



**Dunluce Preschool Society  
Parent Handbook  
2024-2025**

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## Introduction

Welcome to Dunluce Preschool! We are a cooperative preschool, which means that the parents are involved in many aspects. Our staff has put together a fun-filled, educational program for the children, and we look forward to working with all families to enhance each child's preschool experience. Our program provides an environment where the children can socialize, become independent, practice communication and literary skills, learn about themselves and the world around them, and grow as individuals.

Dunluce Preschool Society (DPS) was formed in 2012 for the purpose of wholly supporting and providing a positive learning opportunity to the children of Dunluce and neighbouring communities. As a parent whose child is enrolled in DPS, you hold a membership in the Society. As such, you may participate in general activities and voting procedures of the Society. Further, you are expected to attend general meetings of the Society and help the Society further its aims. You will receive notice of meetings well in advance, and we look forward to seeing you not only at regular school days, but at our meetings and extracurricular functions as well. Please acquaint yourself with the Bylaws of the Society, which are available from the President.

Thank you for joining us! This handbook contains much information that you will find helpful during your time at Dunluce Preschool. Please look over it in its entirety and keep it on hand in case you have any questions throughout the year.

## Section A: General Policies and Procedures

### 1. Days and Hours of Operation

Program	Program Days	Time
4 Year Old Program	Monday/Wednesday/Friday (AM)	9:15 – 11:15 a.m.
3 Year Old Program	Tuesday/Thursday (AM)	9:15 – 11:15 a.m.
3 & 4 Year Old Program	Monday/Wednesday/Thursday (PM)	12:30 – 2:30 p.m.

*\*\*\* Please note that a minimum of 7 confirmed registrations are required for the afternoon class to run. If the minimum is not obtained, then students who register for this class will be moved to a wait list for one of the AM classes.*

Classes will begin in the 3rd week of September and finish at the end of the 2nd week in June, with Christmas and Easter holidays to coincide with Catholic School Board. This year, classes will not be held on the following days.

Truth & Reconciliation Day	Sept. 30
Thanksgiving Day	Oct. 14
Remembrance Day Weekend / Fall Break	Nov. 8 – 12
Christmas Break	Dec. 23 – Jan. 3
Family Day	Feb. 17
Faith Development / PD Day	Feb. 26
Teachers' Convention	Feb. 27-28
Spring Break	Mar. 24-28
Good Friday	Apr. 18
Easter Monday	Apr. 21
Victoria Day Weekend	May 17-20

On rare occasions, the preschool may have to close due to circumstances beyond our control. For example, during civic & provincial elections, Dunluce Community Hall is used as a voting station and classes cannot run during these times. Parents will be given as much notice as possible of any further changes to the schedule.

**For the 3 year old class:** a student to commence in September, they must be three on or before the first day of class. Students are not required to be fully potty-trained, but we request that they start class with a fresh Pull-Up and with extra Pull-Ups and wipes in their backpack.

**For the 4 year old class:** a student must turn 4 years old before December 1. Students are not required to be fully potty-trained, but we request that they start class with a fresh Pull-Up and with extra Pull-Ups and wipes in their backpack.

- Exceptions to the age requirements can be made at the discretion of the Teacher(s) and the Dunluce Executive Committee, and subject to class size maximums.
- **If a child is not 3 before the start of the year**, they may hold a spot in the class, provided they pay the \$75 registration fee and any monthly fees up until their start date, even though they cannot attend classes until they have turned 3 years old. Otherwise, they may register later in the year provided there is still space in the class.
- We will accept registrations until February 1 of each year, as class sizes allow. Upon enrolment, your family will be asked to fulfill all responsibilities.

## **2. Class Size**

The minimum number of children per class will be 7 unless a feasibility study can be completed by the Executive. The maximum number of children per class will be determined by government regulations and our license. No child will be denied registration until the maximum has been reached.

### **3. Registration**

In order for your registration to be complete, the preschool must receive the following cheques. They are to be completed and submitted to the Treasurer **no later than one month** after your registration form has been submitted, otherwise your child's spot will no longer be held.

- \$75 non-refundable Registration Fee
- Post-dated tuition cheques (September through June, with the first and last month's tuition fees due at the beginning of the year)
- \$100 undated Duty Day Accountability cheque
- \$100 undated Clean-and-Set Accountability cheque
- \$180 cheque for World's Finest Chocolate Fundraiser (dated October 2)
- two \$100 undated Fundraising cheques
- \$50 Cleaning Supplies fee (dated September 15)
- \$200 undated Bingo Accountability cheque, made out to Dunluce Community League
- Proof of Community League Membership (can be purchased for \$25 at first meeting)
  - If you can show proof of registration in another community league, Dunluce Community League will honour it
- completed Registration Form and Medical History form

### **4. Probationary Period**

Each student is subject to a 4-week probationary period. This period will begin on your child's first day of class. A student's continuation in the program is at the discretion of the teacher(s), the parents, and the Dunluce Preschool Executive Committee.

