



# GREENFIELD PLAYSCHOOL

*Grow. Explore. Discover.*

*PARENT HANDBOOK*

*2026 - 2027*

*We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.*



## OUR MISSION

Greenfield Playschool is committed to providing a learning space that inspires creativity and reflects each child's and their family's diversity. We celebrate each student's social practices, cultural practices and traditions.

## OUR PURPOSE

We aim to provide a holistic learning environment that supports children's learning through play, communication and literacy. We are a diverse group with a social responsibility for each child's well-being.

## ABOUT US

Welcome to Greenfield Playschool. We are a not-for-profit society with a board of directors. Together with the teachers, we provide a holistic learning approach, Reggio Emilia Inspired, which supports children's development. We emphasize play-based learning focused on a child's whole self. We are a diverse group with a social responsibility for each child's well-being.

The Reggio Emilia Inspired-holistic approach to early childhood education views young children as mighty learners and citizens who are curious about their world and have the powerful potential to learn from all surrounding them. Educational, psychological, and sociological influences are essential to understand children and work to stimulate learning appropriately. As Reggio Inspired teachers, we invite children to various educational opportunities encouraging self-expression, communication, logical thinking, and problem-solving.

### What is the difference between Preschool and Playschool?

Preschool is a generic term to denote any type of institution that forms a part of elementary learning systems.

Playschool is a type of preschool that focuses on play-based learning. It is designed for young children ages 3 to 5. Playschool focuses on developing children's abilities and skills through meaningful play experiences. It allows children to meet, socialize and learn with their peers.

## TEACHER'S PHILOSOPHY

We believe in a children's holistic approach program for children, with an emphasis on play-based learning, with a focus on a child's whole self: physical, personal, social, emotional, language, well-being, as well as cognitive aspects of learning. Through a positive environment that encourages individuality, a child can grow into who they are destined to become.

We continually use positive reinforcement to support a child's growth and development. An environment where a child feels supported and safe is an environment where children can grow and learn. Reinforcing children's positive self-esteem is crucial for their development. Children need to be sure of who they are and feel empowered, thus developing a healthy sense of self. When a child recognizes their self-worth, there is no greater gift.

Recognizing that children are unique individuals who react to feel differently is essential. It is our job to recognize these feelings and help encourage the child to explore this independently. In every situation, we look for positive ways to solve problems, allowing the child to lead the resolution with some guidance if needed. When children feel supported and safe and have developed a sense of self, they are more apt to try new things and feel comfortable exploring new ideas and places.

Communicating praise and concerns regarding a child's behaviour is essential in helping parents succeed. Open and honest communication with parents fosters a deeper working relationship and ensures teamwork in achieving what is best for the child. Together with parents, we explore strategies that allow us to be consistent between playschool and home.

We value having a meaningful connection with each child and their family, enjoying a positive and successful experience, and ensuring the necessary steps and actions are in place to foster this connection.

*Carlin and Joca*

## PLAYSCHOOL HIGHLIGHTS:

1. **Volunteering:** Parents may have the opportunity to volunteer to help our program. The teacher will provide notice of opportunities to participate.
2. **Early Exposure to Spanish**
3. **Daily Music and Movement Activities**
4. **No Mandatory Fundraising**
5. **No Duty Days**
6. **Family Walks**

## OUR LOCATION & CONTACT INFORMATION

Our playschool is located within the Greenfield Community Church. Access to the classroom foyer will be provided 5 minutes before each class for children to hang up coats and backpacks. Classroom doors open at 8:45 am (Monday, Wednesday, and Friday morning class), 12:45 pm (Monday, Wednesday, and Friday afternoon class), 8:45 am (Tuesday and Thursday morning class) and 12:45 pm (Tuesday and Thursday afternoon class).

