.

WELCOME & PHILOSOPHY

Welcome to Les Bouts d'Choux French Immersion Preschool! It has been in existence since 1984. Les Bouts d'Choux (LBC) is an independent, non-profit, non-denominational, volunteer "parent" run cooperative program located in École Frère Antoine School. Our program welcomes 3, 4, and 5-year-old children. A parent executive committee (Board of Directors) is elected annually and they work under an Alberta Social Services license.

We provide a fulfilling and stimulating environment for the children while utilizing the "learning through play" philosophy. Each parent is required to participate in the

program through duty days, fundraising activities, cleaning nights, Annual General Meeting and Parent's Meeting. We believe that mutual respect and collaboration between parents, teachers, assistants, and children are of utmost importance in helping children meet their developmental goals including independence and self-awareness. Together, we can strengthen and enhance the quality of your child's first educational experience and environment. Please do not hesitate to discuss your child's progress or kindergarten readiness with our experienced teachers at any time. By working together, we can look forward to a successful year.

FRENCH LANGUAGE

Les Bouts d'Choux is a French Immersion Preschool. As such, we incorporate the French language whenever possible into our interactions with the children. From the very beginning of the school year your children will be exposed to a variety of French language learning opportunities. Previous experience in the French Language is not required.

PRESCHOOL STAFF & CREDENTIALS

Each class consists of a paid teacher and a teacher's assistant, in addition to our volunteer parent(s). Our experienced teachers meet or exceed all Alberta Government's requirements for early childhood preschool instruction. As per licensing requirements our staff is also certified in Child CPR and First Aid. For more information on our teachers, please visit our website at lesboutschoux.com.

LOCATION, SCHOOL ACCESS AND CONTACT INFORMATION

Les Bouts d'Choux is located in École Frère Antoine School at 2850 Mill Woods Road in Edmonton, Alberta. You may access Les Bouts d'Choux through ringing the outside doorbell of portable 222.

Mailing Address: Association Pré-Maternelle Les Bouts d'Choux
PO Box 3216, Mill Woods RPO
Edmonton, Alberta T6K 4C2

Phone: (780) 975-7188

Email: lesboutschoux@hotmail.com
Website: www.lesboutschoux.com

If you need to reach one of our teachers, please use the preschool's cell phone 780-975-7188 as this is the only phone dedicated for the school. However, while class is in progress, all telephone calls will be directed to voicemail. Messages will be returned after class time. Please note that text messages are responded to in the same manner. Please **do not** phone us through Ecole Frère Antoine school's main office line.

CURRICULUM

Our well-rounded curriculum focuses on learning through play while engaging different developmental areas such as social, emotional, cognitive, language and physical development. This includes encouraging the children to make friends, while developing independence and self-control. It also aims to enhance learning skills such as the ability to solve problems, ask questions and use words to describe their ideas, observations and feelings (in French and English). We want our children to develop confidence in following directions, participating in conversation and activities.

The program encourages the children to increase their fine and gross motor skills. Arts & crafts are designed to enhance creativity, aid coordination and develop fine motor skills. Gym, free time and outside play allow opportunities for gross motor development. The skills that we practice as a part of our curriculum will increase the child's readiness for kindergarten and confidence in using French. Our program plan has been vetted and approved by the Government of Alberta Childcare Licensing.

PARENT & CHILD SEPARATION

We understand it can be difficult for both parent and child to say good bye. Preparing your child for school may help alleviate some separation anxieties experienced by both you and your child. Often, children will pick up on your body language or your anxieties. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child, so please try to be encouraging and positive!

We prefer the child to enter the classroom alone. Only children of volunteer "duty" parents should be in the room before opening time. It is our experience that a quick good bye at the door and leaving the teachers to handle the situation is best. The

teachers are experienced in handling separation anxiety of both the parents and the child and will be more than happy to discuss coping strategies as required.

You can increase success and lessen anxiety by having consistent attendance, being on time both at the beginning and end of the day and having a positive attitude about school.

CHILDREN WITH SPECIAL NEEDS

Children of all abilities and needs are welcomed into our program. We work hard to provide additional resources to parents who have children with needs. Wherever possible we will seek extra resources or even extra classroom support from professionals such as, speech and language therapists, physical therapists and occupational health therapists to work with us to better meet the needs of all the children in the program. For more information on what resources are available to you or early screening opportunities, please inquire with our teachers.

PRIVACY POLICY

Les Bouts d'Choux understands that parent information is strictly confidential. We will only share information with staff and volunteers who perform services on our behalf, as required and with explicit, written permission from parents. We never sell, lease or trade information about you or your child to other parties. The information you provide to Les Bouts d'Choux as a part of the **Registration Form** will only be made available to the teaching staff and Les Bouts d'Choux Board of Directors.

We also publish a class list for each class including your child's name, parents' name, phone number, as well as email address. The class list helps you become familiar with other parents and the names of the children in the class. This enables you to contact parents to trade duty days, to get together socially or even to arrange carpooling. If you have any concerns about the above, please see a Teacher or Board Member. You may choose to have your information excluded from the class lists upon registration.

PARENT EXECUTIVE BOARD

Each year, the preschool members elect the Board of Directors. You or someone you know may choose to support the preschool by volunteering for a position on the Board. We do not require that volunteers have a child in the program for them to serve on the Board. However, the Board is most often comprised of parents of enrolled children. The Board is elected annually at the Annual General Meeting in May, with a new Board starting in June. The Board's role is to govern and manage the operations of the preschool program with support from the Teachers in accordance with our Bylaws, Policies and Procedures, and Alberta Government Regulations. All board members must submit a recent (completed within the last two years) criminal record check, which must also include a vulnerable sector check, as per Alberta Childcare Licensing Regulations.