### **5. Withdrawal**

- Notice of withdrawal from Dunluce Preschool must be received in writing **at least 1 month in advance**. (i.e. March 1st notice for April 1st withdrawal date.)
- If the Preschool Executive Committee does not receive proper notice, the fee for the following month will be forfeited.
- The registration fee is **non-refundable**.
- Any remaining uncashed cheques will be shredded at the end of the school year. If you would like the cheques returned to you, please notify the Treasurer.
- No refunds after April 15th of the school year.
- No refunds for partial month attendance.
- The written notice policy is exempt if it is within the child's probationary period.
- A child who is away from the program for a period of time but intends to return later in the year **must pay the monthly fees in the interim**.

## **6. Staggered Entry on First Day of Class**

The classes will be divided into smaller groups for the first week of classes. Each group will attend one class in the first week of classes. This allows the children (and their parents, if desired) the opportunity to become acquainted with the teacher(s) and what a school day entails. The staggered entry schedule will be sent out following the Registration Night in September.

## **7. Children's Records**

Dunluce Preschool maintains that the children's records should be kept up to date. We ask that families inform the Registrar of any contact information changes throughout the year. Records are maintained at the school and include:

- Child's name, date of birth, and home address
- Parents' names, home address, and phone numbers
- Emergency contact's name, address, and phone numbers
- If medication is administered and written consent for such
- Any other relevant health information about the child (allergies, medical conditions, vaccinations, etc.)

Records are always kept available for inspection by the director, and by the child's parent at reasonable times.

## **SECTION B: Daily Policies and Procedures**

### **8. Supervision Policy and Practices**

Dunluce Preschool will ensure that a primary staff member or a Duty Parent will observe children's play and behavior both indoors and outdoors. We will ensure this in the following ways:

- ensuring that staff and parents know that children are not allowed to be alone in any area (classroom, coatroom, bathroom, etc.)
- ensure that when children are brought outdoors to play, that a parent or primary staff member will stay inside until all children have gone outdoors and will ensure that the classroom/building is empty before joining the class on the playground
- ensuring that staff and parents know the number of children in attendance at any given day, and head counts are taken when transitions are made between different locations on premises (i.e. when moving indoors to outdoors)

Parents and staff are given a tour of the building premises at Registration Night and whenever required throughout the year. They are aware of where the bathrooms are, and of the boundaries in playground (children must stay in the sand and cannot go onto the sidewalks or grassy areas).

Parents are made aware of the supervision policy, as it is included in our Parent Handbook. All families are given this handbook at our September Registration Meeting. In the case of late registrants, they are given this handbook at the time of registration.

## **9. Drop Off and Pick Up**

### **Drop-Off:**

- Arrive no earlier than 15 minutes before the class starts.
  - Duty Parents must arrive 15 minutes before class starts
- Parents or caregivers must sign in their child in the attendance book every class.
- Parents must stay with their child until the teacher invites the children into the classroom.
- Coats and backpacks can be hung in the coatroom. Outdoor footwear will be left on the rug in the rink shack.
- Snack bags are to be placed in the wagon located in the rink shack.
- **No siblings are allowed in the classroom once class has started.**
- Doors will be locked 15 minutes after class begins.
- **PLEASE**, no outdoor shoes (parents or kids) and no strollers if you go further than the rink shack.

### **Pick-Up:**

- Doors will be opened right at dismissal time.
- Children are to be picked up as soon as class is over.
- Parents or caregivers must sign out their child in the attendance book every class.
- Tardiness is not acceptable. DPS reserves the right to charge any parent who is consistently late picking up their child (\$1 for every minute thereafter).
- If you are more than 15 minutes late, your emergency contact person will be called to pick up your child.
- If your child will be picked up by someone other than a parent, the teacher must be notified prior to the class, or a signed note must be given to the teacher giving permission for the child to be picked up by that person. Your signature will be compared to the one on file and if there is any question, your child will be kept at the preschool for their own protection.
- If your child will be regularly picked up by someone other than a parent (i.e. daycare provider; grandparent; another preschool family), please fill out the required form stating such.

The Dunluce Community League parking lot may be used (east side stalls only).