**\*We kindly ask you to keep your children with you and from running at all times inside the building.**

Greenfield Playschool Society  
3712 114 St NW  
Edmonton, AB T6J 1M1

Phone: email for contact info

Email: [info@greenfieldplayschool.ca](mailto:info@greenfieldplayschool.ca), [teacher@greenfieldplayschool.ca](mailto:teacher@greenfieldplayschool.ca)

## REGISTRATION

### Admission

Admission is accepted on a "first come, first served" basis, observing the following priorities:

- Beginning Sept 2025, our regular program will run from September to July (we follow the EPSB from Sept to June of each year).
- Current students are invited to pre-register in winter/spring for the following school year.
- As spots are available, public members are invited to register in late winter/spring.
- A non-refundable registration fee and completed registration form is required to reserve each child's place in the school.
- Registration forms and fees are submitted online by following the links under the heading "Registration" on the Greenfield website ([www.greenfieldplayschool.ca](http://www.greenfieldplayschool.ca))

We will accept registrations for the current year during the school year, as enrollment allows.

### Age Requirements

#### 3-year-old students:

For a student to commence in September, the child must turn three years old before October 31 and be thoroughly toilet trained (no pull-ups, please) by the start of the school year.

#### 4-year-old students:

For a student to commence in September, the child must turn four years old before December 31.

- Exceptions to the age requirements can be made at the discretion of the teacher and the directors.
- For children requiring special equipment, consideration will be given to space restrictions and physical surroundings.
- Children starting in the middle of the year will have their first class on the first day of that given month.

Greenfield Playschool reserves the right to request proof of your child's certificate on a case-by-case basis. Upon request, you must provide a copy of your child's birth certificate or another government-issued document containing your child's birthdate.

### *Tuition Fees*

<u>Class</u>	<u>Weekday</u>	<u>Tuition Cost</u>
3 and 4 years	Tuesday, Thursday	\$155 monthly

3 and 4 years	Monday, Wednesday, Friday	\$230 monthly
3 and 4 years	5 days/week (registering in 2 classes)	\$365 monthly

The government affordability grant allows for playschool tuition to be further reduced by \$100 a month. This is automatically deducted from your monthly tuition invoices.

\*\*\***(Please see our website for changes to fees for 2026-2027)**

Monthly tuition payments are due on the first of the month for the following month (ex., tuition withdrawn on August 1 for September tuition) from August 1 to June 1. A Late Fee (of \$20) will be applied if payments are made after the 1st of the month. Repeated late payments will result in losing your child's spot in our program. Must add a card on file so payments are automatic.

If 30 days' notice of withdrawal is not provided, for whatever reason, no tuition payment will be refunded and monthly tuition is still due if notified after the 1st of the month. Children are not permitted to attend class if payment is not received.

In the event of a school closure, no tuition payment will be refunded for the month the closure occurs. No tuition payment will be refunded for the following month unless the school closure extends into and lasts the entire calendar month.

### Procedure

Registration for the upcoming school year is completed online on the date specified and using the links provided on the Greenfield website. The registration date is typically in January or February. Provided your child is of age and developmentally ready to attend playschool, a child's registration is considered complete when the playschool has received the following:

1. Non-refundable registration fee
2. The completed registration form

### Waitlist Policy

A waitlist is maintained, and the order is strictly adhered to. There may be a processing fee to apply to the waitlist. You will be contacted by email if a spot becomes available. You will be given a 24-hour window to respond. After 24 hours, we will contact the next line if no response is received. It is your responsibility to check your emails. The playschool is not responsible for holding a spot if emails bounce back.

## Withdrawal Policy

1. The notice must be received in writing **one calendar month** before the withdrawal date (e.g. before March 1st for April 1st withdrawal date).
2. Insufficient notice will mean forfeiting the following month's tuition.
3. The pre-authorized debits for monthly tuition will be stopped for the month after the withdrawal.
4. **No refunds after May 31st.**
5. No refunds or pro-rated fees for partial month attendance, or later start dates.
6. A child away from the program for some time and returning later in the year must pay the monthly fees in the interim.
7. The child will be immediately withdrawn from the program for the following reasons:
  - Two monthly tuition non-sufficient funds (NSF) rejections.

In the event of a school closure, no tuition payment will be refunded for the month the closure occurs. No tuition payment will be refunded for the following month unless the school closure extends into and lasts the entire calendar month.