Elected positions include but are not limited to the following, President, Vice-President, Secretary, Main Treasurer, Asst. Treasurer, Registrar, 3 yr. old C/D Liaison Parent, 4 yr. old A/B Liaison Parent, Cleaning Coordinator, Casino Coordinator, Special Events Coordinator, Purchaser, Yearbook Coordinator and Web/Advertising Coordinator. Parents not elected to the board cannot vote at Board meetings but are still welcome to attend monthly meetings if they so choose, and always have access to the minutes which are kept in the classroom. For a complete list of role descriptions and responsibilities of the Board please consult the "**Board Orientation Manual**", LBC's Bylaws or contact the President. Prior to the meetings, an agenda will be available upon request.

SOCIETY GENERAL AND ANNUAL MEETINGS

There are two or more mandatory meetings per year of the Society. The Annual General Meeting occurs in May. This is where you elect your new executive and get important registration and program information about the upcoming preschool year.

A Parent's Meeting occurs in early September. This meeting is an orientation and administrative meeting to ensure parents are familiar with the policies and procedures of the preschool (as contained in this handbook), answer questions, give staggered entry dates, and sign up for duty / cleaning days. Our teacher and teaching assistant outline the upcoming school year, classroom procedures, and answer questions from parents. The Board depends on your input so your **attendance** at these meetings is **mandatory**. You will be notified prior to each meeting via our monthly newsletter, email or regular mail. Your suggestions are always welcome.

PRESCHOOL INFORMATION

HOURS OF OPERATION

Les Bouts d'Choux operates 5 days a week for 10 months of the year, from September to mid-June. There are no classes on Statutory Holidays and LBC follows the same school closures for Christmas, Easter, Spring Break and Teacher's Convention, etc. as set by Edmonton Catholic School District Calendar. Our preschool year is split into two terms with morning or afternoon class options.

Term 1 is from **September to January**. **Morning classes: 8:45am – 11:00am**

Term 2 is from **February to mid-June**. **Afternoon classes: 12:20pm – 2:35pm**

CLASS OPTIONS

Les Bouts d'Choux offers 3 class options for the convenience of our parents. Morning and afternoon classes are available for 3-year old's (maximum 12 students) and 4-year old's (maximum 18 students each class).

1. **4-year-old class - three (3) days a week on Monday, Wednesday, and Friday**
 - For children who are 4 yrs. old by December 31st
 - Children must be fully independent and confident in their toilet use (**no** pull-ups or diapers)
 - A. **Class A** – morning – 8:45am to 11:00am
 - B. **Class B** – afternoon - 12:20pm to 2:35pm

2. **3-year-old class - two (2) days a week on Tuesday and Thursday**
 - For children who are 3 yrs. old by December 31st
 - Children must be fully independent and confident in their toilet use (**no** pull-ups or diapers)
 - C. **Class C** – morning – 8:45am to 11:00am

SUBSIDIES

The Alberta Government offers a childcare subsidy for children who attend a licensed Preschool program. Various levels of income may qualify. For more information, please visit their website at <https://www.alberta.ca/child-care-subsidy.aspx> or call 1-844-644-5165. When inquiring about the subsidy, please refer to our program as Association Pré-Maternelle Les Bouts d'Choux.

ENROLLMENT ELIGIBILITY

The following is required to enroll in our program:

1. To be eligible for the program, children must be **3 or 4 years of age prior to December 31st**.
2. Children must be fully independent and confident in their toilet use prior to first day of class (see *"Bathroom & Toileting Policy"*)
3. Submission of a completed registration package (see *"Registration Policy" Section*)
4. All commitments to the preschool must be up to date (see *"Parent Commitments" section*)

REGISTRATION POLICY

Les Bouts d'Choux Registration is based on availability, on a first-come/first-served basis. Classes are filled according to the date of enrollment eligibility as outlined below. Classes generally fill quickly as space is limited so it is to your advantage to register as soon as possible. If the classes are full the parent has a choice to be placed on a wait list for that class. If a vacancy occurs, the next parent on the wait list will be contacted and given an opportunity to register.

The staggered registration categories are as follows:

1. **"Current" parents** are those who have children **currently** in the program, or a parent who is a **current and active board member** for the entire year prior to registration.

2. "**Alumni**" **parents** are those who have had a child in the program in the past and now want to register a younger sibling from the same immediate family.
3. "**New**" **parents** are those who have never had a child in the preschool before, basically the general public.

Your spot will be held once a **completed application** has been received. The current fees can be found on our website or by contacting the preschool.

A completed registration must include the following:

1. A completed "Les Bouts d'Choux Registration Form".
 - a. all sections must be filled out appropriately, and all pages of the form must be signed and dated, including
 - a signed Les Bouts Choux "**Parental Agreement and General Release**"
 - signed **authorization** (emergency, photo and privacy) forms,
 - b. if a section does not apply, please state "none" or N/A rather than leaving section blank
2. Deposit cheques made out to Les Bouts d'Choux, as follows:
 - a. Non-dated, refundable cleaning deposit
 - b. Non-dated, refundable fundraising deposit
3. Registration fee must be received by the preschool
4. First month's tuition must be received by the preschool
5. Payment preference must be indicated. We accept payment by credit card through our HiMama App, by e-transfer to boutschouxtreasurer@gmail.com or by cheque.
6. **If paying by cheque:** ensure the memo section of ALL cheques contains your child's FULL NAME and CLASS
7. To be included on our waiting list, parents must submit number 1 and 3 from this list

Note: *All tuition cheques will be collected at registration; please ensure post-dated cheques for the 1st of each month are provided at that time.*

Registration information packages will be available upon request or you can download the registration information from our website, www.lesboutschoux.com

If you have any questions, please contact the Registrar or a member of the Board.

