



# Glenbrook Preschool Society: Policies and Procedures

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# Glenbrook Preschool Society: Policies and Procedures

## 1. PURPOSE

Glenbrook Preschool Society is committed to providing a healthy, nurturing preschool environment where children can learn more about the world around them through the vehicle of unstructured play.

## 2. ADMINISTRATIVE STRUCTURE

### 2.1. Executive

Glenbrook Preschool Society shall have an Executive comprised of the following officers:

- President
- Vice President
- Registrar
- Treasurer Assistant
- Payroll Administrator
- Secretary
- Newsletter Editor
- Fundraising Advisor
- Website Manager
- Social Coordinator
- Advertising and Social Media Coordinator

The Executive shall be responsible for the day-to-day operations of Glenbrook Preschool Society and shall be guided by these Policies and Procedures and by the Parents' Advisory Committee.

The duties and responsibilities of each Executive member are outlined in the document entitled "Glenbrook Preschool Society – Job Descriptions."

The Executive shall convene when called to do so by the President and shall meet as necessary. Six members of the Executive will constitute a quorum.

The Executive may be required to meet on very short notice in special circumstances. For these meetings, three members of the Executive will constitute a quorum.

The Executive shall be elected every year for the following year by the Parents' Advisory Committee before the end of May of the current preschool year.

Membership on the Executive is restricted to those with a child registered at Glenbrook Preschool Society in the year they plan to serve. This is unless there are extenuating circumstances where a vital position cannot be filled, and the executive votes on the volunteer to fill the role. A third-party volunteer will not be a Board Member, will not serve on other Committees, and will not have the right to vote.

The Executive reserves the right to request the resignation of an Executive member upon approval of the Executive if that member is not acting in the best interest of Glenbrook Preschool Society. If the said member refuses to resign or is unreachable, the Executive maintains the right to vote to force resignation. If a majority vote is reached, communication to inform the member of the vote and its result will be attempted via written notification in the form of an email or letter. The member's resignation will be considered official five business days after the date of written notification.

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The Executive has the authority to spend up to \$500 on expenses, at any given time, on its own motion..

**Program Coordinator:** The program coordinator role was created in 2022 and is hired by and responsible to the Society and its Board of Directors to maintain and support all business matters that include, but are not limited to, administration, consultation, coordination and treasury/bookkeeping. They oversee that the Executive, GPS staff and third-party partners comply with the Society's by-laws, policies and procedures, Early Learning and Child Care Act and Regulations to ensure that GPS follows the best practices of child care licensing and is obligated to prioritize the overall operational efficiency and well-being of the Society.

## 2.2. Parents' Advisory Committee (PAC Board)

Glenbrook Preschool Society shall have a Parents' Advisory Committee comprised of all parents whose children are registered in Glenbrook Preschool Society in any given year.

The Parents' Advisory Committee shall be responsible for the ongoing policy and direction of Glenbrook Preschool Society. The Parents' Advisory Committee shall also approve the annual budget and elect the Executive.

The Parents' Advisory Committee shall meet once every three months during the preschool year, with that meeting called and chaired by the President. Dates for all meetings are set during the last meeting of the school year.

General meetings of the Society may be called at any time by the Secretary upon the instructions of the President of the Board by electronic notice to the last known contact of each member, delivered eight (8) days before the date of such meeting. A special meeting shall be called by the President or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by electronic notice to the last known contact to each member, delivered by electronic notice eight (8) days before the meeting.

The Parents' Advisory Committee must approve all expenditures totalling over \$500.

Voting privileges, limited to one vote per family, are given solely to the Parents' Advisory Committee and Executive members. A quorum is defined as six members of the Parents' Advisory Committee, including a minimum of four Executive members.

## 2.3. Standing Committee

There shall be at least three standing committees:

- Discipline Committee

Teachers Committee

- Scholarship Committee

The Discipline Committee shall consist of three members: President, one other Executive member designated by the teachers, and a teacher designated by the teachers. The Discipline Committee shall be responsible for implementing the discipline policy of Glenbrook Preschool Society as the need arises. The President will chair the Discipline Committee.

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The Teachers Committee shall consist of five members: Program Coordinator, President, Vice-President\*, Registrar, and Assistant Treasurer. The Teachers Committee shall be responsible for the annual hiring of teachers based on the philosophy of Glenbrook Preschool Society. The Teachers Committee shall also have the authority to terminate a teacher's contract at any given time, on its own motion, within the constraints of that contract. Four members of the Teachers Committee will constitute a quorum. The President or the Parents' Advisory Committee may refer grievances, by or about the teachers, to the Teachers Committee for review.

The Teachers Committee is privy to information regarding student information if an issue arises between staff and families, and the Program Coordinator feels board input is necessary.

Parents may request to have the Teachers Committee involved with conflict resolution if a solution from the Program Coordinator is deemed insufficient.

\*Vice-president to be included if President is unavailable

### 2.4. Other Committees

There may be other committees of Glenbrook Preschool Society :

- Advertising Committee
- Fundraising Committee
- Social Committee

The Scholarship Committee includes the President, Vice-President and Treasurer according to 6b under.

The coordinator position for each of the other committees will be filled on a volunteer basis for the following year before the end of May of the current preschool year. A coordinator must have a child registered in Glenbrook Preschool Society in the year they plan to serve on a committee.

The duties and responsibilities of the coordinator of each committee are outlined in that document entitled "Glenbrook Preschool Society – Job Descriptions."

The Coordinator of each of these committees may recruit as many members of the Parents' Advisory Committee as possible to assist the Coordinator in fulfilling his/her duties.

The President may delete committees upon the approval of the Executive. The President may create additional committees to assist in the operation of Glenbrook Preschool Society upon the approval of the Executive.