## Raising Issues or Concerns

We intend to provide a positive playschool experience for both child and family. If there are concerns or issues regarding children, the teacher, or the program, they will be brought up for discussion by following the outlined protocol.

1. Make an appointment to meet with the teacher when children are not around. This way, the teacher can devote all their attention to discussing the problem or concern. Work with the teacher(s) to develop goals, strategies and possible solutions.
  - a) Express issues or concerns respectfully while keeping confidentiality in mind.
  - b) The teacher will help you generate strategies and solutions.
  - c) If issues cannot be resolved between parents and teachers, the board will assist.

This guidance is in place to help maintain a positive and respectful environment in our program, even during times of conflict. The confidentiality of children and their families will be maintained at all times.

Parents can reach teachers via email, text message, schedule a video and phone call.

Violent, abusive, or aggressive behavior, will not be tolerated.

For the playschool to maintain good relationships with our parents/guardians, we would like to ask you to read and take note of the occasional types of behaviour that are unacceptable:

- using bad language or swearing at staff
- verbal abuse towards the staff in any form, including verbally insulting staff
- racist and sexist comments
- persistent or unrealistic demands that cause stress to staff
- physical violence, such as pushing or shoving, towards any staff or other parents
- causing damage to or stealing from our premises, staff or clients

This policy extends to any interaction with a staff or board member, whether in-person, by phone, by letter, e-mail, or through our website.

A breach of the Zero Tolerance policy constitutes grounds for the playschool to decline or discontinue services.

### Visiting the Program

Greenfield Playschool does not schedule mandatory duty days for parents or guardians. Parents are invited to events throughout the year as public health measures allow. If a parent wishes to be in the class on any given day, this must be discussed with teachers and scheduled before being in class with their child. A parent visiting the classroom is only responsible for their child and will not supervise other children or be left alone with them.

Teachers and parent helpers supervising children will have a current criminal record and vulnerable check dated not earlier than six months before the program's commencement date and updated every three years. Having a clear criminal record and vulnerable check ensures the children's safety, security and well-being.

**Please note that if you volunteer in the class, siblings cannot attend with the volunteer.**

The teachers are responsible for the ongoing development and implementation of the program plan and ensuring that the program meets all the requirements in the Early Learning and Child Care Act and Regulation. The teachers are responsible for including the school Board by keeping them updated on any required changes or additions to the ongoing development program plan.

Teachers' and board of directors' values are:

- A Strong Work Ethic
- Dependability and Responsibility
- Possessing a Positive Attitude
- Adaptability
- Honesty and Integrity
- Self-Motivated
- Motivated to Grow and Learn
- Strong Self-Confidence



## **Professional Development**

Our teachers attend regular professional development, allowing them to share, network and remain current in the field to deliver a high-quality program with the most up-to-date early childhood development practices. Teachers can meet children's needs by actively practicing the skills and knowledge from workshops, conferences and professional learning communities.

Our teachers are passionate about early childhood development and early education opportunities. They provide meaningful educational experiences for all children in the program, including those who are vulnerable and disadvantaged. They engage children of varying abilities and backgrounds, connecting with diverse families.

## **Fundraising**

Families are encouraged to participate in occasional fundraisers (ex: bottle drives) that aid in the purchase of school supplies, materials and learning experiences for the children.

## **OUR EARLY LEARNING PROGRAM**

### **First Day of Class**

For the first day of class, the children will be invited to stay for one hour each. Only on this day are parents in the classroom with their children (unless there is a scheduled volunteer opportunity). Please help us respect other families and our teacher's time by arriving and departing during your assigned time.

This will allow the children and parents to connect with the teachers and the playschool environment. A time will be assigned to you and your child before the first day of classes via email.

After the first day, parents will drop off their children at the classroom entrance, where teachers will welcome the children into class.

