

# Glenbrook Preschool Society: Policies and Procedures

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# Glenbrook Preschool Society: Policies and Procedures

## 1. PURPOSE

Glenbrook Preschool Society (GPS) is committed to fostering a healthy, nurturing preschool environment where children explore the world around them through unstructured play. The purpose of this document is to outline the policies and procedures governing the operation of GPS. It serves as a comprehensive guide for staff, parents, and the Executive to ensure the preschool operates smoothly, maintains compliance with regulatory requirements, and upholds a safe, inclusive, and enriching learning environment for children.

## 2. ADMINISTRATIVE STRUCTURE

### 2.1. Executive

The Executive of GPS is comprised of the following officers:

- President
- Vice President
- Registrar
- Treasurer Assistant
- Payroll Administrator
- Secretary
- Newsletter Editor
- Fundraising Advisor
- Website Manager

The Executive is responsible for the day-to-day operations of GPS and is 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 meets when needed and when called to do so by the President. Six members of the Executive will constitute a quorum.

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

Elections for the Executive are held annually by the Parents' Advisory Committee, before the end of May of the current preschool year, for the following year.

Membership on the Executive is restricted to those with a child registered at GPS in the year they plan to serve. Exceptions may be made in extenuating circumstances where a vital position cannot be filled, and the executive votes to allow a volunteer to fill the role. Such volunteers will not hold a Board position, serve on other Committees, or have voting rights.

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 GPS. If the said member refuses to resign or is unreachable, the Executive may vote to enforce 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.

The Executive has the authority to spend up to \$500 on expenses without requiring additional approval

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

GPS will have a PAC Board comprised of all parents whose children are registered in GPS in any given year.

The PAC Board will be responsible for the ongoing policy and direction of GPS and will also approve the annual budget and elect the Executive.

The PAC Board will meet monthly during the preschool year, with meetings called to order by the President. Dates for all meetings are set during the last meeting of the school year.

General meetings may be called at any time by the President or Secretary, upon the instructions of the President, with notice delivered electronically and a minimum of eight days before the date of the meeting.

Upon receipt of a petition signed by one-third of the members in good standing, a special meeting will be called by the President or Secretary, with notice delivered electronically and a minimum of eight days before the date of the meeting.

The PAC Board must approve all expenses over \$500.

Voting privileges, limited to one vote per family, are given solely to the PAC Board and Executive members. Six members of the PAC Board and a minimum of four Executive members will constitute a quorum.

## 2.3. Standing Committee

There shall be at least three standing committees:

- **Child Guidance Committee:** This Committee is responsible for implementing the child guidance policy of GPS, as the need arises, and is chaired by the President and composed of the President, one Executive member designated by the teachers, and a teacher designated by the teachers.
- **Teachers Committee:** This Committee is responsible for the annual hiring of teachers, based on the philosophy of GPS. The Teachers Committee has the authority to terminate a teacher's contract at any given time, on its own motion, within the constraints of that contract. The Committee is composed of the Program Coordinator, President, Vice-President\*, Registrar, and Assistant Treasurer.

Four members of the Teachers Committee will constitute a quorum. The President or the PAC Board may refer grievances, by or about the teachers, to the Teachers Committee for review.

The Teachers Committee is privy to confidential information regarding staff and families. If an issue arises between staff and families, parents or guardians may request conflict resolution from the Program Coordinator by sending an email to [coordinator@glenbrookpreschool.org](mailto:coordinator@glenbrookpreschool.org). If a solution from the Program Coordinator is deemed insufficient by the family, they may request that the Executive be involved for conflict resolution.

- **Scholarship Committee:** This Committee reviews and awards scholarships as outlined in [Section 3.11](#), and is composed of the Program Coordinator, President and Treasurer's Assistant.

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

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## 2.4. Other Committees

Additional Committees GPS may include:

- Advertising Committee
- Fundraising Committee
- Social Committee

Each committee is led by a volunteer coordinator with a child registered in GPS for the year they plan to serve on a committee.