## 3. POLICIES AND PROCEDURES

### 3.1. Admission

- a. To be eligible for the three-year-old program, the following requirements must be met:
  - i. A child must be three years old before their first day of school for the three-year-old program, AND
  - ii. A child must turn three on or before December 31 of the preschool year. A child may register for the program before their third birthday (paying the non-refundable registration fee and June

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tuition). However, if the class registration becomes full, regular tuition payment is required to hold the child's position until their third birthday.

- b. To be eligible for the four-year-old program, a child must turn four on or before December 31 of the preschool year.
- c. Registration will take place in three stages. It may be set for the same date:
  - i. Pre-registration will take place on a date set by the Registrar and the Parents' Advisory Committee for children currently registered in Glenbrook Preschool Society, their siblings and children of past Executive members;
  - ii. General registration will take place on a date set by the Registrar and the Parents' Advisory Committee; and
  - iii. On-going registration will take place throughout the year.

Registrar may request Executives and parents who are knowledgeable about Glenbrook Preschool Society to assist with Registration.

- d. General registration will be on a first-come, first-served basis.
- e. No child may be registered before his/her eligible registration date.
- f. Parents will be allowed to register only their own children. If a parent cannot attend either pre-registration or general registration, that parent may send a designate to register on the parent's behalf. If the designate is registering another child, the designate may register the second child after the registrations of all parents registering in person have been accepted. Alternatively, a parent may ask the Registrar to accept his/her registration form as the last one of pre-registration and general registration.
- g. For a child to be officially registered, the parent must complete and sign a registration form. Glenbrook Preschool Society must also receive the following within seven days of receipt of a child's registration forms:
  - i. A one-time per child per preschool year, **non-refundable \$75 registration fee & a \$75 supplies fee** must be paid, along with one month's tuition deposit that will be applied to ~~June~~ September's tuition. Parents will be allowed to register only their own children. If a parent cannot attend either pre-registration or general registration, that parent may send a designate to register on the parent's behalf. If the designate is registering another child, the designate may register the second child after the registrations of all parents registering in person have been accepted. Alternatively, a parent may ask the Registrar to accept their registration form as the last one of pre-registration and general registration-that if a family refuses the funding for extra support, the Staff and PAC will confer to make a decision about the child's registration status.
  - ii. Parents wishing to withdraw their children from Glenbrook Preschool Society must give forty-five (45) days notice in writing to the Registrar before the 1<sup>st</sup> day of withdrawal any given month (i.e., to withdraw for March 1<sup>st</sup>, notice must be received 45 days before this day). Notices received after the 45-day cut-off will be deemed to have been given on the first day of the following month, and the fees payable will be calculated accordingly. The Registrar has the discretion to waive this requirement, in whole or in part, if the vacancy is going to be filled immediately.

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i. The registration fee & first month's tuition are paid through Cheques or Credit Cards and are due immediately to confirm registration in the program. Tuition fees are paid one month in advance to eliminate any NSF's that may suddenly incur, which could disrupt a child from attending the program. The deposit paid upon registration will be applied to the first month's tuition fee payment. For example, **October's tuition fee payment is due September 1<sup>st</sup>**, and November's tuition fees are due October 1<sup>st</sup> and the May 1<sup>st</sup> payment will be applied to the June tuition fees.

ii. **Note:** If the child is registering for part of a month (i.e., October 12<sup>th</sup>) and hopes to attend right away, full payment for that month and the following month will be required before the child can begin attending classes. Tuition fees are NOT pro-rated.

iii. Accepted forms of payment:

### (a) Cheque Payments:

- (1) All Cheques should be made payable to 'Glenbrook Preschool Society.'
- (2) Monthly Tuition cheques must be post-dated for the 1<sup>st</sup> of the month in which the child starts the program (i.e. September if the child is registering for the upcoming school year or November if the child is registering part-way through the year and beginning in November).
- (3) Post-dated cheques must be provided for all remaining months in the current preschool year up to and including May 1<sup>st</sup> (maximum nine cheques if the child starts in September).

### (b) Credit Card or NEW - Pre-Authorized Debits (PADs) with Stripe:

- (1) If you opt out of payment through cheques, the alternative payment options are Credit Card or PADs.
- (2) By selecting this method of payment, you acknowledge and accept the additional standard service fees (subject to change) applied to each payment charge through Stripe for the duration of your child's enrollment at our preschool.
- (3) Your Credit Card or Pre-Authorized Debit (PAD) will be charged our one-time registration fee, as mentioned above, along with a first tuition payment deposit that will be applied to September's tuition.
- (4) The monthly tuition fees are due on the 1<sup>st</sup> of each month, and your Credit Card or PAD will be charged monthly through automatic payments, which may take up to five business days to process.
- (5) All tuition payments from our current fee schedule, made with a Credit Card or PAD, will be made as an auto-payment by Glenbrook Preschool Society until the 1<sup>st</sup> of May.
- (6) You may cancel this payment method at any time, provided a reasonable time frame is given for our Registrar and Treasurer to receive an alternative payment option and does not interrupt our payment schedule. The decision to accept the change will be at the discretion of our Treasurer or Registrar, based on whether there is enough time to process payment without any delays for your child to attend class.

A parent who has failed to comply with the above will be notified by phone, email and/or with a letter in the form of [Exhibit 2](#) attached to and forming of these Policies and Procedures to forward

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payment to Glenbrook Preschool Society. Please refer to Section [3.5 Non-Payment](#) for more information regarding NSF.

- NSF CC payments will be attempted to be withdrawn automatically until successful for up to 8 times over two weeks unless otherwise cancelled by the parent/guardian with notice by email to our Registrar and Program Coordinator to not proceed with their CC tuition payment. The parent/guardian must make a payment alternative, and payment of tuition fees must be in good standing to ensure it does not affect your child's enrollment with Glenbrook Preschool Society.