## Class Schedule

The playschool follows the Edmonton Public School Calendar, including PD Days. The daily schedule for the playschool program is as follows:

<u>Class</u>	<u>Weekday</u>	<u>Time</u>
Three and 4-year-old AM	Tuesday, Thursday	8:45-11:15 AM
Three and 4-year-old PM	Tuesday, Thursday	12:45-3:15 PM
Three and 4-year-old AM	Monday, Wednesday, and Friday	8:45-11:15 AM
Three and 4-year-old PM	Monday, Wednesday, and Friday	12:45-3:15 PM

To maintain the minimum ratio of adults to children. If a teacher cannot attend class, the other teacher will be present along with a substitute teacher or a parent helper. Parent helpers must have a current CRC and vulnerable check. Please contact the teacher if you want to be included in the parent helper list. If either teacher is unavailable for the class, the class will be cancelled.

## Drop Off

1. Children should be screened daily for illness symptoms, by parents. Please keep children home if they are unwell.
2. Please drop off your child at the classroom door, where teachers will collect your child for class.
3. Teachers keep up-to-date administrative records, taking daily attendance of each child, including arrival and departure times.

## Pick Up

1. Parents are required to pick up their children promptly after class.

### Dismissal Times:

MWF AM Class: 11:15 AM

MWF PM Class: 3:15 PM

T/TH AM Class: 11:15 AM

T/TH PM Class: 3:15 PM

2. Please pick up your child on time after class.

3. Please let the teachers know if there is a change in the pick-up person. Parents are responsible for letting the person know of the pickup and drop off procedure (i.e. time of pick up and exact location of pick up). These procedures MUST be followed.

Teachers' full attention is on the children who don't answer the phone during class. You may text or call the school phone and leave a message, and a teacher will reply. If there is an emergency or something important you need to let us know during school hours, please call at least three times, this will alert us, and we will answer your call. If you need to inform the teachers during class that someone else will pick up your child, please leave a text message.

## Children's Day

Includes:

- **Exploration Time**  
Children are invited to participate in a variety of developmentally open-ended learning activities (science, puzzles, art, building and dramatic play)
- **Gathering Time**  
Attendance, welcome songs  
Calendar  
Letter recognition  
Number recognition  
Picture schedule review for the day  
Storytime  
Music and movement
- Show and Tell
- **Snack Time**  
Starts between 9:50 AM and 10 AM (morning classes) and between 1:50 PM and 2:00 PM (afternoon classes). Children will be given 10 to 15 minutes to eat their snacks. Cutting up veggies and fruit is highly encouraged.
- Dismissal

## PROGRAM

We are a Reggio-Emilia Inspired-holistic approach preschool program emphasizing play-based learning, focused on a child's whole self. Our program follows the principles of the Early Learning Child Care Act. Our environment is safe, inclusive, and filled with fun!

In addition to our regular program, children participate in daily physical activity, music and Spanish language exposure.

### Spanish Language Exposure

All instruction is provided in English at Greenfield Playschool, and children are under no pressure to speak Spanish. However, we are fortunate to have a native Spanish speaker in the classroom, and our students have loved learning numbers, songs, colours, and more in Spanish.

Children learning a second language from a young age benefit tremendously. Children's brains can soak in a foreign language at an impressive rate, and learning a second language has many cognitive benefits, including:

- better problem-solving skills
- better critical thinking skills
- more creativity
- better flexibility of mind
- enhanced memory
- better multitasking abilities

### The Power of Play

We believe in the power of play and how it benefits children's development.

Play is how children learn about the world, themselves and each other. Through play, children build social, emotional, physical, personal, intellectual and cognitive skills for their well-being. Our play-based learning activities give children a sense of their abilities and encourage children to grow their imagination and creativity. Our program fosters early literacy, independence and physical fitness.

As children play, they learn to solve problems, get along with others, and develop the fine and gross motor skills needed to prepare them for kindergarten. Our space invites children to wonder, discover, make choices, experience, and learn through play.

### Our Curriculum

Our teachers value and view children as mighty learners and citizens. Therefore, they respond to children's learning dispositions, such as play, seeking, participating, persisting and caring by connecting with children and families. Our curriculum is designed for, and with the children we are in a relationship with. Every year we connect with our community, the materials and each other.