- Do not use the stalls on the west side marked “reserved”. They are for the St. Lucy school staff.
- Do not park in the accessible parking spots unless you have a permit.
- Do not park on the grass, in front of the garbage bins, or block the emergency exit.



In case of an emergency, the preschool may be reached @ 780-707-8811 (Ms. Jenny) or 780-903-8448 (Ms. Jessica).

## **10. Supplies**

- Each child must have a pair of clean, rubber-soled shoes for indoor use. These are to be kept in the child's backpack and brought to school each day.
- Each child must have a clean change of clothes in their backpack, in case accidents occur.
- Each child will bring a snack to school each day (see Section 11 for more information).
- Please ensure that children are dressed appropriately for the weather. When possible, we will play outside, and kids need to be prepared for this. This includes ensuring they have hats, coats, snow pants, mittens, boots, etc. as necessary.
- Toys from home are not allowed unless it is a child's show-and-tell day (which coincides with the parent's Duty Day.)

## **11. Nutrition**

Dunluce Preschool schedules snack time at approximately 10:30 a.m. and 1.45 p.m. The healthy snacks are provided by each individual family and are kept in a fridge (if required) or in the wagon on the premises. Allergies are made known to all parents and restriction of certain allergens is enforced.

- All children are to bring a small, nutritious snack and beverage each day (no more than 1-2 items).
- These should be in containers the children can open themselves (labelled with your child's name).
- Beverages should be in a reusable container (labelled with your child's name) that will go home with the child.
- Acceptable options include fruits, vegetables, crackers and cheese, yogurt, a small sandwich, a sugar-free juice (no juice boxes, please), dried fruit, etc.
- NO SUGARY SNACKS, PLEASE. This includes candy, pop, sugared juices, as well as chips.
- NO foods containing nuts or nut oils please – this includes peanut butter
  - If there are no nut allergies in any given year – amongst all morning and afternoon classes – then we can consider waiving this condition. Parents will be notified if there is a change.
- At the discretion of the Teacher(s), inappropriate food items will be sent home uneaten.

## **12. Absentees**

Parents are to let the preschool know if their child will be absent. Please phone Ms. Jenny @ 780-707-8811 or Ms. Jessica @ 780-903-8448 prior to the class. Do not call the preschool during class hours unless it is an emergency.

### **13. Illness (Potential Health Risk)**

Our Discipline policy is included in our Parent Handbook that all families receive at our Registration meeting in September of each year. For late registrants, they will receive the handbook at time of registration.

The Teacher(s) is/are required to request a parent take a child home immediately, when staff suspects him/her of having a communicable disease. If your child gets a communicable disease, please report this to the Teacher(s). The preschool is required to report all incidents to the Board of Health.

**We request that sick children not attend preschool for a minimum period of 24 hours after having any of the following symptoms:**

- fever
- diarrhea
- vomiting
- contagious or undiagnosed rash or skin condition (i.e. hand, foot & mouth disease)
- respiratory infections (colds with persistent cough, runny nose with green, yellow or brown discharge, bronchitis)
- communicable disease (flu, chicken pox, mumps, head lice, etc.)

**Under no circumstance will the Teacher(s) or Duty Parent(s) administer medication to a child at preschool,** with the exception of emergency medication like an epi-pen or inhaler. These emergency medications will only be given with written permission of parent or guardian.

Any child who is removed from the program because of suspected communicable illness will not be allowed to return to class until the parent has a doctor's note or until the child has been symptom-free for a minimum of 24 hours.

Dunluce Preschool will maintain a record of children who were removed from the program because of communicable illness. This record will include the child's name; the date he/she was observed to be ill; the name of the staff member who identified the child as ill; time the parent was initially contacted; name of staff person who contacted the parent; time the child was removed from the program and date the child returned to the program.

If the parent(s) is not available to come pick up their child immediately, the emergency contact(s) will be called to do so.

#### ***14. Supervised Care for Sick Children***

Dunluce Preschool requires that sick children are kept at home. If a child is brought to school and is suspected to have a communicable disease, he/she will be moved away from well children, as far away as practical. The child's parent or emergency contact will be contacted and asked to pick up the child. In our facility, the kitchen area will be used to house the sick child. Said child will be supervised directly by a primary care staff member (teacher or parent volunteer) until a parent or emergency contact picks up the child.

#### ***15. Medication***

Dunluce Preschool will administer or allow the administration of medication to a child only where the written consent of the child's parent has been obtained, the medication is in the original labeled container, and the medication is administered according to the labeled directions.