OPEN HOUSE

An information night, or “open house”, is held every year in February. This is an opportunity for families to visit the classroom, meet the teachers and some Board members and ask questions.

CLOSURES, PLANNED AND EMERGENCY

Planned: Les Bouts d’Choux observes all Edmonton Catholic School District holidays and closures and will be provided to parents in the preschool calendar prior to the beginning of each month. If École Frère Antoine is closed, there will be no preschool.

Emergency Closures: Class cancellations may be necessary during severe weather conditions or if École Frère Antoine is closed. When in doubt please call one of the teachers. We will make every effort to contact you by phone or email with as much advance notice as we are able to provide.

During a pandemic or public health emergency: Class cancellations may be necessary. We make every effort to continue with in person learning, with modifications made to ensure the health and safety of our students and staff. We adhere to and surpass cleaning, disinfecting and other requirements set out by Childcare Licensing and Alberta Health Services. If we cannot safely continue in person classes, we will continue in an online capacity. This may occur if the Provincial or Federal Government(s) or school board shuts down schools for an extended period. During an unexpected shutdown, the executive board has committed to the following:

1. For students **who are able to continue learning online**-parents will receive a 50% tuition rebate for the period spent out of the classroom.
2. For students **who are not able to continue learning online**-parents will receive a 100% tuition rebate for the period spent out of the classroom.

This rebate does not apply to parents who must pull their children because they were a close contact to a positive case or who are sick themselves. Consideration may be given on a case per case basis. If advance warning of a shutdown has been given, bags containing crafts and other supplies will be prepared and given out to parents prior to shut down. If the shutdown is unexpected and no warning given, the preschool will do its best to schedule time slots for parents to pick up craft bags. Instructions for these crafts will be posted in an online forum such as Google Classroom and class meetings will occur using a video conferencing program such as Google Meet or Zoom.

During a pandemic or public health emergency, we do not allow parents, volunteers or visitors inside the classroom. That means that no duty days, cleaning nights, special events etc. will be planned. More restrictions or regulations may be enacted as recommended/instituted by entities such as Alberta Health Services and the Edmonton Catholic School District.

PARKING

Parking around the school can be congested, so please allow for extra time when dropping off and picking up your child as you may have to park a short distance away. Parking is permitted on Mill Woods Road during the times indicated and in the school Visitor Parking lot by the front doors of the school (the spaces facing the school). Parking in the strip mall parking lot is permitted at 15-minute intervals. **Please observe all posted signs.**

Please DO NOT park in the round about (emergency fire lane)

Please DO NOT block any entrance to the school

Please DO NOT park in the staff parking lot.

We are tenants at Ecole Frere Antoine School and maintain a positive relationship with the administration, staff and students of the school. Please do not put that relationship in jeopardy-follow these very reasonable parking guidelines.

BUILDING ACCESS

Les Bouts d'Choux resides in portable 222 connected to Frère Antoine. The portable has an outside door which will serve as the only entry for Bouts Choux parents and students. Parents and students will wait until a staff member opens the door to welcome the students into the classroom. A staff member will meet you outside. The same procedure will be followed at the end of class, parents will wait outside until a staff member opens the door to dismiss students. A staff member will come outside to meet briefly with parents. A staff member will sign the children in when they arrive and out when they depart. Parents are not permitted in the classroom unless invited by one of the staff members (ie. to complete duty or cleaning day requirements). No access will be granted through the front entry of Frère Antoine.

If you have other children attending the school, or need to gain access to the front office, you must go around to the front of the school and buzz to be let in.

Entry procedures to and from the school may change at any time throughout the year. Notice will be given to parents either orally or via email if a change is going to occur.

CLASSROOM PROCEDURES

REQUIRED SCHOOL SUPPLIES

Each child must have a:

- **backpack** to bring running shoes to and from school, school projects and newsletters home
- **lunchbox** to bring their goûter to and from school
- **change of clothes** in the event of soiling. Please bring an extra change of clothes (to remain in the backpack) including shirt, pants, socks and underwear in a labeled (student name and class) clear plastic bag. We will send email reminders to parents periodically to check the fit on that change of clothes.
- **pair of indoor running shoes** to wear in the classroom as required by fire regulations
- **play dough** – on the first day of school please provide play dough, in a well-sealed, labeled container (with student name and class), such as a disposable snack container. Both homemade or store-bought play dough is acceptable. This is a Childcare Licensing requirement.
- 1 x pair of safety scissors
- 1 x 24 pack of wax crayons
- 3 x 40g glue sticks
- 2 x 150 ml white glue bottle
- 1 x pack of washable markers
- 1 x washable zippered pouch for transporting supplies to and from school. This will make it easier for students to transport their supplies from their backpack to the craft tables and back.
- 1 x box of facial tissue

STAGGERED ENTRY

In order to ensure a smooth transition during the first week of school, half the students will attend on the first day, the rest of the students will attend on the second day. For our four 4-year-old programs, this means that during staggered entry week, half of our students will attend on Monday, the other half will attend on Wednesday, and all students will attend Friday.

CLOTHING CONSIDERATIONS

Dressing your child in comfortable, practical clothing. Painting, exploring and playing is essential in preschool so they must feel comfortable enough to enjoy themselves without worrying about their clothes. Children's clothing should be uncomplicated so they can easily use the bathroom by themselves. Please ensure that all articles of clothing taken to preschool are clearly labeled with the child's name.

Dress-up shoes with slick soles, sandals and flip-flops are dangerous and inappropriate for active play. We also recommend for safety reasons, that your child's clothing not have drawstrings or hood-strings which may catch on playground equipment. Consider using neck warmers instead of scarves in cold weather. Also, consider tying long hair back.