Learning is hands-on, child-led, and deeply engaging. We offer exciting and stimulating opportunities for children to grow in an environment that values full participation, self-determination and a belief in the child's unlimited potential. We support our preschoolers in their learning and preparation for Kindergarten.

Our space invites children to wonder, discover, make choices, experience, and learn through play.

We are inspired by Alberta's Early Learning and Care Framework: Flight. To learn more, visit [flightframework.ca](https://flightframework.ca)

### Children's Mental Health:

We encourage nurturing relationships by creating a safe, positive environment that nurtures confidence and provides social opportunities.

- Focusing on the children's strengths and celebrating their efforts.
- Asking questions about how they are feeling and validating their feelings. It is OK for children to feel how they feel (mad, sad, worried, embarrassed). They also might not feel the same way about a situation as others, and they are still learning to navigate these emotions.. But with positive guidance, children can learn to control how they act when they have big feelings and how to react.
- Listening and showing empathy. When children share their feelings with us, we do our best to put ourselves in their situation and try to understand them as we accept their feelings. Teachers show empathy with the tone of their voices and the expressions on their faces.

It is essential to create a safe and positive environment for children because they are better able to learn when they feel safe and when their learning is reinforced in a positive manner.

### Children's Emotional Needs:

- Encouraging positive self-esteem
- Creating a structured environment based on observations and needs of the children
- Being responsive when a child needs our attention (children always come first)
- Encouraging children to be independent learners

We are passionate about early learning and passionate to learn along with children. Our job is to show children that they matter to us and that we love and acknowledge them. A positive connection with children allows them to gain confidence and develop a positive sense of self. We guide children to make good choices, feel accepted, feel included, and feel free to express themselves.

Our goal is to provide a learning space where children know their rights and the learning space belongs to them—where they feel challenged and loved. We

support children in building healthy relationships with their peers by guiding them through a positive problem-solving approach based on respect toward us and others. Together with the children, we celebrate their efforts.

### Children's Well-being:

Together with families, we support children in finding meaning, purpose, structure and value in their life.

- In consultation with parents, each child will have available opportunities for the development of their person and growth to help support their understanding of the community and world in which they live.
- At the beginning of the school year, children are invited to share a family tradition that is important to them with the class.
- Together we support children's learning of their surroundings and help them acknowledge that everyone is unique and we all deserve to share our stories.
- Children are invited to practice daily powerful affirmations, for example:

There is no one better to be than me.  
I am enough.  
I get better every single day.  
I am a fantastic person.  
All of my problems have solutions.  
Today I am a leader.  
I forgive myself for my mistakes.  
My challenges help me grow.  
I am perfect just the way I am.  
My mistakes help me learn and grow.

Together, we learn that peace begins with us by finding meaning, purpose, structure and value in our lives.

### Children's Physical Needs:

Our program encourages physical activity, develops age-appropriate skills, encourages and supports proper nutrition, and provides sensory experiences.

There is an emphasis on daily music and movement activities and education at Greenfield Playschool.

- Children are invited to participate in daily active games that encourage skipping, jumping, climbing, running, and breathing exercises.
- Children are exposed to age-appropriate fine motor skills activities such as ripping paper, pasting things onto paper, clapping hands, building puzzles,

building using blocks, cutting, manipulating toys and manipulating crayons and pencils.

- Children are encouraged to reflect on the importance of daily movement, to share their ideas with the class, and to move their bodies while being mindful when risk-taking. We intend for children to learn to enjoy music and movement through play experiences.
- Exposing children to music during early development helps them learn the sounds and meanings of words. Dancing to music helps children build motor skills while allowing them to practice self-expression. For children and adults, music helps strengthen memory skills.

### **A Mindful and Intentional Play-based Inclusive Program**

At Greenfield Playschool, we intentionally provide a play-based program that is inclusive for 3-and 4-year-olds. In our program, children are viewed as unique and individuals with excellent skills to offer to this world.

We support every child's familial, Indigenous or other cultural, social, and linguistic heritage to ensure it is central to the child's safety, well-being, and development. We ensure that each child's heritage, including a child's indigenous background, is honoured and respected. We honour the uniqueness of each individual, and we embrace diverse backgrounds, values, and points of view to build a robust and inclusive community and to prepare our children for lives in a multicultural society.