If payment is not received by the first day a child is to start at the Preschool, the child's parents will be notified by email or with a letter in the form of [Exhibit 4](#) attached to and forming part of these Policies and Procedures. Your child's registration would be considered 'Incomplete,' and your child's spot at the Preschool may be forfeited following the withdrawal of your child from attending Glenbrook Preschool Society.

- Vacancies will be filled first from the transfer list, then from the waiting list.
- Vacancies will be filled in the order in which names are received. When a vacancy occurs, the Registrar will attempt to contact the next eligible person on the transfer/waiting list on three separate days, failing which the Registrar will contact the next person on the transfer/waiting list.
- Parents will be given one day after being notified of a vacancy to inform the Registrar if they will register their child in Glenbrook Preschool Society, failing which the Registrar will notify the next person on the transfer/waiting list of the vacancy.

### 3.2.

- A child must be fully toilet trained before attending classes at Glenbrook Preschool Society.

**Note:** *We appreciate that toilet learning can be long and may be subject to occasional setbacks. As a result, children are permitted to attend preschool in pull-ups, provided a caregiver is always available to return to the preschool immediately if the child must be attended to.*

*In the event such setbacks are persistent, and a caregiver has failed to return to the preschool, the child must be withdrawn. The child's registration in Glenbrook Preschool Society may be held for a period of one month at the discretion of the Teacher's Committee if the parents are willing to continue paying the tuition fee. If the child must be withdrawn after the one-month period, June tuition will be refunded in full.* Glenbrook Preschool Society is committed to accommodating parents, as far as reasonably possible, with regard to class placement. If a parent's wishes cannot be met, the Registrar will call and advise the parent of any available alternatives.

Registrations after January 1<sup>st</sup> in the current school year are accepted with the following limitations:

Any child registering after January 1<sup>st</sup> will be registered on a trial basis. Should said child be a safety concern or require support above what the teacher can sufficiently manage, the child will be withdrawn from the program.



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New students may not register in the current preschool year after March 31<sup>st</sup>. Any vacancies occurring after that date will not be filled.

If a child is deemed to require Provincial Unit Funding (PUF) through Early Intervention Screening, and their parent declines to receive those services, the child will not be allowed to be registered into the preschool.

### 3.3. Discipline

Schedule 1, Section 3 of the Day Care Regulation under the Child Care Licensing Act (Alberta) provides as follows:

A license holder must ensure that:

- a. child discipline methods utilized in the program are communicated to
  - i. parents
  - ii. staff, and
  - iii. children, where developmentally appropriate, and
- b. any child disciplinary action taken is reasonable in the circumstances.

Therefore, Glenbrook Preschool Society's discipline policy is as follows:

- a. Glenbrook Preschool Society's discipline policy is communicated to parents through the *Glenbrook Preschool Society Parent Handbook*, which every parent is asked to read before registering their child in the program. Teachers are made aware of the discipline policy as new hires, and any changes to the policy are discussed with them at monthly staff meetings or on an individual basis. The preschool children are verbally informed of the behaviour expectations.
- b. Discipline in the classroom is the responsibility of the classroom teacher. Any discipline issues concerning a child that the teacher cannot resolve in the classroom after consultation with that child's parents may be referred to the Discipline Committee for resolution. Any discipline issue of a general nature that concerns parents may be referred to the Discipline Committee for resolution.

**Note:** Behaviors such as hitting, biting and scratching are not unusual for preschool children. However, if such behaviours become excessive and/or repetitive to the point that the teacher feels it is a concern above the normal preschool-age developmental stage, the teacher will follow the above procedures.

- c. Principles guiding the exercise of discipline, either by the teacher or the Discipline Committee, shall be the needs of the child, the needs of the class, and the needs of the family concerned.
- d. If a resolution cannot be found, the parents will be asked to withdraw the child from Glenbrook Preschool Society following review by and approval of the Executive.
- e. Glenbrook Preschool Society does not permit corporal punishment or any form of emotional discipline designed to humiliate or degrade a child or deny basic necessities. Disciplinary action taken must be reasonable in the circumstances.

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- f. Any exercise of discipline by the teacher, over and above the standard level administered in the class, shall be conducted in full consultation with the parents of the child concerned. Any discipline review by the Discipline Committee will be done in consultation with the parents and the teacher of the child concerned.

### 3.4. Attendance

- a. Maximum attendance for a four-year-old class is 16 children per class. Maximum attendance for a three-year-old class is 12 per class. Pre-K class size is limited to around eight students, but is determined by the number of children attending GPS registered with our Early Childhood Services (ECS) program.
- b. Children must be dropped off and picked up from the preschool by a parent or an adult 18 years or older designated by the parents.
- c. Monthly payment is required whether the child is in attendance or not.
- d. **Parents wishing to withdraw** their children from Glenbrook Preschool Society must give forty-five (45) days notice in writing to the Registrar before the 1st day of any given month (i.e., to withdraw for March 1st, notice must be received 45 days before this day). This notice allows the Treasurer and Registrar additional time to ensure your payment is not processed.
- e. Notices received after this deadline will be deemed to have been given on the first day of the following month. Tuition fees paid on this first day of the month will already have been processed for the following month, and in this case, families will forfeit the paid tuition fee for the following month due to a late withdrawal notice. Refunds will not be provided after payment has already been processed.
  - i. At the discretion of the Registrar, this may be waived, in whole or in part, if the withdrawal occurs before August 1st for the upcoming school year.