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

Coordinators may recruit members of the PAC Board to assist the Coordinator in fulfilling their duties.

The President may create or dissolve committees upon the approval of the Executive.

## 3. POLICIES AND PROCEDURES

### 3.1. Admission

a. Eligibility requirements:

**Note:** A child may register for the program before their birthday (paying the non-refundable registration fee and one month's tuition). However, if the class registration becomes full, regular tuition payment is required to hold the child's position until their birthday.

- i. **Three-year-old program:** To be eligible for the three-year-old program, the child must be three years old before their first day of school and turn three on or before December 31 of the preschool year.
- ii. **Four-year-old program:** To be eligible for the four-year-old program, the child must turn four on or before December 31 of the preschool year.
- iii. **Pre-K program:** To be eligible for the Pre-K program, the child must turn five on or before March 31 of the preschool year.

b. Registration will take place in three stages:

- i. **Pre-registration:** Available to currently enrolled children, their siblings, and children of past Executive members on a date set by the Registrar and the PAC Board.
- ii. **General registration:** Conducted on a first-come, first-served basis on a date set by the Registrar and the PAC Board.
- iii. **Ongoing registration:** Available throughout the year as space permits. No new registrations will be accepted after March 31<sup>st</sup> for the current school year.

**No child may be registered before their eligible registration date.**

The Registrar may request Executives and parents, who are knowledgeable about GPS, to assist with Registration.

c. To complete registration, parents must:

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and advise

- i. Complete and sign a registration form.
- ii. Within seven days of submitting a child's registration forms, provide GPS with:
  - (a) A one-time per child per preschool year, **non-refundable \$75 registration fee**; and
  - (b) A one-month tuition deposit will be applied to the child's first month of tuition.
- d. Additional registration policies:
  - i. A one-time supplies fee of \$75 is due on the first day of the month the child will begin their program.
  - ii. Parents may only register their own children. If a parent cannot attend either pre-registration or general registration, they may designate someone to register on their behalf.
 

If the designate is also registering another child, they may do so only after all in-person parent registrations have been processed and accepted.

Alternatively, a parent may request that the Registrar accept their registration form as the final submission of the pre-registration and general registration period.
  - iii. GPS is committed to accommodating parents, as far as reasonably possible, with to class placement. If a parent's wishes cannot be met, the Registrar will call the parent of any available alternatives.
  - iv. Registrations after January 1<sup>st</sup> in the current school year are accepted with the following limitations:
    - (a) 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.
    - (c) 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.
  - v. Families must understand that our teaching staff may require additional support. If an aide is required to assist their child in class, their support is necessary to conduct our classes. If a child is deemed to require Provincial Unit Funding (PUF) through Early Intervention Screening with our partnered Early Childhood Services team, and their parent or guardian declines to receive those services, the child family may be asked to withdraw their child from our preschool program. Without this additional support, it may become increasingly complex for our teaching staff to manage the program alongside other students.

## 3.2. Vacancies

- a. Vacancies will be filled first from the transfer list, then from the waiting list.
- b. 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. If this is unsuccessful, the Registrar will contact the next person on the transfer/waiting list.

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- c. Parents will be given one day after being notified of a vacancy to inform the Registrar if they will register their child in GPS; failing which, the Registrar will notify the next person on the transfer/waiting list of the vacancy.

### 3.3. Withdrawal Policy

- a. Parents who wish to withdraw their child from GPS must provide at least forty-five (45) days' written notice to the Registrar before the first day of the intended withdrawal month. For example, to withdraw by March 1<sup>st</sup>, notice must be received at least 45 days in advance. This notice allows the Treasurer and Registrar additional time to ensure that your payment is not processed.
- b. Notices received after the 45-day withdrawal deadline will be considered effective as of the first day of the following month. Since tuition fees for the upcoming month are processed on the first day of each month, families submitting late withdrawal notices will forfeit the following month's tuition payment, as refunds will not be provided once the payment has been processed. The Registrar may, at their discretion, waive this requirement in whole or in part if the vacancy is immediately filled or if the withdrawal occurs before August 1<sup>st</sup> for the upcoming school year.