It is important that our teachers reflect daily on individual biases regarding diversity and cultural practices to ensure that our program is inclusive and includes planning that accommodates the needs of all children, including individuals with exceptional needs.

### **Social Responsibility**

Our curriculum includes social responsibility in playschool designed to help our children begin to understand their relationship with the world around them. Children learn about empathy, kindness and the consequences of their actions during their playschool years.

At Greenfield Playschool, fun and engaging activities foster diversity and cultural competence. Teachers incorporate thoughtful awareness of diversity and social responsibility in our classroom by making a conscious effort to include books in our classroom library that feature diverse characters and show what social responsibility looks like. We practice with the children ways of giving back (e.g. making cards for friends or donate to charity programs).

Ways to show children that diversity is a strength:

- Carefully choose materials that help us celebrate diversity
- Celebrate similarities and differences with charts, books and artwork
- Teach children it is OK to ask questions
- Have open and inviting conversations about stereotypes and biases
- Express positive interest in diverse cultures

## What Your Child Needs For Every Class

School backpack big enough to carry (LABEL EVERYTHING):

- clean indoor shoes
- extra set of clothes
- snack bag (with handle) and water bottle
- snow pants or splash pants, waterproof mitts, toque (please make sure to come with a weather-appropriate jacket and pair of shoes/boots)
- parents will apply sunscreen and bug spray before class

**A small healthy snack and water** (please ensure the snack and water bottle fit inside a lunch bag, with a handle).

- Please pack a snack that your child can eat in approximately 10 minutes.
- Snacks will be kept in your child's backpack until snack time.
- NO foods containing any type of nuts or nut oils.
- Snacks must be pre-packaged, **nut-free**, and visibly displayed ingredients.
- Cut-up fruits/vegetables and small, sealed, **nut-free** snack bars are permitted.
- For safety reasons, homemade snacks (i.e. baked items such as cookies, muffins, pancakes, etc.) are not permitted.
- The teacher will provide a list of food restrictions.
- Snack time may vary slightly depending on the activities of the day.
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## Clothing

Label your child's clothing, including outdoor/indoor shoes.

Children should wear durable, washable play clothes to playschool. Please do not dress your child in their best clothing. A lot of fun messy experiences happen at playschool!

## Celebrating Birthdays and Special Occasions

Each child gets celebrated during circle time and receives a birthday crown and a surprise gift from the birthday box. Summer birthdays will be celebrated during June and July.



At Greenfield Playschool, we honour our family's holidays and special occasions. If there is something special that your family celebrates, make sure to mark it on your registration, and the teacher will contact you before the event to invite your child to share with the class.

### Washroom Policy & Procedure

*All children must be fully potty trained before being admitted to Greenfield Playschool. Disposable diapers and training pants (e.g. Pull-Ups) are not permitted.*

Because independent use of the washroom is encouraged, please ensure that your child wears easy clothing to get in and out of (i.e. no belt buckles, difficult snaps/buttons, etc.). They are accompanied to the bathroom by one of the teachers, who will only assist if needed. **Please have your child use the toilet before class.**

### HEALTH REGULATIONS

If your child is ill, please keep them home until they are better. Parents and children must NOT enter the classroom if they have any of the following symptoms:

- Fever (38 degrees Celsius or higher), chills, fatigue, body aches, headache.
- Gastrointestinal symptoms: abdominal pain, diarrhea, vomiting.
- Undiagnosed and/or contagious rash or skin condition (e.g., Hand, Foot & Mouth Disease).
- Communicable diseases like Chickenpox, Mumps, and Head lice.
- Respiratory infections include shortness of breath, NEW or worsening cough, colds with a persistent cough, runny nose, bronchitis, and any green or brown discharge.
- Any visible pink eye symptoms, including redness, swelling and/or discharge

Suppose a child develops any symptoms, including symptoms that could be caused by COVID-19 or a known pre-existing condition (e.g. allergies). In that case, the child must remain at home until the symptoms are resolved or provide a doctor's note confirming the child has allergies.