### 3.5. Late Pick-up

- a. The Preschool has a 5-minute grace period for dismissal. Any parent arriving to pick up a student after 11:35 AM (morning classes) or 3:20 PM (afternoon classes) will be charged a late pick-up fee at a rate of \$1.00 per minute, payable before the child attends the next class.
- b. At 11:35 AM or 3:20 PM, a Preschool staff member will begin calling the child's parents (calling all parental phone numbers listed on the child's registration form). If the Preschool staff cannot reach a parent, then the emergency contacts will be called. One attempt at each emergency number will be made. If no parent or emergency contact person has been reached by 12:05 PM or 3:50 PM, and no contact has been made with parents, the appropriate authorities will be contacted to ensure the child's well-being.

### Non-Payment

NSF cheques will be subject to a twenty-five-dollar (\$25.00) penalty fee to cover the bank charges incurred by the preschool. Upon receipt of an NSF cheque notification, the Treasurer will call the parents or guardian and send an email or letter requesting payment. If the outstanding tuition fee and NSF penalty fee are not received within two business days after receiving this notification, at the discretion of GPS, the child's enrollment at Glenbrook Preschool may be

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affected. Outstanding tuition and penalty fees could result in the child not attending class until the overdue payment(s) have been received.

NSF Credit Card payments will automatically be attempted to be withdrawn until successful for up to 8 times over two weeks unless otherwise cancelled by the parent or guardian with notice by email to our Registrar ([registrar@glenbrookpreschool.org](mailto:registrar@glenbrookpreschool.org)) and Program Coordinator ([coordinator@glenbrookpreschool.org](mailto:coordinator@glenbrookpreschool.org)) to pause the automatic CC tuition payment. Upon receipt of an unsuccessful Credit Card payment, the Treasurer or the Registrar will contact the parent or guardian to make other acceptable payment arrangements.

If payment is not received by the first day of the following month, or if other acceptable arrangements have not been made with the Treasurer or Registrar, the parents will be notified by GPS by phone and email and/or a letter (via the form of [Exhibit 4](#) attached) to withdraw their child from Glenbrook Preschool Society.

If two NSF cheques are received from the same parents in a given preschool year, future payments must be made in money order. Parents or guardians will be notified by letter in the form of [Exhibit 4](#) attached. If future payments cannot be made via money order, their child may be withdrawn from Glenbrook Preschool Society.

Notwithstanding the foregoing, a child may remain in Glenbrook Preschool Society if the child's parent or guardian pays all outstanding dues to Glenbrook Preschool Society for their child upon receipt of notification and/or a letter in the form of [Exhibit 4](#).

The Treasurer has the authority to waive penalty fees at his/her discretion. Financial assistance may be available for a limited time to parents with children currently enrolled in Glenbrook Preschool Society during a sudden financial crisis. Parents will be asked to apply, on a confidential basis, for assistance by completing a Financial Assistance form in the form of [Exhibit 5](#) attached to and forming part of these Policies and Procedures. Only the President and the Treasurer may review the application in consultation with the classroom teacher. The President and the Treasurer will have the authority to grant assistance within the limits of the current budget upon approval of the Executive.

The Treasurer will advise the family if Glenbrook Preschool Society will grant financial assistance.

The Treasurer will report on a no-name basis to the Parents' Advisory Committee with respect to the number of families receiving assistance and the amount of money provided.

### 3.6. Scholarship

- a. Each year two children (one child in the three-year-old program, and one child in the four-year-old program) may be awarded a full scholarship to attend Glenbrook Preschool Society. The purpose of the scholarship is to enable families, who for financial reasons would be otherwise unable to, to enroll their child in preschool.
- b. Each family's scholarship application ([Exhibit 6](#)) will be confidentially reviewed by the Scholarship Committee, which includes the Program Coordinator and Parent Advisory Committee President, Vice-President and Treasurer Assistant. The Treasurer Assistant must be a parent of a child in the current year the application is being reviewed. If the position of Treasurer Assistant does not have a child enrolled, either the Payroll Administrator or the

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Registrar can fill in the second position on the Scholarship Committee. In the event the applicant is a member of the Scholarship Committee then an alternate PAC will be chosen by the PAC

- c. Scholarship applicants must meet the following criteria:
  - i. The child is currently enrolled at Glenbrook Preschool Society, or a sibling of the child has been previously enrolled
  - ii. If the child is currently enrolled at Glenbrook Preschool Society, he/she must have a good attendance record
  - iii. Families currently receiving subsidy directed toward the preschool are not eligible
- d. The following documents must be included in a family's scholarship application:
  - i. Record of Employment, if family is applying for the scholarship due to a change in employment status
  - ii. Completed Glenbrook Preschool Scholarship Application
  - iii. Proof of ineligibility for government subsidy
- e. Once all documents are reviewed by the Scholarship Committee, the teachers are asked for their input, and a final decision is made by the Scholarship Committee.

### 3.7. Medical Treatment and Insurance

- a. In the event of injury and illness sufficient to warrant, in the opinion of the child's teacher, based on his/her best judgment, immediate professional medical help, an injured child will be transported by ambulance to an appropriate medical facility.
- b. Schedule I, Section 11 of the Day Care Regulation under the Child Care Licensing Act (Alberta) prohibits the provision of health care beyond first aid unless written consent has first been obtained.
- c. Due to the inherent dangers involved, Glenbrook Preschool Society will not allow teachers to administer drugs unless prior arrangements have been made with and approved by a child's teacher and Chairperson. The child's parent must provide medication which will be administered only in an emergency (i.e. life-threatening situation). Medication may only be administered if the parent has signed the Individual Medication Record ([Exhibit 1](#)) form.
- d. Medication is stored in the classroom, in a place not accessible to children. Emergency medication (e.g. epi-pens, Ventolin inhalers) will be easily accessible. The use of medications will be recorded in the appropriate files.
- e. When medication is administered to a child at the preschool, the administering teacher completes the Individual Medication Record ([Exhibit 1](#)). Information recorded when a medication is administered includes the date, the medication, the dosage, the time the medication was administered and the signature of the staff member who administered the medication.
- f. Under Glenbrook Preschool's Insurance policy, all employees of the Glenbrook Preschool will complete a Child Abuse Prevention workshop by an accredited provider within a year

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of employment and will not be left unsupervised with any children until completion of the said workshop. In the event of a fire, the children will be taken to the Glenbrook Community Center located at 3524 45 St SW, Calgary AB.