SCHOOL ENTRY PROCEDURE/ETIQUETTE

Les Bouts d'Choux is in Portable 222 attached to Frère Antoine school. The outside portable door is the only entry into Les Bouts d'Choux classroom. Students and parents will wait outside this door until a staff member opens the door to welcome the students in. A staff member will come outside to meet parents. The same procedure will be followed at the end of class, parents will wait outside until a staff member opens the door to dismiss students. A staff member will come outside to meet parents. Parents will remain outside unless invited into the classroom by a staff member. A staff member will be responsible for signing the children in and out.

If parents require access to Frère Antoine School, they will need to ring the front entry doorbell to speak with Frère Antoine main office staff.

SIGN IN / OUT PROCEDURE

As per Alberta Childcare Licensing regulations all children must be signed in and out by a staff member. If you qualify for the government subsidy the sign in sheet is used to confirm your child's hours of attendance. A staff member will stand by the door and sign children in and out as your children are being welcomed into the classroom or exiting at the end of class.

DROP OFF / PICK UP TIMES

The door to the classroom will be closed until around **5 minutes** before class begins at 8:40am or 12:15pm. This is to allow our teachers and duty parent(s) time to prepare the classroom. Sometimes our teachers need a little extra time to prepare-on those occasions, the door might be opened closer to the class start time. **If you are a duty parent, you will be asked to arrive in the class early (in the class by 8:30am/ 12:05pm) and enter the classroom with your child. Failure to arrive on time will delay the start of class for all.** Children are not to be dropped off in the classroom early and you are asked to wait with your child until the classroom door is opened to drop off your child. **Your child is your responsibility until class begins.** Please be sure to pick up your child promptly at 11:00 am or 2:35 pm.

If children need to be picked up prior to the normal dismissal time, please inform the teachers at drop off so they can have your child ready at the specified pick up time. Children **MAY NOT** be picked up during the last 15 minutes of class. To gain access to the classroom, parents are asked to knock if the door is closed. If a child is to be picked up by someone other than their usual caregiver, parents should inform the teachers of the change in person. Sending a written note stating who will be picking up the child upon drop off is acceptable. Teachers may call the parent to confirm the information regarding the change and the person picking up the child will be required to present identification when they arrive at the school.

DAILY ROUTINE

Les Bouts d'Choux instills confidence in our children with our daily routine. This includes: free play, circle time, craft time, "gymnase" (gym) /outside (if available), hand washing, "goûter" (snack time), free play, story time, and "au revoir" (goodbye) song. On occasion, there will be changes to the schedule due to special events or field trips.

CHEFS (LEADERS)

Everyday each class has a Chef (leader). The children whose parents are the Duty Parents are chosen to be chef. The chefs are given special jobs throughout the day and are the lead teacher's main assistant for a variety of fun activities.

“GOÛTER” (SNACK)

Goûter will be an individual snack prepared by the child’s parent, according to their dietary needs. If your **child is allergic to any foods, notify the preschool.**

We do not allow snacks containing any nut products into the classroom.

Juice is only served on Birthdays or Special Occasions. Water is available to the children from the school’s water fountains throughout the day.

If at any time you have questions about suitable healthy snack options to bring to class, please speak to the teachers. Please do not send candy or gum to school with your child.

Here are a few suggestions:

Fruit (whole): melons, grapes, berries, pears, kiwi, apples, oranges, bananas, mangos, raisins

Vegetables (whole): celery, carrot, zucchini, turnip, pickles cauliflower, cucumber, broccoli

Bread & Cereal: goldfish crackers, melba toast, pretzels, dry cereal, granola bars, muffins, crackers

Dairy: Cheese (any variety, large piece, uncut)

Meat: pepperoni, sausage, ham etc.

Please read your labels carefully as Frère Antoine is a Nut Free school.

BIRTHDAYS AND SPECIAL OCCASIONS

We celebrate your child’s birthday and will schedule one of your Duty Days as close to your child’s birthday as possible. There is no need to send a goûter on birthdays as the duty parent provides the birthday treat for the class.

Parents may bring cupcakes, ice cream sandwiches, rice crispy squares, donuts or another special treat as well as some **MANDATORY FRUIT** to share with the class. Please also bring **2 LITRES OF JUICE** for the occasion. Please do not send balloons. The activity calendar in the newsletter will indicate the Birthdays. Children whose birthdays are during the summer months will be celebrated as follows: JULY in MAY and AUGUST in SEPTEMBER. The children very much enjoy their special day! Many other special holidays will be celebrated in class throughout the year where one parent

per child will be welcome to attend. Information will be posted in the newsletter and sign-up sheets will be brought out at pickup for requested food.

FIELD TRIP POLICY

A field trip is considered a planned event outside of the classroom that requires additional parent volunteers to be in attendance. Les Bouts d'Choux offers many field trip opportunities throughout the year for our students. **Siblings are not allowed to attend field trips unless noted in the newsletter or on the permission slip.** These field trips are included in the cost of tuition. Prior to all field trips, parents will be asked to sign permission slips which outline the details of the field trip. Only those children with signed permission slips will be permitted to attend. A school bus is rented for transportation. Often extra parents are encouraged and invited to attend with their children. Depending on the venue the parents other than duty parents may be required to pay an admission fee. Sometimes classes will be combined, or regular class times may be changed.

Allergies: Parents of children with Life Threatening Environmental allergies will be required to attend field trips to help minimize contact with the allergen (i.e. hay, animals).

BATHROOM & TOILETING POLICY

Your child **must** be fully independent and confident in their toilet use before attending Les Bouts d'Choux Preschool. Disposable diapers and training pants (e.g. Pull-Ups) are **not** permitted. Please encourage your child to use the toilet before class. Independent use of the bathroom is encouraged, and children should be able to go to the bathroom unassisted. Staff are allowed to help with handwashing but not with wiping. Please ensure your child wears clothing that is easy for them to get in and out of. Practicing at home with buttons, zippers and snaps makes it easier for them when they are at school. When they go to the bathroom they will be accompanied by the teacher's assistant or teacher (or their own parent if present).