The playschool **MUST** be notified if your child contracts a communicable disease (e.g. Mumps, Chicken Pox, Hand, Foot and Mouth Disease). The parent must follow the recommendations of their family doctor regarding returning to playschool.

Children who are not immunized cannot attend the program if an outbreak develops. Parents will be notified when children can return to school. This is due to children being more susceptible to illness.

**As per regulation, the playschool will carry an Illness log sheet and document when a child is sent home with symptoms, illness and action taken. Please let us know when your child is sick at home and what symptoms.**

Allergies and medication needs must be reported to the teacher and indicated on the registration form. **Under no circumstances will the teachers or parent-helpers administer medication to the child at playschool except emergency medication like an epi-pen or inhaler.** Parents must sign a medication administration form for the teachers to administer any medication.

## **Allergy Awareness & Procedure**

Our program defines a life-threatening anaphylactic allergy as an allergy 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. Banned life-threatening allergies will be year specific and dependent upon the children enrolled each year. The teacher will look at all allergies and medical conditions each year to determine an appropriate course of action. Regardless of current allergies, nuts and nut oils are prohibited in our classroom.

### **Seasonal Allergies**

If a child has seasonal allergies, a doctor's note is required. This ensures there is no confusion between sickness or allergies. The doctor's note will be placed in the child's file and destroyed along with the child's registration two years after the child has graduated from the program as per licensing regulations.

### **Communication**

Before the beginning of school, all parents will be notified of the banned allergen. Once a life-threatening allergy has been identified, parents and teachers must agree on appropriate action(s) should the situation arise when emergency life-saving medication must be administered. An emergency plan must be in place, and parents/guardians must sign a release of liability form.

### **In the Classroom**

There will be no sharing of food amongst children. Children will be encouraged to practice proper hand washing. Tables will be sanitized before and after any activity.

### **Medication**

**Under no circumstances will the teachers or parent helpers administer medication to the child at playschool except for emergency medication like an epi-pen or inhaler.**

Parents must sign a medication administration consent form to be kept on-site. This permits the teacher to administer medication to your child as per instructions.

Medication for the life-threatening allergy must be provided by the parent and kept on-site in a locked, accessible location and labelled.

Children must have the medication with them in order to attend class. Parents are responsible for ensuring that medication is kept up-to-date for their children.

Medication identified for emergency and life-saving purposes must be kept on-site and expected to be administered by teachers.

Only the teachers have access to secured medication and have permission from the parents to administer medication as directed when needed.

## SAFETY COLD WEATHER POLICY AND PLAYSCHOOL CLOSURE

Classes will be cancelled if the temperature reading is colder than -35°C\*, including wind chill as reported by Environment Canada at 19:10h, the day before, on the website (to give enough notice).

[https://weather.gc.ca/city/pages/ab-50\\_metric\\_e.html](https://weather.gc.ca/city/pages/ab-50_metric_e.html). (\*exception: holiday concert).

The playschool may close due to severe weather, power, heat, water loss, mechanical failures, public health policies, teacher illness or other unforeseen circumstances beyond the playschool's control. Every effort will be made to give as much notice as possible regarding closures, but notice may be limited due to unforeseen circumstances; The playschool is a program of choice; do not put yourself or others in danger by trying to attend the playschool in inclement weather;

No make-up classes will be provided in the event of school closure.

- Please check your email to determine if the school is closed.

In addition, if both teachers are ill and unable to attend class, the playschool will be closed, and an email will be sent to the parents. Every effort will be made to give as much notice as possible.

## Emergency Procedures and Safety

Our teachers are trained and equipped to handle emergencies. Documentation of each teacher's childcare certification, current first aid certificate, and criminal record check (including vulnerable sector search) is posted in the classroom for parents to view.

In the event of an emergency requiring first aid, teachers will document:

- What happened
- The type of first aid provided
- Who administered it

Parents or guardians will be notified immediately, and they must sign the documentation, which will be kept on-site as part of portable records.

To comply with licensing regulations, children's records must be kept current. We ask that parents provide up-to-date information at registration and throughout the school year.