### 3.8. Emergency Evacuation

- a. In the case of an emergency evacuation, the preschool teachers ensure that the portable records are in their possession when escorting the children out of the building and to the Glenbrook Community Center located at 3524 45 St SW, Calgary AB.
- b. In the case of an emergency evacuation, all children are kept in a group, and attendance is taken.
- c. Parents are informed of the evacuation at pickup if an emergency occurs during class time.

### 3.9. Incident Reporting

In the case of any incident or emergency involving a child, including: an emergency evacuation; a fire on the premises; a lockdown; an unexpected program closure; an intruder on the program premises; an injury or illness to a child that requires the program to request emergency health care (call 911) and/or requires the child to remain in hospital overnight; an error in the administration of medication by a staff member or volunteer resulting in the child becoming seriously ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in the hospital overnight; the death of a child; an unexpected absence of a child from the program (i.e. a lost child); a child removed from the program by a non-custodial parent or guardian; an allegation of physical, sexual or emotional abuse and/or neglect of a child by a program staff member or volunteer; the commission by a child of an offense under an Act of Canada or Alberta; and/or a child left on the premises outside of the program's operating hours, the licensing staff will be contacted as soon as it is possible, and within 24 hours of the incident.

### 3.10. Expectations & Zero-Tolerance Policy

- a. Expected Behaviour of Parents and Guardians of Children Attending GPS
  - i. We expect all parents and guardians of the children attending GPS to behave appropriately and respectfully to all GPS Staff and students, our partners, members of our PAC Board, and the other families of children who attend our preschool.
  - ii. Should a parent/guardian have a concern regarding their child or concerns about our program, organization or staff, please immediately inform our Teacher ([Mrs.Miller@glenbrookpreschool.org](mailto:Mrs.Miller@glenbrookpreschool.org)) and our Program Coordinator ([coordinator@glenbrookpreschool.org](mailto:coordinator@glenbrookpreschool.org))
  - iii. By raising your concerns as early as possible, our staff and team can work together with you to find a reasonable solution that works for all parties. With everyone's best interest in mind, we will do our best to accommodate every family and any concerns one may have. However, if an appropriate resolution cannot be fulfilled, the parent or guardian will be provided options from the GPS team for moving forward.
- b. ZERO-TOLERANCE POLICY

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i. GPS will not tolerate ANY form of abuse (verbal and physical harassment, hate speech, bullying and cyber-bullying, use of offensive language or making derogatory remarks, defamation, slander) made by parents, guardians, or family members of children attending our program that is imposed towards members of our staff, program and organization.

ii. Should matters escalate, GPS reserves the right to withdraw all involvement with the family from our program by immediately terminating their child's enrollment with us.

### 3.11. Potential Health Risks

If a child exhibits any of the below symptoms in the 24-hour period before class, the child's parents are to keep the child home from school:

- A fever higher than 37.5°C (child's temperature must remain the normal 37°C, without Tylenol or Ibuprofen, for 24 hours before returning to school)
- A sore throat, especially if associated with fever or swollen glands
- Any vomiting within the last 24 hours
- More than one occurrence of diarrhea in the last 24 hours
- Eye discharge causing the eye to be crusted and difficult to open – especially upon waking)
- Nasal mucus that has a colour (yellow or greenish), or is accompanied by a fever and/or coughing, sneezing, drowsiness and general signs of not feeling well
- Any rash not associated with heat, or a diagnosed skin condition (e.g. Eczema)
- Head lice must be treated, and child be completely free of any lice or nits before returning to school – inform the school immediately upon any indication of head lice or nits
- In the case of chickenpox, the child must remain at home until all of his/her spots have dried up and scabbed over
- Unusual appearance or behaviour – unusually tired, pale, lack of appetite, difficult to wake, confused or a general sense of "being off"

If any of the above symptoms occur while the child is at preschool, parents will be contacted immediately, and the child will be kept in a quiet area in the classroom, away from other children, while being directly supervised by a staff member. The child's symptoms will be recorded on an illness incident log sheet ([see Appendix B: Glenbrook Preschool Society Illness Incident Log](#)). If a parent does not arrive to pick up their ill child within 30 minutes, the child's emergency contact (listed on the child's registration form) will be called and asked to come and pick up the child. Children are not to return to preschool until they are symptom-free for 24 hours.

Children are reminded to cough and sneeze into their sleeves or cover their mouth and nose with a tissue and then immediately dispose of the used tissue. At the beginning of class and throughout the class, as needed, the children will use hand sanitizer at one of the hand sanitizer stations.

Parents are informed of Glenbrook Preschool Society's health policy through the *Glenbrook Preschool Society Parent Handbook* and other supplemental documents.

### 3.12. Supervised Care for Sick Children

If a child should become ill while at Glenbrook Preschool Society, the parents will be contacted immediately, and the child will be kept in a quiet area in the classroom, away from other children, while being directly supervised by a staff member.

## Glenbrook Preschool Society: Policies and Procedures

### 3.13. Smoking

Staff and people involved with Glenbrook Preschool Society will not smoke on-premises, as the building is CBE-owned, and policy prohibits smoking. Staff will not smoke where childcare is being provided.

### 3.14. Nutrition

Snack Time is a centre that seats four children at one time. It opens approximately half an hour after the start of class and remains open for approximately 45 minutes. Snacks consist of a grain product and cheese or produce.