When medication is administered to a child, Dunluce Preschool must ensure that the following information is recorded: the name of the child, the name of the medication, the time of administration; the dosage administered; the name and initials of the person who administered it. This will be recorded in the Emergency Contact binder.

Dunluce Preschool will ensure that all medication is stored in a locked container that is inaccessible to children. However, if medication may be needed in an emergency, the medication will be stored in a place that is inaccessible to children.

#### ***16. Health Care***

Dunluce Preschool may provide or allow for the provision of health care to a child only if the written consent of the child's parent has been obtained, or the health care provided is in the nature of first aid.

The teacher will hold a valid First Aid certificate. If a child is injured, the incident will be reported to the Parent upon their arrival to pick up the child. If there is a serious injury, it will be reported to the Administration, and then to the Regional Childcare Office, as per our Incident Reporting policy.

#### ***17. Class Cancellation***

If for any reason we require the preschool to be closed, the Executive will notify parents as soon as possible. Classes will be canceled if both neighbouring schools (Dunluce Elementary & St. Lucy's) are closed, as these facilities are our "alternate" in case of emergencies (see below). In the case of inclement weather, our decision to close the preschool will be based on whether local school buses are running, and again, parents will be notified in the case of cancellation.

## **18. Program Activities**

A typical day includes:

- Exercise and stretching
- Welcome Circle Time including songs, calendar, alphabet, weather, etc.
- Crafts
- Free Play
- Gym time
- Story, group activities
- Snack
- Closing Circle Time including Show and Tell

Parties are held in celebration of most calendar events (i.e. Halloween, Christmas, Valentines Day, Easter, Mothers Day, Fathers Day, etc.).

- Birthdays will be celebrated in class, but we ask that if you are bringing food, you contact the teachers for any allergies or restrictions children may have.

## **19. Discipline**

- Children are made aware of rules and appropriate behaviours. Rules and routines are explained and demonstrated. Children are praised for good behaviour.
- Under no circumstances will the teacher or Duty Parent hit or spank a child.
- The preschool maintains a positive approach to problem solving. The only forms of discipline used at the Preschool are “redirection” and loss of privileges. If a child misbehaves, he/she will be spoken to about the behaviour and given specific limits.
- If the child continues to misbehave after the conversation, the child will be redirected to another activity or will have specific privileges revoked. This will continue until the child is ready to cooperate.
- Incident reports will be filled out each time a child is disciplined, and parents will be informed at dismissal.
- If incidents continue to occur on a regular basis, solutions will be sought in a parent/teacher conference. Parents should bring any problems associated with the classroom to the Teacher. If this fails to resolve the problem, it should be brought in writing to the Executive, as per the written protocol found in this handbook.

## **20. Smoking**

Dunluce Preschool does not allow smoking on the program premises or on field trips. Staff members will not smoke where preschool lessons are held. Duty Parents will not smoke where preschool lessons are held during the class times.

## **SECTION C: Financial Policies and Procedures**

### **21. Program Fees**

<b>Program</b>	<b>Program Days</b>	<b>Price</b>
4 Year Old Program	Monday/Wednesday/Friday (AM)	\$165 / month
3 Year Old Program	Tuesday/Thursday (AM)	\$110 / month
3 & 4 Year Old Program	Monday/Wednesday/Thursday (PM)	\$165 / month

*\*\*\* Program fees may be subject to increase 4% per annum (September).*

### **22. Monthly Fees**

- Fees are to be paid by post-dated cheques, submitted at the time of registration. Cheques will be written for the 20th of each month and will be deposited promptly after that date.
- There is no pro-rating of fees, and you are required to pay the first and last month's fees at the registration meeting prior to school starting.
- A parent will have 14 days to clear up any cheques that are returned NSF. You will also be responsible for the NSF fee and additional charge of \$25, which will be clarified to you by the Treasurer at the time of infraction. If it is not paid in full within 14 days, a child will not be allowed back in class until it is paid.
- After two NSF cheques, the remaining fees must be paid up-front and in cash. Any outstanding fees MUST be paid in cash to either the treasurer or the teacher before your child can continue to participate in the program.

### **23. Affordability Grant**

Dunluce Preschool is an approved licensed preschool and is part of the Affordability Grant program through the Government of Alberta. The Affordability Grant covers \$75 per child per month off the prices stated in Section 21. Parents do not have to apply to benefit from the grant fee reduction.

It should be noted that Dunluce Preschool requires the full monthly program fee to be paid upfront for each registered child. The Treasurer will then reimburse each family the Affordability Grant every quarter via cheque.