### 3.4. Payment Policy

- a. The registration fee and first month's tuition are due immediately to confirm registration in the program.
- b. Tuition fees are paid one month in advance to prevent any issues with Non-Sufficient Funds (NSFs) that may disrupt a child's enrollment in the program. The deposit paid at registration will be applied to the first month's tuition fee payment. For example, **October's tuition fee payment is due on September 1<sup>st</sup>**, November's on October 1<sup>st</sup>, and the May 1<sup>st</sup> payment will be applied to June's tuition fees.

**Note:** If a child is registered partway through a month (e.g., October 12<sup>th</sup>) and intends to start immediately, full payment for both that month and the following month is required before the child can begin attending classes. Tuition fees are NOT pro-rated.

- c. Accepted forms of payment:
  - i. Cheque Payments:
    - (a) All Cheques should be made payable to 'Glenbrook Preschool Society.'
    - (d) 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).
    - (e) 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).
  - ii. Credit Card (CC) or Pre-Authorized Debits (PADs) with Stripe:

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

## 3.5. Non-Payment

A parent who fails to comply with the Payment Policy ([Section 3.4](#)) will be notified by phone, email and/or with a letter in the form of [Exhibit 2](#) requesting immediate payment to GPS.

If payment is not received by the first day a child is scheduled to start at the Preschool, the child's parents will be notified via email or a letter in the form of [Exhibit 4](#). In such cases, the child's registration will be considered incomplete, and their spot at the Preschool may be forfeited due to withdrawal from GPS.

If payment is not received by the first day of the following month, or if no acceptable alternative arrangements have not been made with the Treasurer or Registrar, the parents will be notified by phone, email and/or a letter, in the form of [Exhibit 4](#), regarding the withdrawal of their child from GPS.

For further details on Non-Sufficient Funds (NSF) payments, refer to Section 3.6.

## 3.6. Non-Sufficient Funds (NSF)

- a. Cheques returned due to NSF will be subject to a twenty-five-dollar (\$25.00) penalty fee to cover bank charges. Upon receipt of an NSF cheque notification, the Treasurer will contact the parents or guardian by phone and send an email or letter requesting payment. If the outstanding tuition and NSF penalty fee are not received within two business days, the child's enrollment may be affected at the discretion of GPS, and could result in the child not being permitted to attend class until the overdue payment(s) have been received.
- b. NSF CC payments will be automatically retried up to eight (8) times over a two-week period unless the parent or guardian requests cancellation by emailing the Registrar ([registrar@glenbrookpreschool.org](mailto:registrar@glenbrookpreschool.org)) and Program Coordinator ([coordinator@glenbrookpreschool.org](mailto:coordinator@glenbrookpreschool.org)). If a CC payment remains unsuccessful, the

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Treasurer or the Registrar will contact the parent or guardian to make alternative acceptable payment arrangements.

- c. If two NSF cheques are received from the same family in a given preschool year, future payments must be made via money order. Parents or guardians will be notified by letter in the form of [Exhibit 4](#). If money order payments are not possible, the child may be withdrawn from GPS.
- d. Notwithstanding the foregoing, a child may remain enrolled at GPS if the parent or guardian pays all outstanding dues to GPS upon receipt of notification and/or a letter in the form of [Exhibit 4](#).
- e. The Treasurer has the authority to waive penalty fees at their discretion. Additionally, financial assistance may be available for a limited time to families facing a sudden financial crisis. Parents will be asked to apply, on a confidential basis, for assistance by completing a Financial Assistance form ([Exhibit 5](#)). Only the President and the Treasurer, in consultation with the classroom teacher, may review the application. Financial assistance is subject to approval by the Executive within the limits of the current budget..
- f. The Treasurer will advise the family if GPS will grant financial assistance.
- g. The Treasurer will provide anonymous reports to the PAC Board on the number of families receiving assistance and the total amount provided, ensuring confidentiality.