In the event that your child has a toileting "accident", the parent or emergency contact will be immediately notified to come to the school and handle the situation, including changing your child into spare, dry clothing that is to be kept at the school.

If your child has repeated accidents (bowel or otherwise) parents will be asked to keep the child at home for two weeks of at home toileting practise. **Monthly tuition will still*

*be paid**. After those two weeks, the child may return wearing underwear and accident free. If the problem reoccurs, the “**Suspension Policy**” will apply and your child may not be permitted to continue in the program.

SPECIAL CLASSROOM VISITS

Parents with special talents or training such as nurses, fire fighters, police officers, doctors, dentists, etc. are encouraged to come and visit our classroom during the year. Please speak with a teacher if you would like to present or coordinate an activity in the classroom.

PARENT COMMITMENTS

PARENT COMMITMENT PLEDGE

As Les Bouts d'Choux is a parent-run, co-operative program, each parent's participation in school activities is essential to its success. Parents of Les Bouts d'Choux Preschool are responsible for committing to the following:

- understanding and abiding by all Les Bouts d'Choux policies and procedures
- paying registration fee and submitting a completed registration form
- providing refundable deposit cheques for fundraising and cleaning commitments
- attending the May Annual General Meeting and September Parent's Meeting of the preschool society
- paying tuition fees on or before the first of each month, with posted dated cheques, or cash
- signing up for and attending your scheduled duty (roster) days, or finding a replacement on your behalf
- signing up and attending your scheduled cleaning night, or sending a replacement on your behalf
- supporting our casino / fundraising activities by contributing your time and/or donations as outlined to you by the executive board
- being responsible for notifying the preschool of any changes in your registration information, in writing ie. changes in custody, address, contact information, etc.

DUTY DAY

The number of duty days a parent is required to work per year varies according to enrollment in each class. Approximately one duty day every 4 - 5 weeks is **required per child enrolled** in any program (8 over a full year). Parents will be given a **Duty Day Availability Form** in advance of the September Parents' Meeting. This form is also available on our website. Parents are required to indicate their preferred dates and turn in their Duty Day Availability Form at or prior to the September Parents' Meeting. The Class Liaison Board member will do their best to accommodate requests. If you do not return your duty day request form, days will be assigned to you. We will schedule additional duty parents for special class parties or field trips. **One of your duty days will be on or around your child's birthday.** A monthly roster (duty) calendar will be provided in the newsletter as a reminder.

All classroom volunteers must submit a copy of a recent criminal record check to be kept in a safe in the Bouts d'Choux classroom. This includes all parents and adults filling in as "duty parents". Criminal record checks can be provided free of charge for persons volunteering for a not-for-profit (such as Les Bouts d'Choux). To obtain these checks free of charge, you can be provided with a form letter that details your involvement with Les Bouts d'Choux.

Duty Parents must adhere to the following:

- Duty Parents must be in class **by 8:30 am/12:05pm**, with their child
- **Siblings are not allowed to attend class with the Duty Parent**
- Duty Parents must stay until all duties have been completed to the satisfaction of the teaching staff/until class time has ended. Vacuuming must be completed at the end of the program day.
- Duty parents are not to use this time to socialize. If you are not the scheduled duty parent, please leave after drop off.
- If a Duty Parent is **not able** to come in on their scheduled Duty Day, it is their responsibility to find a replacement prior to their scheduled day. Please **do not** contact the Liaison Board member to find a replacement for you once the schedule has been published. It is your responsibility to make alternate arrangements, or to trade your day with another parent using the class list provided.
- Another family member or responsible adult, aged 18 years or older, can be sent in place of a parent as long as they submit a Criminal Record Check with vulnerable sectors check for the school to keep in the safe.

If the scheduled Duty Parent does not arrive to fulfill their obligation, a ghost parent will be called, and the absent parent will be responsible to pay them a \$50 cash fee. If a replacement cannot be found, class may be cancelled, and parents will be required to pick up their child.

DUTY DAY TYPICAL RESPONSABILITIES (TIMES APPROXIMATE)

Arrival 8:30/12:05

Arrive before class is scheduled to begin. Check with teacher's assistant for daily craft set up information.

Free Playtime 8:45/12:20

Work on craft and assist teacher during playtime with the children, as required (shirts for painting, play dough table, washing and drying hands, puzzles, games, etc.)

Tapis Time (circle) 9:00/12:35

Help children clean up toys and get into circle time. Set out the craft per child on the tables, as instructed.

Craft Time 9:15/12:50

Assist the teacher in helping the children make their craft. Encourage children to do the craft by themselves.

Outside Time or Gym Time 10:00/1:35 (If available)

Wash down tables. Prepare the snack by dividing each food item into equal portions (1 per child). Set the table with placemats and food trays.

Goûter 10:30/2:05

You may join your child at the table!

Tapis Time (circle) 10:45/2:20

Wash the placemats, dishes and tables. Finish tidying classroom. At this time, you could start sweeping the floor

Dismissal 11:00/2:35

Final cleanup of the class. Clean-up duties include: vacuum rugs, sweep the floor and empty garbage cans. Mopping is to be done every Friday afternoon.

CLASSROOM CLEANING NIGHTS

Parents are responsible for one classroom cleaning date per school year, per registered child in the program. Executive board members are not required to complete a cleaning night as they are held the same night as our executive board meetings. Sign up for this day will be held at the September Parents' Meeting. In the event you do not sign up for a cleaning day, a day will be assigned to you.