## **24. Subsidy**

Eligible families can apply for child care subsidies at Dunluce Preschool. Subsidy rates vary based on the child's age and family income. Please refer to the Government of Alberta website for more information or contact the Preschool Executive Committee.

It should be noted that Dunluce Preschool requires the full monthly program fee to be paid upfront for each registered child. The Treasurer will then reimburse each family their subsidy every quarter via cheque. (only applicable for families that qualify for government subsidy).

## **Section D: Parental Requirements**

### **25. Dunluce Preschool Society Membership**

Dunluce Preschool Society is a not-for-profit organization, registered as a Society in Alberta and under the Canadian Charitable Act, and managed by a volunteer Executive of Directors. As such, it is governed by a set of bylaws, which are available to any member of the Society. To note, as per our bylaws:

- Persons whose children are enrolled in Dunluce Preschool are required to hold a membership in the Society, and this membership begins upon payment of all required dues.
- Members in good standing may vote or hold office and may participate in the general activities of the Society.
- Each member in good standing shall be entitled to one (1) vote on each question arising at any meeting of the Society, with no more than one Voting Member per Member family. Such votes shall be made in person.
- Members shall attend general meetings and participate in the activities of the Society, so as to further its aims.
- Members shall promptly pay registration fee, provide post-dated cheques for school fees, fundraising deposits and clean-and-set deposits, set-up deposits, and others as determined on a yearly basis by the Executive of the DPS.
- Members shall buy an annual community league membership in either Dunluce Community League or another Community League of their choice.
- Members will participate in the fundraising campaigns, as determined by the Executive of DPS.
- Members will work one bingo or other volunteer commitment for the Dunluce Community League.
- Membership in the Society is withdrawn upon withdrawal of the child from the school.
- The Society shall elect a President, Vice-President, Secretary, Registrar and Treasurer. Other Executive Officers may include Fundraising; Website and Publicity; or others deemed necessary and voted on by the membership at the Society's Annual General Meeting.

## **26. Duty Parents**

The Preschool is required to meet the specific government child to adult ratio. To facilitate this, all parents are required to take turns on assisting the teacher as "Duty Parent." The Vice President will make up the Duty Day schedule and will release this to the families via email or posted on our private Facebook group, at least 4 weeks in advance.

- Every family is responsible to be a Duty Parent approximately once every 3-4 weeks. (exact number of duty days is dependant on how many students are in a class, and how often the class occurs) Please come ready for play, and dress casually.
- You are to arrive 15 minutes before class starts and stay for approximately 30 minutes after class has ended.
- There is a list of duties posted in the classroom. The teacher will also guide you in your responsibilities for the day.
- As per government and licensing regulations, **siblings are not allowed to attend.**
- If you are unable to come on your scheduled day, it is your responsibility to find a substitute. You may switch with another parent or have someone else from your family take your place. Substitutes must be 18 years of age.
- If you switch days with someone, please make note of the changes on the master calendar, which is posted on the preschool's bulletin board.
- In the event of an emergency, you may hire a Ghost Parent to take your place. You are then responsible to pay this Ghost Parent \$25.
- If a Duty Parent does not show up and does not find a replacement, they will be fined \$100 per infraction and classes will have to be canceled for the day.
- Two no-shows will result in a child being withdrawn from the preschool.

Your Duty Parent duties will include:

### **Before class:**

- filling the water table and paint cups as required
- putting nametags, lunch bins and bulletin board in rink shack
- putting step stools and soaps into the bathroom near the sinks
- preparing craft or gym area, as directed by the Teacher(s)

**During class:**

- place the lunch bins into the cooler (if required) or wagon
- lock the front doors 15 minutes after class has begun
- supervise the area assigned to you
- help children rotate the centres, as required
- accompany all children to the bathroom and help with washing up, as required
- never leave any child unattended (in gym, classroom, boot room, bathroom, etc.)

**After free play/centre play:**

- encourage children to clean up after themselves
- place lid on sand and water tables
- put toys in appropriate bins on shelves
- tables washed down
- lunch bins taken from cooler and placed on sand table
- help with washing hands before snack
- crafts can be hung to dry (if required) or placed in rink shack for pick up at day's end

**During/after snack time:**

- assist with opening containers, packages, as required
- remind children to put away their garbage, lunch bags, etc.
- ensure refrigerator door is properly closed
- wash tables after snack time is done
- place bin of lunch bags back to the rink shack
- collect recyclables, as necessary

**At dismissal:**

- empty water cups; paint cups; clean paint brushes
- sweep floors (classroom, gym, coat room, rink shack) and vacuum rugs, as necessary
- mop floors (classroom, gym, coat room, rink shack)
- remove step stools and soap from bathroom and place in storage room
- empty all garbage cans and replace with new bags, as required
- on Fridays, the classroom needs to be stacked, with all equipment and tables/chairs moved back against the wall; and the divider wall needs to be pushed back completely.