Teachers will conduct monthly evacuation/fire drills with students. Age-appropriate learning experiences will help children understand the importance of these procedures, and all practices will be documented.

During emergency evacuations or off-site trips, teachers carry portable records for each child. Standard insurance coverage is in place in the event of relocation.

Children's feelings of safety and security are a top priority. During emergencies, teachers remain calm and provide comfort to support the children's emotional well-being.

## Emergency Contacts

The following contact information is kept at hand in the classroom:

- Emergency medical service;
- Ambulance service;
- Fire department;
- Police service;
- Poison control center;
- Nearest hospital or emergency medical facility;
- Child abuse hotline.

## Medical Emergency

The teacher will obtain emergency medical assistance in an accident or medical emergency.

- An authorization form to permit the teachers to administer medication must be signed by the parent at registration and will be kept on file (portable records).
- Parents will be contacted immediately in the case of severe illness or accident.
- The teacher will fill out an accident form explaining the nature of the accident to the child's parents, and will be reported to the regional

childcare office immediately.

- Accidents will be tracked and analyzed to identify trends and issues. If any trends and/or issues are identified, changes will be made to relevant program components and policies to address the issue(s) and prevent future recurrence.
- An annual summary and analysis report is available in the classroom for review when the regional childcare office attends the classroom for its regular visits.
- If there is a medical emergency, and at the teacher's discretion, an ambulance will be called first, then the parent(s). The emergency contact will be called if the parent(s) is unavailable.
- If it is necessary to call an ambulance, all costs are the responsibility of the parent(s).
- If a child becomes ill at playschool, he/she will be separated from the other children and closely supervised by a teacher until a parent or guardian can take the child home.
- Only medication will be kept on the playschool premises if it may be needed in an emergency, and then it will be stored in a place that is inaccessible to the children.
- In the case of an emergency where medication needs to be administered, the child's parent(s) will be notified immediately.

### Fire Emergency

In the event of a fire, the following procedures will apply:

1. Call 911 for the Fire Department.
2. The teacher will instruct the children to proceed to the exit door and line up in a single file while she picks up the class records.
3. Helping parents will make sure all children are lined up.
4. The teacher will lead the line, and the children will follow a single file. Helping parents will follow and close the doors.
5. Children will be instructed to move at least 50 feet from the building.
6. Headcount will be taken, and roll call will be completed.
7. If possible, a Parent Helper will meet the Fire Department at the site.

**Fire Extinguisher:** The fire extinguisher is located inside the classroom door.

Relocation Site:  
Greenfield Elementary School  
3735 114 St NW, Edmonton  
Edmonton, AB  
[\(780\) 434-8581](tel:7804348581)

## Incident Report

Greenfield Playschool is responsible for immediately reporting to the regional childcare office using the prescribed form and explaining the nature of the incident, any illnesses or injury to a child that occurs while the child is attending our program and will report any other incident that occurs while a child is attending a program that may seriously affect the health and safety of the child.

- As well as the regional childcare office, parents and the Greenfield Society board (directors) will be contacted immediately in the case of severe illness or accident.
- An accident form will be filled out by the teacher, explaining the nature of the accident to the child's parents and will be reported to the regional childcare office immediately.
- Accidents will be tracked and analyzed to identify trends and issues. If any trends and/or issues are identified, changes will be made to relevant program components and policies to address the issue(s) and prevent future recurrence.
- An annual summary and analysis report is available in the classroom for review when the regional childcare office attends the classroom for its regular visits.
- If there is a medical emergency at the teacher's discretion, an ambulance will be called first, then the parent(s). The emergency contact will be called if the parent(s) are unavailable. (if it is necessary to call an ambulance, all costs are the responsibility of the parent(s)).
- If a child becomes ill at playschool, he/she will be separated from the other children until a parent/guardian can take him/her home.
- Only medication will be kept on the playschool premises if it may be needed in an emergency, and then it will be stored in a place that is inaccessible to the children.
- In the case of an emergency where medication needs to be administered, the child's parent(s) will be notified immediately.