Cleaning days are held one evening per month around 6:45pm and takes approximately 75 minutes to complete. It is the parent's responsibility to ensure the cleaning shift is attended either by yourself or by a family member or friend. Parents are also allowed or trading with another parent. If you have any questions about your shift or duties, you may contact the cleaning coordinator for more information. **If you do not show up for your cleaning shift or are more than 15 minutes late, your deposit cheque will be cashed.**

FUNDRAISING / CASINO POLICY

To ensure continued sustainability of our program, it is essential for our preschool that we have parent participation in the casino and/or one major fundraiser. Participation is required. It is more valuable to our preschool than cashing the deposit cheque. The requirements of participation will be outlined in the registration package under the **"Parental Agreement and General Release"** section and discussed in detail both the Annual General Meeting and the Parent's Meeting. For example, on a casino year, one 8-hour shift must be worked, per child enrolled in the program. Casino revenue is used exclusively to pay our staff.

After participation, your deposit cheque will be returned to you. **If you do not participate in our mandatory fundraiser or casino, your cheque will be cashed.** If you have any further questions on requirements of fundraising, please contact the Casino Coordinator or another member of the board. All other fundraising initiatives done by the preschool will be on a volunteer basis only (i.e. Stawnichy's Mundare Sausage, Mom's Pantry, Scholastic, etc.) unless they constitute the mandatory fundraiser for that school year.

TUITION, FEES & REQUIRED DEPOSITS

It is the responsibility of the parents to ensure all the fees are paid to the Treasurer or Registrar on or before the required dates. The teachers are **not** responsible for collecting monthly tuition fees or making any special payment arrangements during class time. Please contact a Board member if you have any questions. Your child may **not** be allowed to attend preschool until all required fees have been submitted (please refer to the “**Suspension Policy**” section). Fees are payable in full to keep your spot whether your child is on holidays or is absent due to illness.

The preschool can accept payment made by e-transfer, credit card or by cheque. Payments made by e-transfer can be sent to boutschouxtreasurer@gmail.com. Please ensure that the student’s name is included in the message section of your e-transfer. Credit card payments can be made using your HiMama account. Information regarding log in information will be sent to parents by email in August and discussed at the Parent’s Meeting in September.

The current fees can be found on our website or by contacting the preschool.

Please ensure the Memo section of ALL the cheques contains your child’s FULL NAME and CLASS. Please postdate cheques for the 1st of each month. Payments are to be submitted in full at the time of registration.

Required payments made to Les Bouts d’Choux are as follows:

- a. registration fee, non-refundable, cashed upon registration.
- b. **non-dated**, refundable cleaning deposit*
- c. **non-dated**, refundable fundraising deposit*
- d. tuition, post-dated to the first of each month, by term or lump sum for the whole year.

**Deposits will be returned on completion of required duties. All parents must submit these deposit cheques, regardless of their indicated payment preference.*

NSF POLICY

It is very important that **tuition be paid on time (on or before the first of each month)**. If a stop payment or NSF is incurred on a cheque written to Les Bouts d’Choux (registration, deposits, or tuition) then, upon verbal or written notification from the

Treasurer, Assistant Treasurer or President, the parent has 3 business days to pay the required amount **plus \$30 (NSF fee) in cash**. If payment is not received within that time frame, their child will not be allowed to attend the program until all fees are up to date. After a 2-week period of non-payment, the parents will be notified in writing that their child will be officially removed from the program. If **two** instances of stop payment or NSFs occur in the same year, the family will be notified in writing that to continue in the program they must pay in cash for the remainder of the year.

REFUND / WITHDRAWAL POLICY

An intention to withdraw from the preschool program requires written notification to be given to the Teacher. The written notification shall state the last day of attendance for the withdrawing child and must be received and acknowledged by the Teacher at least one calendar month prior to the date in which the child wishes to withdraw. For example: if you wish to have your child leave at the end of April, written notice of your intentions must be received and acknowledged by the Registrar before April 1st. The advanced notice allows the teacher to prepare for the departure of your child and allows the School time to fill the vacancy. If one month's notice is not given, the following month's cheque will be cashed.

*Please note, **August 1st** is the last day to withdraw in order for the September tuition cheque to be returned.

LATE PICK UP POLICY

If a parent is repeatedly late, the teacher will provide a verbal reminder about prompt pick up time. If tardiness continues after the verbal reminder from the teacher, a letter will be given to the parents by the Board of Directors. If late pick up is still a problem, you will be required to pay a **\$100 (in cash) penalty** before your child's next scheduled class. If the problem is not resolved, the **"Suspension Policy"** will take effect.

SUSPENSION

A parent may receive written notice that their child is suspended from the Preschool (after approval of the Board) for a 2 - 3 week "suspension" period, in which time the

child remains registered. Depending on the reason for suspension (overdue tuition, toileting issues, etc.) the child may not be permitted to attend classes during that time. Following a suspension period, a parent may be required to withdraw their child from the Preschool by the Board for the following, (*with all posted dated cheques being returned*):

- failure to fulfill the responsibilities outlined in the **“Parent Commitment Pledge”**
- outstanding fees or tuition, that are overdue by a minimum of 2 weeks
- Les Bouts d’Choux cannot meet the needs of your child and have exhausted all other resources. In this case only, one month’s tuition will not be forfeited.
- “just cause” pursuant to the recommendation of the teachers after attempts have been made to rectify the situation. The Board reserves the right upon recommendation of the teachers or board members, to ask a child to leave the program for “just cause”. (e.g. not abiding by our policies and procedures, such as late pick up).

The parents will be notified in writing that their child will be officially removed from the program, effective immediately.