As part of the registration process, every parent must provide the Treasurer with a \$100 Duty Day accountability cheque which will be cashed if the parent fails to show up for their duty day. If this cheque is cashed, another one will need to be supplied to the Treasurer within 2 weeks of the first infraction, or the child will not be allowed to return to the class.



## **27. Weekly Clean-and-Set**

The parents will be responsible for the cleaning of the premises and the preschool inventory. All parents will be rotated through the cleaning and set-up schedule, and you will receive this schedule via email and posted on our private Facebook group, at least 4 weeks in advance. Clean-and-sets will take place at 7:00 p.m. on Sunday evenings (or in the case of a long weekend, on Monday evening.)

- Clean-and-Sets take approximately 1.5-2 hours. During this the classroom will be set up for the week.
- On the calendar, you will notice that one family is designated as “Key Person” (KP) for each Clean-and-Set. This person **MUST** collect the hall keys and Clean-and-Set binder from the Teacher(s) on the Friday prior to your Clean-and-Set day.
- If you are not able to clean on your designated day, you can switch days with another parent or family (and make note of the changes on the master calendar on the bulletin board) OR you can hire a Ghost Duster. **You will be responsible for directly paying the Ghost Duster (\$50 for a Clean-and-Set) in advance of the cleaning date.**
- If a Ghost Duster fails to show up to a Clean & Set that they agreed to complete for another parent, they will be removed from the Ghost Duster list. The Treasurer will deposit the Ghost Duster’s \$100 accountability cheque.
- The Preschool Executive does the first Clean-and-Set.
- In the event of an uneven schedule at the end of the year names will be drawn lottery style to fill the calendar.

**As part of the registration process**, every parent must provide the Treasurer with one undated “Clean & Set Accountability cheque” in the amount of \$100 which will be cashed if the parent fails to show up to their assigned days. If this cheque is cashed, another one will need to be supplied to the Treasurer within two weeks of the first infraction, or the child will not be allowed to return to the class.

## **28. Fundraising**

At the beginning of each school year, a fundraising budget shall be drafted by the Preschool Executive Committee. Throughout the year, different campaigns will be introduced. All funds raised will be used for the direct benefit of the children (i.e., craft supplies, new classroom toys & games, class parties, gifts, etc.).

**All families are expected to participate in the fundraising campaigns.**

**As part of the registration process**, every parent must provide the Treasurer with one \$180 cheque for our World’s Finest Chocolate Fundraiser (dated October 2<sup>nd</sup>). As you sell your chocolates, you will keep the loose coin/bills and we will cash your cheque on October 16<sup>th</sup>. This gives you 1 month to sell your chocolates.

Additionally, every parent must provide the Treasurer with 2 undated \$100 cheques for fundraising accountability. If the family fails to participate in the remaining fundraising campaigns, their cheque will be deposited. If your fundraising duty has been met, your cheques will be returned uncashed at the end of the year.

**EVERY FAMILY IS EXPECTED TO PARTAKE IN THE FUNDRAISER, EVEN IF YOUR CHILD IS STARTING SCHOOL LATE DUE TO AGE YOU WILL STILL BE REQUIRED TO PARTICIPATE.**

### ***29. Bingo***

As “payment” to Dunluce Community League for free rental of our classroom space, all families are required to work a Bingo or another suitable volunteer commitment as determined by the Dunluce Community League. You will sign up for your Bingo Commitment at our Registration Night in September. You will not receive a reminder call, so please ensure you make note of your date. **As part of the registration process**, a \$200 refundable bingo deposit will be taken at the time of registration/orientation with this cheque made payable to the “Dunluce Community League”.

### ***30. Community League Membership***

As a member of Dunluce Preschool Society, a Community League Family Membership is required. Memberships are valid from September 1st to August 31st of the following year at a cost of \$25. Benefits for membership include free family swims and skates.

Any Edmonton Community League membership will be considered valid (i.e. Dunluce, COCL, Lorelei-Beaumaris, etc.)

## **Section E: Other Miscellaneous Procedures and Policies**

### ***31. Teacher***

The Teacher(s) will be employed to provide instructional services for the Preschool. The hiring, discipline and termination process of the Teacher will include the parents. Substitutes must be First Aid Certified and have their Level 1 Certification in Childcare. Teachers are required to have a minimum of Level 2 Early Child Education certification.