### 3.15. Children's Records

Child's family information/registration records will be kept on the premises. Parent contact information (including business address and phone numbers) and emergency contact person's contact information (including address) will all be kept up-to-date.

### 3.16. Administrative Records

It is the responsibility of the President, to the best of his/her ability, to see that the records of Glenbrook Preschool Society are maintained in such a way as to comply with the *Child Care Licensing Act (Alberta)* and the Early Learning Child Care Regulations promulgated thereunder.

### 3.17. Portable Records

Information that is maintained and updated on a regular basis is the child's parent's/guardian's home address(es) and phone number(s), business address(es) and phone number(s) and alternate emergency contact person's phone numbers and address.

### 3.18. Emergency Procedures

Staff is informed of emergency procedures in their orientation and by school administration as needed. Children will be informed as appropriate.

### 3.19. Inclement Weather

As a health and safety precaution, if outdoor weather is considered severe, with temperatures falling below -30 °C (without windchill) and without improvement in the day's forecast, the preschool will implement a Mandatory Preschool Closure for the day.

All parents/guardians will be notified via email and phone with confirmation of our preschool closure due to extreme weather conditions. Classes will resume when weather conditions improve.

### 3.20. Program

- a. Glenbrook Preschool Society is committed to a philosophy of learning through unstructured play. Planning on a yearly, monthly and daily basis, within this general philosophy, will be the responsibility of the teachers in consultation with the Parents' Advisory Committee.
- b. Glenbrook Preschool Society employs conscientious and competent staff who are mindful of their responsibility to watch and monitor the behaviour and safety of the children in their care. The children, whether in the classroom, gym or outdoor playground, are always kept in a group with the teacher and aide watching over them.



## Glenbrook Preschool Society: Policies and Procedures

- c. Children are encouraged, through self-directed play, to explore their school environment, whether that is in the classroom, gym, or outdoor playground. Teachers are always close by monitoring the children and step in when needed, whether the child is having a physical difficulty (e.g. becoming frustrated as they try to build a tower with blocks) or a social difficulty (e.g. two children wanting to play with the same toy). The teachers are aware of the children's developmental needs and assist where required.
- d. At school drop-off, parents/caregivers are required to accompany their children to the south entrance door, where the teacher/aide takes attendance. At pickup time, parents/caregivers are, again, required to come to the south entrance door where the teacher/aide is waiting with the children. The teacher/aide records each child's departure.
- e. Glenbrook Preschool Society's supervision policies, specifically pertaining to drop-off and pickup, are outlined in the Glenbrook Preschool Society Parent. Every parent is required to read the handbook prior to registering their child in the preschool.
- f. Teachers will be expected to attend the monthly meetings of the Parents' Advisory Committee in a non-voting capacity in order to report on the progress of the program. They may leave if they wish after their report is given. At these meetings, any changes to supervision policies and any concerns can be addressed. If there is a need for more immediate communication, the Glenbrook Preschool Society President will speak with the staff.

### 3.21. Finances

- a. Glenbrook Preschool Society's finances will be managed by way of an annual budget as approved by the Parents' Advisory Committee. A budget forecast for the current preschool year will be prepared at the start of the year by the Treasurer, with input from the Payroll Administrator, President and Vice-President. The budget will be reviewed and monitored throughout the year by the Treasurer, who will notify the Parents' Advisory Committee of any major changes to the budget.
- b. Fees for the upcoming preschool year will be set by the Parents' Advisory Committee in the current preschool year prior to the date fixed for Registration. Fee revenue shall cover all operating expenses. Fundraising money shall be used for the purchase of classroom equipment and upgrades to the classrooms. Fundraising money may be used for operating requirements or to maintain the Contingency Fund as approved by the Parents' Advisory Committee which must review and approve the teachers' salaries by majority vote for the following year.
- c. A teacher's salary review will be conducted by the President, Vice-President, Treasurer and Payroll Administrator. Recommendations for teachers' salaries for the subsequent year will be provided to the Parents' Advisory Committee. The Parents' Advisory Committee must review and approve the teachers' salaries by majority vote for the following year.
- d. A Contingency Fund will be maintained on an ongoing basis with sufficient funds to cover all fixed obligations, including but not necessarily limited to one month's salaries, rent, Revenue Canada requirements and any expenses incurred but not paid. The Contingency Fund is intended to cover only expenses of a non-recurring and extraordinary nature that



## Glenbrook Preschool Society: Policies and Procedures

would not otherwise be covered by the operating budget or fundraising money. The Parents' Advisory Committee will have the authority to approve Contingency Fund expenditures by way of a majority vote. If a withdrawal is made from the Contingency Fund, additional money will be deposited to the fund as soon as possible to ensure it maintains a minimum level as calculated above. This money will be made as required, first from fundraising money. Secondly, from the operating funds and thirdly, from the following year's fees.

### 3.22. Records and Administration

To the best of his/her ability, it is the responsibility of the President to see that the records of Glenbrook Preschool Society are maintained in such a way as to comply with the Child Care Licensing Act *and* Regulations promulgated thereunder.

### 3.23. Amendments to Policies and Procedures

- a. The Parents' Advisory Committee may make Amendments to these Policies and Procedures by majority vote. Any amendment must be submitted to a meeting of the Parents' Advisory Committee for initial review. Amendments must also be posted for a period of seven days, starting within one week of the date of the meeting of the Parents' Advisory Committee. Any comments regarding the amendments must be submitted in writing to the President during that time period. Amendments will be approved by a majority vote at the Parents' Advisory Committee meeting subsequent to the Parents' Advisory Committee meeting when amendments were first considered.
- b. Any amendment made to these Policies and Procedures is effective from the date of the Parents' Advisory Committee meeting approving the amendment.