### 3.7. Toilet Training

A child must be fully toilet-trained before attending classes at GPS.

**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 GPS 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.*

### 3.8. Child Guidance

Schedule 1, Section 3 of the *Early Learning and Child Care Regulation* under the *Early Learning and Child Care Act (Alberta)* provides as follows:

A license holder must ensure that:

- a. Child guidance methods utilized in the program are communicated to
  - i. parents
  - ii. staff, and
  - iii. children, where developmentally appropriate, and
- b. Any child guidance provided is reasonable in the circumstances.

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Therefore, GPS's guidance policy is as follows:

- a. GPS's guidance 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 guidance 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. Guidance in the classroom is the responsibility of the classroom teacher. Any issues concerning a child that the teacher cannot resolve in the classroom after consultation with that child's parents may be referred to the Child Guidance Committee for resolution. Any issues of a general nature that concern parents may be referred to the Child Guidance Committee for resolution.

**Note:** *Behaviours 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 Child Guidance 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 GPS following review by and approval of the Executive.
- e. GPS does not permit corporal punishment or any form of emotional discipline designed to humiliate or degrade a child or deny basic necessities. Child guidance action taken must be reasonable in the circumstances.
- f. Any exercise of child guidance 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. Reviews by the Child Guidance Committee will be done in consultation with the parents and the teacher of the child concerned.

## 3.9. 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 children per class.
- 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.

## 3.10. 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

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staff cannot reach a parent, 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.

## 3.11. 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 GPS. 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, President, and Treasurer's 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 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 GPS, or a sibling of the child has been previously enrolled
  - ii. If the child is currently enrolled at GPS, they must have a good attendance record
- d. The following documents must be included in a family's scholarship application:
  - i. Record of Employment, if the 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.

## 3.12. 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 their 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 *Early Learning and Child Care Regulation* under the *Early Learning and Child Care Licensing (Alberta)* prohibits the provision of health care beyond first aid unless written consent has first been obtained.
- c. Due to the inherent dangers involved, GPS 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

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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. EpiPens, 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 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.

### 3.13. 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.

### 3.14. 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.

### 3.15. Expectations & Zero-Tolerance Policy

- a. Expected Behaviour of Parents and Guardians of Children Attending GPS

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- 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 the PAC Board, and the other families of children who attend GPS.
- ii. Should a parent/guardian have a concern regarding their child or concerns about the program, organization or staff, please immediately inform the Teacher ([mrs.miller@glenbrookpreschool.org](mailto:mrs.miller@glenbrookpreschool.org)) and 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**

- 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.

### 3.16. 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 their 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

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illness incident log sheet ([Exhibit 7](#)). 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 GPS's health policy through the *Glenbrook Preschool Society Parent Handbook* and other supplemental documents.

## **3.17. Smoking**

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

## **3.18. 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.

## **3.19. Children's Records**

A child's family information/registration records will be kept on the premises. Parent contact information, including business address, phone numbers, and emergency contact person's contact information, including address, must be kept up-to-date.

## **3.20. Administrative Records**

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

## **3.21. Portable Records**

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

## **3.22. Emergency Procedures**

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

## **3.23. Inclement Weather**

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

## Glenbrook Preschool Society: Policies and Procedures

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.

### 3.24. Program

- a. GPS 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 PAC Board.
- b. GPS 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.
- 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. GPS's supervision policies, specifically pertaining to drop-off and pickup, are outlined in the *Glenbrook Preschool Society Parent Handbook*. 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 PAC Board 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 GPS President will speak with the staff.

### 3.25. Finances

- a. GPS's finances will be managed by way of an annual budget as approved by the PAC Board. 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 PAC Board of any major changes to the budget.
- b. Fees for the upcoming preschool year will be set by the PAC Board 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

## Glenbrook Preschool Society: Policies and Procedures

the Contingency Fund as approved by the PAC Board 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 PAC Board. The PAC Board 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 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 would not otherwise be covered by the operating budget or fundraising money. The PAC Board 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.