### ***32. Child Abuse***

Dunluce Preschool requires its employees to report suspected cases of abuse and neglect to appropriate authorities in accordance with the Child, Youth, and Family Enhancement Act. Please ask Dunluce Preschool President for a copy of our full Child Abuse Policy, should you wish to see it.

### **33. Fire Drills**

The children will have mandatory fire drills each month, weather permitting. They will follow the emergency evacuation procedure up to the points of walking to St. Lucy School or Ecole Dunluce School as required.

### **34. Emergency Procedures**

- In the event of an emergency evacuation, the children will leave the classroom immediately, preceded by the Teacher and followed by one Duty Parent. They will walk to a pre-determined site away from danger.
- The other Duty Parent will remain behind to ensure that everyone has evacuated.
- Attendance will be taken immediately.
- Once it is confirmed that all have vacated safely, the entire group will walk to the muster location located at St. Lucy School (primary) or Ecole Dunluce School (secondary) as required, at which time 911 will be called and parents will be notified. The children will remain there until they are picked up.

Dunluce Preschool will hold mandatory fire drills each month, weather permitting. The Teacher will follow the emergency evacuation procedure up to the points of walking to St. Lucy School (primary) or Ecole Dunluce School (secondary) as required.

### **35. Medical Emergency Procedures**

In all situations of illness or injury, Dunluce Preschool will immediately ensure that a child receives medical attention as necessary.

- If there is a minor medical injury (scrape, cut, bruise), the child will be treated to the best of the staff's ability at the preschool. Parents will be notified at dismissal or immediately by phone, depending on the severity of injury.
- If there is a more serious emergency, and at the Teacher's discretion, an ambulance will be called first, and then the parent(s) will be called second. If the parent(s) is not available, the emergency contact will be called. If parents/emergency contact people are not able to come to the school to travel with an injured child, a staff member will do so.
- Any costs related to the use of an ambulance are the responsibility of the parent(s).
- If a child becomes ill at preschool, they will be separated from the other children and a parent or caregiver will be called to pick them up.
- Dunluce Preschool will maintain a record of injury and illness in the Emergency Contact binder and will review it at year's end of every school year, to ensure that there are neither trends nor issues that need to be dealt with, with respect to student safety.

### **36. Administrative Records**

Dunluce Preschool must maintain on the program premises up-to-date administrative records containing the following information:

- the daily attendance of each child and staff members, including arrival and departure times
- evidence of the child care certification of the staff membership
- a current first aid certificate where applicable
- verification that a current criminal record check required that section has been provided to Dunluce Preschool for each paid staff member

Dunluce Preschool will ensure that:

- Administrative records are available for inspection by the director at all times
- information is available for inspection for the child's parent at reasonable times
- the information is retained for a minimum period of 2 years

### **37. Portable Records**

Portable records are maintained at the school and with the Teacher(s) on field trips that include:

- Child's name, date of birth, and home address
- Parents' names, home address, and phone numbers
- Emergency contact's name and phone numbers
- Any other relevant health information about the child (allergies, medical conditions, immunizations, etc.)

### **38. Privacy Policy**

DPS is committed to maintaining the accuracy, confidentiality, and security of your personal information, as per the Freedom of Information and Protection of Personal Privacy (FOIP) Act.

All personal information such as names, addresses, phone numbers, medical information etc, whether given on a student registration form or otherwise, is considered private. Only staff and volunteers who require the information to do their job will have access to this information.

Your knowledge and consent are required for the collection, use, and disclosure of your family's information, except where required or permitted by law. As such, we ask for your signed consent as part of our registration form. We ask your permission to use your names, emails and phone numbers on a class list and monthly duty calendars, so that fellow parents can contact you to switch duty days, remind you about a meeting or fundraising deadline, etc.

### **39. Technology & Social Media Policy**

The posting of confidential and identifying information about the children, parents, or staff at Dunluce Preschool on social media is **strictly prohibited**. In order to ensure the safety and protection of the children at Dunluce Preschool, publication of photos/videos that include Dunluce Preschool children, whether online or otherwise, is prohibited without prior approval from the Dunluce Executive Committee as well as written consent from parents.

### **40. Protocol for Handling Concerns or Issues**

At DPS, we want the preschool experience to be a happy one for all children and their families. If you have any concerns or questions regarding your child, the Teacher, or the program, please bring them up for discussion as per the protocol below.

**PLEASE NOTE** that the school's policy is that any suggestions or complaints about the operation of the school or program be brought to the attention of the Dunluce Executive Committee and not directly to the Teacher. Child-related concerns, however, are to be directed to the Teacher.