# Glenbrook Preschool Society: Policies and Procedures

## EXHIBIT 2 – GLENBROOK PRESCHOOL SOCIETY - ADMISSIONS TUITION PAYMENT INCOMPLETE

### 2A: Fillable

Glenbrook Preschool Society  
4725 33 Avenue SW  
Calgary, Alberta T3E 3V1

DATE: Click to enter date

ADDRESS:

Click to type address

Dear Click to type name,

To date, we have not received the following from you:

[SELECT APPROPRIATE REASON BELOW]

1. tuition cheques dated Click to enter date of the current preschool year to next May 1
2. the non-refundable registration fee
3. the supply fee

Please forward \$Click to type amount to the Treasurer of Glenbrook Community Preschool on or before Click enter date.

Please note that according to the Policies and Procedures of Glenbrook Preschool Society, if the **foregoing is not received by the first day** of Click type text, you may be asked to **withdraw your child** from Glenbrook Preschool Society.

If you have any questions or concerns, please call the undersigned at Click to type phone #.

Yours truly,

Treasurer, Glenbrook Preschool Society  
CC: President, Glenbrook Preschool Society

Effective Date: Click to enter a date.

Revision: Enter Revision #.

Date of Last Review: Click to enter a date.



# Glenbrook Preschool Society: Policies and Procedures

Effective Date: [Click to enter a date.](#)

Revision: [Enter Revision #.](#)

Date of Last Review: [Click to enter a date.](#)



# Glenbrook Preschool Society: Policies and Procedures

## 2B: Print & Complete

Glenbrook Preschool Society  
4725 33 Avenue SW  
Calgary, Alberta T3E 3V1

DATE: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

To date, we have not received the following from you:

[SELECT APPROPRIATE REASON BELOW]

4. tuition cheques dated \_\_\_\_\_ of the current preschool year to next May 1
5. the non-refundable registration fee
6. the supply fee

Please forward \$ \_\_\_\_\_ to the Treasurer of Glenbrook Community Preschool on or before  
\_\_\_\_\_.

Please note that according to the Policies and Procedures of Glenbrook Preschool Society, if the **foregoing is not received by the first day** of \_\_\_\_\_, you may be asked to **withdraw your child** from Glenbrook Preschool Society.

If you have any questions or concerns, please call the undersigned at \_\_\_\_\_.

Yours truly,

Treasurer, Glenbrook Preschool Society  
CC: President, Glenbrook Preschool Society



# Glenbrook Preschool Society: Policies and Procedures

## EXHIBIT 3 – GLENBROOK PRESCHOOL SOCIETY - NSF - TUITION PAYMENT RETURNED

### 3A: Fillable

Glenbrook Preschool Society  
4725 33 Avenue SW  
Calgary, Alberta T3E 3V1

DATE: Click to enter date

ADDRESS:  
Click to type address

Dear Click to type name,

Further to our recent conversation, enclosed is your cheque, dated Click to enter date, which was returned to us for non-sufficient funds. Please forward \$Click to type amount plus a service charge of \$Click to type amount for a total of \$Click to type amount to the Treasurer of Glenbrook Preschool Society.

If you have any questions or concerns, please call the undersigned at Click to type phone #.

Yours truly,

Treasurer, Glenbrook Preschool Society  
CC: President, Glenbrook Preschool Society



# Glenbrook Preschool Society: Policies and Procedures

Effective Date: [Click to enter a date.](#)

Revision: [Enter Revision #.](#)

Date of Last Review: [Click to enter a date.](#)



# Glenbrook Preschool Society: Policies and Procedures

## 3B: Print & Complete

Glenbrook Preschool Society  
4725 33 Avenue SW  
Calgary, Alberta T3E 3V1

DATE: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

Further to our recent conversation, enclosed is your cheque, dated \_\_\_\_\_, which was returned to us for non-sufficient funds. Please forward \$\_\_\_\_\_ plus a service charge of \$\_\_\_\_\_ for a total of \$\_\_\_\_\_ to the Treasurer of Glenbrook Preschool Society.

If you have any questions or concerns, please call the undersigned at \_\_\_\_\_.

Yours truly,

Treasurer, Glenbrook Preschool Society  
CC: President, Glenbrook Preschool Society





# Glenbrook Preschool Society: Policies and Procedures

## EXHIBIT 4 – GLENBROOK PRESCHOOL SOCIETY - WITHDRAWAL NOTICE

### 4A: Fillable

Glenbrook Preschool Society  
4725 33 Avenue SW  
Calgary, Alberta T3E 3V1

DATE: Click to enter date

ADDRESS:  
Click to type address

### **RE: WITHDRAWAL NOTICE**

Dear Click to type name,

Further to our letter dated Click to enter date, you are hereby notified that your child must be withdrawn from Glenbrook Preschool Society within five school days from the date of this letter unless cash payment for all amounts due, \$Click to type amount, is received immediately by the Treasurer of Glenbrook Preschool Society

If you have any questions or concerns, please call the undersigned at Click to type phone #.

Yours truly,

Treasurer, Glenbrook Preschool Society  
CC: President, Glenbrook Preschool Society



# Glenbrook Preschool Society: Policies and Procedures



# Glenbrook Preschool Society: Policies and Procedures

## 4B: Print & Complete

Glenbrook Preschool Society  
4725 33 Avenue SW  
Calgary, Alberta T3E 3V1

DATE: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **RE: WITHDRAWAL NOTICE**

Dear \_\_\_\_\_

Further to our letter dated \_\_\_\_\_, you are hereby notified that your child must be withdrawn from Glenbrook Preschool Society within five school days from the date of this letter unless cash payment for all amounts due, \$\_\_\_\_\_, is received immediately by the Treasurer of Glenbrook Preschool Society

If you have any questions or concerns, please call the undersigned at \_\_\_\_\_.