If a child is violent with another child or staff member (ie. hitting, kicking, pushing, etc), the parents of all children involved in the incident will be notified. Les Bouts d’Choux follow a three-strike policy regarding violent incidents in the classroom. The first incident will result in a warning to remedy the behaviour. The second incident will result in a three-class suspension. The third incident will result in the child’s removal from the program and a tuition refund. Staff and the executive board will review these incidents on a case-by-case basis. Meetings may be scheduled between staff and parents to discuss issues and explore strategies to correct unwanted behaviour.

HEALTH AND SAFETY

INCIDENT/ACCIDENT POLICY

At Les Bouts d’Choux, an incident report form will be filled out when a child is required to seek emergency medical attention ie. an ambulance was deemed necessary by staff because of an injury or medical event. In the case of an incident between children, parents will be informed of such an incident at pickup on the same day as the event occurred.

EMERGENCY PLANS AND FIRE DRILLS

We follow the Evacuation and Lock Down Procedures as outlined to us by Edmonton Catholic School District and participate in the fire drills of École Frère Antoine School. The teachers will prepare the children for the Fire Drills in advance and will explain the procedure to the children. When the alarm rings we will practice leaving the building in a safe manner, lining up at the door and following the teacher outside.

1. The fire alarm will sound
2. The teacher will take the attendance sheet, emergency card box and cell phone
3. The teacher will evacuate the children to the field behind the school
4. The duty parent(s) will take emergency blankets and will help evacuate the children
5. The teacher will take attendance and then proceed to a safe location, either
 - a. Frère Antoine school yard **OR**
 - b. St. Theresa's Roman Catholic Church 7508-29 Avenue (Phone 780-468-8646)
6. In the case of an actual emergency, parents or emergency contacts will be notified by phone as soon as it is safe to do so. Please pick up your child as soon as possible after notification.

IMMUNIZATIONS

Please ensure all your child's immunizations are up to date by contacting your doctor or local health center. Ecole Frère Antoine is one of Edmonton's largest elementary schools and children will get sick. Your child being immunized, including the annual flu vaccine is your family's best chance at staying healthy.

CHILD ABUSE POLICY

Our preschool staff are mandated reporters. All observations or suspicions of child abuse or neglect will be immediately reported to Child Protective Services by preschool staff at Les Bouts d'Choux, as mandated by law.

ALLERGY AWARENESS POLICY

Notices will be sent out in each monthly newsletter for allergy alerts. The allergy list will be posted beside the sink in the classroom. Please read your labels carefully as Frère Antoine is a **Nut Free** school.

Allergies can be very severe. If a child has a serious life threatening (anaphylactic) allergy we require an EPIPEN to be kept on site. We will have you sign a medical form allowing us to administer the medication. A life-threatening anaphylactic allergy is defined as an allergy that has been identified by a doctor and where the child has been prescribed emergency life-saving medication that must be administered should the child come into contact with this allergen. ***Identified life threatening, anaphylactic allergens will be banned*** from the whole program because all classes share the same room and eat their snacks in the same room. Banned life-threatening allergens will be year specific and dependent upon the children enrolled in each year. Each year the Board will look at all allergies and medical conditions to determine an appropriate course of action.

CHILD GUIDANCE POLICY

We aim to provide an environment where each child feels supported and safe. It is in this environment where we guide children's behavior using clear expectations, routine, positive reinforcement and positive communication techniques. Our teachers use age appropriate positive guidance, gentle reminders or redirection in assisting the child to make good choices. Teachers will encourage children to respect others, to be fair, to respect property and to be responsible for their actions. In certain circumstances, removing the child from the situation or re-directing them may be used to regain the focus of the child to the appropriate behavior. Under no circumstances will children be subjected to physical punishment or abusive language. Positive behavior will be encouraged and praised. Discipline of the children will be the responsibility of the teacher or assistant.

We encourage an open dialogue between parents and teachers and if there are any concerns regarding a child's development or behavior, parents will be notified so strategies can be explored. Parents are welcome to reach out to teaching staff or to the executive board president to discuss any issues within the classroom or to set a meeting to discuss any concerns or strategies. We aim to ensure consistency between preschool and home.

DISCIPLINE POLICY & PROCEDURE

It is the policy of Les Bouts d'Choux that every effort is made to prevent instances where discipline is necessary. Children shall be made aware of the standards of acceptable behavior within the classroom. Should an incident occur where some form of disciplinary action is required, where possible, children shall be diverted from unacceptable behavior to another activity. If not successful in eliminating the behavior, the teacher or assistant will then remove the child from the group and explain to the child why the behavior is not appropriate. If the negative behavior continues, the child will be asked to spend some time away from the activities under supervision of the teacher or assistant. If the child continues to misbehave, the teacher will consult with the parents in communication with the Board to determine what further steps should be taken.

If this decided course of action fails to remedy the situation, or the program does not meet the needs of the child, as assessed by the teacher, participation in the program may be terminated.

If a parent has any concerns about the behavior of another child registered in the program, please discuss this with the teacher, not with other parents. Under no circumstances will any individual inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation; deny or threaten to deny any basic necessity or use or permit the use of any form of physical restraint, confinement or isolation.

Parents should be notified immediately in case of major or reoccurring behavioral challenges. Teachers will provide a detailed account of any incident/s in writing and parents will be required to sign the documents, indicating that they have read and understand what happened. The board will be aware of any ongoing issues.

If a child, for some reason, is not responding to techniques used, we will ask for a conference with the parents to explain the child's behaviors and the discipline techniques used. The parents and the teacher together will develop additional techniques that will be used. The teacher will keep a log of the child's behaviors, the discipline used, and the outcome. The teacher will maintain contact with the parent to further discuss progress or lack of progress.

MEDICAL POLICY

It is the parent's responsibility to have someone available to come to the school for emergencies or to attend to a sick child during school hours. If a child becomes ill while at school, but does not require medical treatment, parents or the emergency contact will be notified by phone to pick them up immediately.