- If your concern is child-related, please make an appointment to meet with the Teacher when the child will not be present. This will enable the Teacher and parent to devote their full attention to the discussion. Goals, strategies, and possible solutions will be worked out together.
- Please express the issues or concerns respectfully, keeping confidentiality in mind.
- The Teacher may be able to provide another view of the situation. They are trained in early childhood development and should be respected as the “expert” in the preschool environment.
- Consider the policies and procedures of the program as outlined in this manual.
- If the Teacher and parent(s) cannot reach a resolution, please contact the President or Vice President of the Executive. A meeting may be necessary to help generate strategies and solutions. The Executive will look to all parties involved for information and will act to help mediate the problem-solving process.
- If the concern is still not resolved, the Executive will need to take the situation to a monthly Executive meeting for resolution. Both the parent(s) and Teacher will be informed before this action is taken.
- If your concerns or suggestions relate to the operation of the school or the program, please contact the President or Vice President of the Executive. The Executive will consider the concern or suggestion as they pertain to policies or procedures of the program and may need to take the concern or suggestion to a monthly Executive meeting for resolution.

This protocol is in place to help maintain a positive and respectful environment in our program, even during times of conflict. We also want to ensure that the confidentiality of the children and their families is maintained at all times.

The contact information for the Teacher and the Executive Members are provided at the end of this document, on our website at [www.dunlucepreschool.com](http://www.dunlucepreschool.com) and is also available on our bulletin board.

#### **41. Bullying**

- As adults, we are the role models to the students in the program.
- Dunluce Preschool Society has a ZERO TOLERANCE policy for disrespect and bullying of the students, the Teacher(s), Executive members or other parents, or members of the Dunluce Community League Executive.
- Failure to adhere to this policy may result in being asked to withdraw from the program immediately and tuition will only be refunded according to our withdrawal policy.

#### **42. Communication Between Parents and Dunluce Preschool Society**

- Dunluce Preschool Society aims to be a paperless school. As such, all Duty Day and Clean-and-Set schedules will be sent at the beginning of the month via email and posted on our private Facebook group.
- If you are unable to receive email for any reason, please notify the Secretary and she will ensure you receive a paper copy.
- A master copy of all newsletters, Duty Day and Clean-and-Set schedules will be posted on the Preschool's bulletin board. Please check this regularly for any updates or special notices/requests.
- If someone other than a parent regularly drops off and picks up your child, please ensure they check the bulletin board for news they can pass on to you.
- Dunluce Preschool also maintains a website ([www.dunlucepreschool.com](http://www.dunlucepreschool.com)) and a Facebook Page (like us at Dunluce Preschool!). Both of these will be updated regularly.

**It is expected that all families will read the schedule via email, Facebook, or posted on the Preschool bulletin. Telling us you did not receive/read them will NOT excuse you from your Duty Days and Clean-and-Set days.**

### 43. Any Questions?

If you have questions about:	Contact the:
Policies and procedures OR General meetings OR Dunluce Preschool Society status OR Anything not covered below	<b>President:</b> dunlucepreschool@gmail.com
Monthly fees, fines, cheques or anything financial	<b>Treasurer:</b> dunlucepreschool@gmail.com
Classroom Questions	<b>Teacher:</b> Jenny Davidson Phone: 780-707-8811 Email: <a href="mailto:jmpoultney@gmail.com">jmpoultney@gmail.com</a> <b>Teacher:</b> Jessica Tymchuk Phone: 780-903-8448 Email: <a href="mailto:jesstymchuk@gmail.com">jesstymchuk@gmail.com</a>
Change of your Contact Information OR Registration procedures OR Community League Memberships	<b>Registrar:</b> dunlucepreschool@gmail.com
Monthly Duty Days OR Clean-and-Set schedules	<b>Vice President:</b> dunlucepreschool@gmail.com
Fundraising	<b>Fundraising Coordinator:</b> dunlucepreschool@gmail.com
Website and Publicity - Facebook Page, Website, etc.	<b>Website &amp; Publicity Director:</b> dunlucepreschool@gmail.com
Can't make a Clean-and-Set	Call a <b>Ghost Duster</b> (see Facebook group for list) or email dunlucepreschool@gmail.com
Can't make a Duty Day	Call a <b>Ghost Parent</b> (see Facebook group for list) or email dunlucepreschool@gmail.com
About your Bingo Commitment with Dunluce Community League	<b>Dunluce Community League:</b> <a href="mailto:bingo@dunlucecl.ca">bingo@dunlucecl.ca</a>