Yours truly,

Treasurer, Glenbrook Preschool Society  
CC: President, Glenbrook Preschool Society



# Glenbrook Preschool Society: Policies and Procedures

## EXHIBIT 5 – GLENBROOK PRESCHOOL SOCIETY - REQUEST FOR FINANCIAL ASSISTANCE

### 5A: Fillable

All information contained in this document is confidential and will be reviewed only by the President, Treasurer and Classroom Teacher.

**NAME:** [Click to enter name](#)

**ADDRESS:** [Click to enter address](#)

**TELEPHONE #:** [Click to enter telephone #](#)

#### DEPENDENTS

<b>Name:</b>	<a href="#">Click to enter name</a>	<b>Age:</b>	<a href="#">Click to enter age</a>
<b>Name:</b>	<a href="#">Click to enter name</a>	<b>Age:</b>	<a href="#">Click to enter age</a>
<b>Name:</b>	<a href="#">Click to enter name</a>	<b>Age:</b>	<a href="#">Click to enter age</a>
<b>Name:</b>	<a href="#">Click to enter name</a>	<b>Age:</b>	<a href="#">Click to enter age</a>

**Amount of assistance requested:** [\\$Click to type amount](#)

**Please indicate your need for financial assistance based on:**

**Employment Status:**

**Family Income:**

**Other Conditions:**

**Effective Date:** [Click to enter a date.](#)

**Revision:** [Enter Revision #.](#)

**Date of Last Review:** [Click to enter a date.](#)



# Glenbrook Preschool Society: Policies and Procedures

Effective Date: [Click to enter a date.](#)

Revision: [Enter Revision #.](#)

Date of Last Review: [Click to enter a date.](#)



# Glenbrook Preschool Society: Policies and Procedures

## 5B: Print & Complete

All information contained in this document is confidential and will be reviewed only by the President, Treasurer and Classroom Teacher.

**NAME**

:

**ADDRESS:**

**TELEPHONE #:**

**DEPENDENTS**

**Name:**

**Age:**

**Name:**

**Age:**

**Name:**

**Age:**

**Name:**

**Age:**

**Amount of assistance requested: \$**

**Please indicate your need for financial assistance based on:**

**Employment Status:**

**Family Income:**

**Other Conditions:**

Effective Date: [Click to enter a date.](#)

Revision: [Enter Revision #.](#)

Date of Last Review: [Click to enter a date.](#)

# Glenbrook Preschool Society: Policies and Procedures

## EXHIBIT 6 – GLENBROOK PRESCHOOL SOCIETY - SCHOLARSHIP APPLICATION

All scholarship applications and supporting documents will remain confidential, and will only be reviewed by the Scholarship Committee, which includes the Parent Advisory Committee President, Vice President and Treasurer. To be eligible to apply for a scholarship, a family must first have applied for, and been denied, assistance with the Provincial Child Care Subsidy.

Student Information	
Child's Full Name:	_____
	<i>First Middle Surname</i>
Preferred Name:	_____
Date of Birth:	_____
	<i>day/month/year</i>
Class in which the child is enrolled:	_____
	<i>(3-year-old, 4-year-old, or Pre-K class)</i>
Siblings who have attended Glenbrook Preschool Society:	_____
	_____

Parent/Guardian Information	
Parent/Guardian's Name:	_____
	<i>First Surname</i>
Email Address:	_____
Home Address:	_____
<i>(If different from child's address)</i>	<i>Street City Province Postal Code</i>
Home Phone: ( )	Business Phone: ( ) Other: ( )
Employment Status:	Relationship to the child:
Parent/Guardian's Name:	_____
	<i>First Surname</i>
Email Address:	_____
Home Address:	_____
<i>(If different from child's address)</i>	<i>Street City Province Postal Code</i>
Home Phone: ( )	Business Phone: ( ) Other: ( )
Employment Status:	Relationship to the child:
Dependents	
Name:	Age:
_____	_____

## Glenbrook Preschool Society: Policies and Procedures

Name: _____ Age: _____
Financial Information
<p>Please attach copies of the following documents to your application:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Government letter informing family that their application for the Provincial Child Care Subsidy has been denied</li> <li><input type="checkbox"/> Notice of Assessment for both parents, for the previous year</li> <li><input type="checkbox"/> Record of Employment, if family is applying for the scholarship due to a change in employment status</li> </ul> <p>Please explain any special financial circumstances affecting your family's budget at this time, or any other conditions that the Scholarship Committee should be aware of when making its decision.</p> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>

I hereby certify that all the information contained in this application is true and correct. In addition, I have attached a copy of my most recent Notice of Assessment and all other supporting documents. Scholarship requests will not be considered without appropriate documentation. Financial documentation will be used solely to determine eligibility. I also understand that any misrepresentation of the information contained in this document constitutes fraud and will, therefore, deem this application null and void.

\_\_\_\_\_  
Date (day/month/year)

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date (day/month/year)

\_\_\_\_\_  
Signature of parent or guardian

Effective Date: [Click to enter a date.](#)

Revision: [Enter Revision #.](#)

Date of Last Review: [Click to enter a date.](#)



# Glenbrook Preschool Society: Policies and Procedures

\_\_\_\_\_  
Name (printed)

## EXHIBIT 7 – GLENBROOK PRESCHOOL SOCIETY – ILLNESS INCIDENT LOG SHEET

<b>CHILD</b>	Date Illness documented	Child's name	Date symptoms first observed by staff	Date symptoms started as reported by parent	Illness symptoms (e.g. vomiting, fever, cough, etc.)	Action taken (e.g. child sent home)	Reported by (staff or parent)
<b>STAFF</b>	Date Illness documented	Child's name	Date symptoms first observed by staff	Date symptoms started as reported by parent	Illness symptoms (e.g. vomiting, fever, cough, etc.)	Action taken (e.g. child sent home)	Reported by (staff or parent)