### **3.26. Records and Administration**

To the best of their ability, it is the responsibility of the President to see that the records of GPS are maintained in such a way as to comply with the *Early Learning and Child Care Act (Alberta)* and the *Early Learning and Child Care Regulations* promulgated thereunder.

### **3.27. Amendments to Policies and Procedures**

- a. The PAC Board may make Amendments to these Policies and Procedures by majority vote. Any amendment must be submitted to a meeting of the PAC Board 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 PAC Board. 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 PAC Board meeting subsequent to the PAC Board meeting when amendments were first considered.
- b. Any amendment made to these Policies and Procedures is effective from the date of the PAC Board meeting approving the amendment.

# Glenbrook Preschool Society: Policies and Procedures

## EXHIBIT 1 – INDIVIDUAL MEDICATION RECORD

 <b>FAMILY AND SOCIAL SERVICES</b>		<b>SUBJECT</b>	<b>PAGE</b> <b>1</b>	
<b>SECTION</b>	<b>DATE</b>			
<b>INDIVIDUAL MEDICATION RECORD</b>				
<b>PLEASE NOTE:</b> This form to be used when a child is on medication for an extended period of time, or when individual medication records for each child are required.				
<i>To be completed by parent/guardian.</i>				
<b>CHILD'S NAME:</b> _____				
<b>MEDICATION:</b> _____				
<b>AMOUNT TO BE GIVEN:</b> _____				
<b>DATES TO BE GIVEN:</b> start date: _____ finish date: _____ (maximum 2 weeks)				
<b>EXACT TIMES TO BE GIVEN:</b> _____				
<b>SPECIAL INSTRUCTIONS</b> (e.g., to be taken with food) _____				
<b>DATE:</b> _____ <b>SIGNATURE OF PARENT/GUARDIAN:</b> _____				
<i>To be completed by the staff at the time medication is given:</i>				
<b>DATE</b>	<b>MEDICATION</b>	<b>DOSAGE</b>	<b>TIME</b>	<b>STAFF SIGNATURE</b>
</				

# 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

## 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

### 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

### 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** (*list names and ages of all dependents below*)

<b>Name:</b> Click to enter name	<b>Age:</b> Click to enter age
<b>Name:</b> Click to enter name	<b>Age:</b> Click to enter age
<b>Name:</b> Click to enter name	<b>Age:</b> Click to enter age
<b>Name:</b> Click to enter name	<b>Age:</b> Click to enter age

**Amount of assistance requested:** \$Click to type amount

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

**Employment Status:**

**Family Income:**

**Other Conditions:**

## 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** (*list names and ages of all dependents below*)

Name: _____	Age: _____

**Amount of assistance requested:** \$ \_\_\_\_\_

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

**Employment Status:**

**Family Income:**

**Other Conditions:**

# 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: _____				
First	Middle	Surname		
Preferred Name: _____				
Date of Birth: _____		Class in which the child is enrolled: _____		
day/month/year		(3-year-old, 4-year-old, or Pre-K class)		
Siblings who have attended Glenbrook Preschool Society: _____				

  

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

  

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

  

Dependents				
Name: _____ Age: _____				

## Glenbrook Preschool Society: Policies and Procedures

Name: \_\_\_\_\_ Age: \_\_\_\_\_

### Financial Information

Please attach copies of the following documents to your application:

- Government letter informing family that their application for the Provincial Child Care Subsidy has been denied
- Notice of Assessment for both parents, for the previous year
- Record of Employment, if family is applying for the scholarship due to a change in employment status

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.

  

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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.

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Date (day/month/year)

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Signature of parent or guardian

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Name (printed)

---

Date (day/month/year)

---

Signature of parent or guardian

---

Name (printed)

# Glenbrook Preschool Society: Policies and Procedures

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