If your child is diagnosed with any chronic health issues (i.e. diabetes, asthma, allergies, etc.) it is the responsibility of the parents to inform the preschool and update the registration and medical forms as necessary. A list of food allergies is kept in the classroom that parents need to ensure is accurate. This list will be distributed to all parents via the newsletter every month. All medical matters will be handled in the strictest confidence.

Due to the short time children are present in the program, regular medication will not be administered. In the event of a medical emergency the teachers may assist with a child's prescribed medication (i.e. Ventolin, Epi-pen) under the written permission of the parents as outlined in the Registration Form. Emergency medication must be clearly labeled and stored in the classroom, so that it is easily accessible.

In the event of a serious medical emergency, the teachers will first contact 911 and will next contact the parents/emergency contact of the child experiencing a medical emergency. The child may be sent with one of the teachers by ambulance to the appropriate Hospital (i.e. Grey Nuns). Parents shall be responsible for any cost incurred as a result of the ambulance or 911 call.

Please be sure to keep children at home if they are showing signs of possible illness. This helps prevent the spread of the illness to others.

The following guidelines are meant to assist parents with the decision to keep their child at home:

- lethargic behavior (fatigue)
- fever (*remain at home for 24 hours after the fever is gone*)
- on prescribed antibiotics (*should be administered for 24 hours before a child returns to preschool - taken for contagious disease such as strep throat, tonsillitis, bronchitis or pneumonia*)
- sore throat or runny nose if there is colored nasal mucous
- nausea, vomiting, diarrhea (*remain home for 24 hours after the last episode*)

- Red, "crusty", itchy eyes (*conjunctivitis or pink eye is very contagious, remain at home for 48 hours while being treated with antibiotics and only return to preschool if there is no discharge from the eyes.*)

If your child has a communicable disease, you must observe quarantine regulations, as set by Alberta Health Services: 24 hours since the last symptom. The following are signs that indicate a communicable disease: earache, vomiting, fever, cough, unusual drowsiness, loss of appetite, sore throat, red or runny eyes, headache, irritability, rash, runny nose of yellow or green, and diarrhea. If a child displays any of these symptoms at preschool, parents will be notified by phone to pick them up immediately.

Please call if your child has been diagnosed with a communicable illness or infestation, such as chicken pox, conjunctivitis, pink-eye, pin worms, impetigo, fifth's disease, mites or head lice so we can exercise additional control methods and notify other parents (send home a letter, as per Alberta Health Service's requirements). The identity of the diagnosed child will be kept confidential.

If head lice are present, all parents involved in the program will be notified. The child is not permitted to return to school without proof of treatment (i.e. note from pediatrician that the child is "nit-free"; box evidencing treatment, etc.).

During a public health emergency or a pandemic, all restrictions/regulations set out by Alberta Health Services, the government of Alberta or the government of Canada must be strictly observed. The preschool will communicate these regulations/restrictions to parents via email as they come into effect or are modified/changed.

COMMUNICATION METHODS

CODE OF CONDUCT POLICY

We believe that mutual respect and collaboration between parents, teachers, assistants, and children are of utmost importance to provide and maintain a nurturing environment. Therefore, we respectfully ask that all interactions regarding the preschool are conducted in a professional and respectful manner. We have a zero tolerance for any form of abusive conduct.

NEWSLETTERS AND CALENDARS

Monthly newsletters, calendars, and all other important information will be **e-mailed** to each parent, be made available upon request and in the classroom, and posted on the school's **website**.

The preschool publishes a monthly newsletter to keep our parents connected. Each parent will receive monthly newsletters and calendars by email. They will also be available on the parent section of our website. There will be a few copies available outside the classroom if you prefer hard copy, as well as a "class" copy placed on the bulletin board for reference.

Please read the monthly newsletter as it contains very important information!

The preschool's class contact lists, activity calendar, duty day & cleaning schedules, birthday information, field trip reminders and permission forms can all be found in the newsletter.

CHILDREN COMMUNICATION

Our teachers truly enjoy and value spending time with children. Engaging in conversations create opportunities to get to know them better and teach the children valuable life skills. Our teachers are trained to state their expectations in specific ways and use positive statements to support the children and to make them successful. They also employ active listening techniques when they listen and respond to both what is being said and how. This is a useful technique for helping children to learn to problem solve.

TEACHER – PARENT ONGOING COMMUNICATION

Effective communication between home and preschool is paramount for a positive preschool experience. Please do not hesitate to speak with any of the teachers before or after class, about any questions or concerns you may have. We recognize that it can be difficult or rushed to talk at drop off or pick up times, so we also encourage you to set up a time with the teachers outside of class time. This can be done by e-mailing or leaving a message on our cell phone. In this way, the teachers may devote their full attention to you at a time that is more convenient for you both. The teachers appreciate knowing if your child has experienced any disruption to their normal routine, whether

positive or negative. This may affect your child's behavior at school. Informing the teachers will better enable them to provide appropriate learning opportunities for your child.

FEEDBACK / COMPLAINT PROCEDURE

Constructive feedback both positive and negative is encouraged throughout the year to better our program and your child's experience. Any concerns that a parent has regarding the preschool should be brought first to the attention of the preschool teacher, privately, if possible.

If the matter is not resolved between both parties, either one may choose to direct the concern to the President of the Board. It is encouraged that any concern be put forth in writing as well so it may be properly documented. If the concern involves the teacher directly, it should be brought immediately to the attention of the President of the Board.

MERCI!

Thank you for choosing Les Bouts d'Choux Preschool for your child and for taking the time to understand our policies and procedures! We value your ongoing input and involvement. As we strive to provide a rich early educational and developmental experience for your child, we encourage your active participation in the learning process. By working together, we can ensure our preschool's continued success!