



## Parent and Volunteer Handbook

*Welcome to Carbon Preschool. We are happy to provide a quality early childhood program for your family and look forward to being a part of this special developmental stage in your child's life. We truly hope your experience at Carbon Preschool is one that you will look back upon with fond memories.*

*This handbook will give you detailed information about our policies and procedures.*

### **2024-2025 Contact Information:**

[carbonpac@gmail.com](mailto:carbonpac@gmail.com)

#### **Carbon Preschool within Carbon**

##### **School:**

Box 250 Carbon AB, T0M 0L0  
School Secretary: Kim Nicholson  
(403) 572-3401

#### **2023-2024 Board Members:**

Chair: Tara Reed  
Vice Chair: Jolie Nelson  
Treasurer: Kim Nicholson  
Secretary: Kealey Gordon

#### **Teacher:**

Mrs. Alisha Meehan

### **Belief Statement**

Carbon Preschool believes that play is a fundamental part of a child's learning, growth, and development. By

providing programs for three to four-and-a-half-year-olds, we offer a gradual transition from home to kindergarten. Our teacher provides a safe environment where individual differences are appreciated, communication is open, and each child's needs are addressed.

### **Preparing for Preschool**

#### **Can my child bring toys from home?**

- No. However, if your child needs a comfort item such as a blanket, it can be brought and left in their backpack.

#### **What should my child wear?**

- Clothing that is easy for your child to use the washroom independently. (this will foster self-esteem through mastery of self-help skills)
- Clothing should be washable. Expect your child's clothes to get dirty as children will engage in multi-sensory activities that involve many substances such as dirt, goo, sand, water play, and paint
- Indoor running shoes can be left in the child's cubby

#### **Is there anything I need to do before leaving my child at school?**

- Remove outside shoes at the door. Hang up their coat and change into indoor shoes (our goal is that your child will eventually be able to do this independently)

#### **What time can I arrive with my child at school?**

- Please have your student ready and waiting at the Preschool doors prior to them opening at 8:38 am. Class starts at 8:45 am.

#### **Is a subsidy available?**

- Please go to the following link to see if you qualify for the Alberta Child Care Subsidy <https://www.alberta.ca/child-care-subsidy.aspx>
- Preschool fees must be made in full, per month, before the start of the month. Please make arrangements with the board if a payment plan is required prior to the session beginning.

#### **If my child will be missing class?**

- Please contact the teacher through email or the Carbon School secretary if your child will be absent from class as early as possible.

#### **REGISTRATION REQUIREMENTS:**

ALL forms must be completed correctly and accompanied with the correct format for payment to ensure that your registration package is accepted and processed. *(Should your package be incomplete and/or proper payment not received, your package will be returned for required corrections.)* **Children MUST be 3 years of age AND fully potty trained prior to the first day of class.**

#### **Carbon Preschool Fees:**

School fees are \$35/ month, to be paid on the first day of every month via e-transfer. We recommend setting up a pre-scheduled e-transfer payment plan to avoid your student missing class due to overdue payments. E-transfers are to be sent to [carbonpac@gmail.com](mailto:carbonpac@gmail.com) with the security answer 'preschool'.

## **Class Schedule:**

Tuesday September 10, 2024 - Thursday May 29, 2025

Tuesday and Thursday mornings 8:35 – 11:30

Tuesday, September 10, 2024 - first day of school! This will be an open house, meet the Teacher event, please join us in the classroom for the first day of school, there will be no classroom learning scheduled for this day. This is an opportunity to meet the Preschool teacher and other Carbon School staff as well as get familiar with the preschool classroom and school. Parents will help their child with tasks such as; finding their new cubby for their belongings and unpacking school supplies into the provided bin.

## **A Glimpse of a Typical Day: (subject to change as our teacher gets to know our students)**

8:35 - Students arrive at the south doors of the school

8:38 - Morning Bell - Preschool students enter first

8:45 -8:50 - Announcements

8:50 - 9:00 - Free play

9:00 - 9:30 - Academic Work (based on the theme of the day/week/month ie: colors, alphabet, phonetics, numbers, shapes)

9:30 - 9:40 - Group reading

9:40 - 10:00 - Centers

10:00 - 10:20 - Bathroom/snack break

10:20 - 10:40 - Centers

10:40 - 11:00 - Centers

11:00 - 11:20 - Activity (art, academic play, or music)

11:20 - 11:25 - Goodbye

11:30 - Home time, students will exit through the south doors of the school

## **Curriculum Guide**

Academic & Fine Motor work: Students will be introduced to alphabet awareness, phonetic awareness, number awareness, shapes, colors and proper fine motor skill applications ie: holding and using scissors and writing utensils correctly.

Academic play: Students will be provided with 6 centers per week (3 on Monday/3 on Wednesday) which will include STEM (building/science), art, pretend play, fine motor skills, table activities, and sensory play.

## **School Supplies - Individually labeled with your child's full name**

1 Backpack

1 Complete spare change of clothes to be kept in the child's backpack at all times.

1 Pair of indoor shoes to be left at school (non-marking, easy for your child to put on/ velcro preferred)

1 - 24 Pack of Crayola wax crayons

1 - 10 Pack of Crayola Original color thick markers

2 Large or 4 Small glue sticks, push cap (ie. Elmer's) preferred

1 Child size pair of safety scissors

1 Box of kleenex (label not required)

\*To each class, children are also to bring a small, healthy snack as well as a refillable drink container/ water bottle, this snack must be simple enough to be consumed within the 15 minutes allotted for snack time. We recommend refraining from sending juice boxes as there is typically not enough time to finish these as well as consume their healthy snack within the 15 minutes.

## Expectations of the Preschool

1. Punctuality is expected at the beginning and end of each class, to minimize disruption. Parents are asked to wait in the entry/sign-in area until the teacher dismisses the children. If you are going to be late or unavailable to pick up your child at the end of class, please make other arrangements as late pickups are not tolerated.
2. Parents are asked to keep their child at home if he/she has a fever, constant cough, diarrhea, is vomiting, or has symptoms of a communicable disease (i.e. lice, strep throat, pink eye, etc.). Parents are also required to notify the school at once if their child contracts a communicable disease so that the school may, in turn, notify the other parents. If your child will be absent, please contact the school and leave a message so that the teachers are aware of their absence.
3. We expect your child to be completely potty trained to attend our school but we understand accidents happen. We ask that parents please take their child to the washroom prior to class or upon arrival. The class starts at 9:00am and your assistance in allowing the teachers to get started is appreciated. The first bathroom break is within the first hour and occurs throughout the class time on an as needed basis. Please ensure that your child's clothing does not impede his or her ability to use the washroom independently. Note: if your child has an "accident", a staff member can assist the child to change their clothing, we are unable to do any personal hygiene. The dirty clothing will be placed in a plastic bag.
4. Parents or authorized people (no younger than 16) will need to sign the child/children in and out of preschool.  
If someone other than yourself will be picking up your child, please be sure that the person(s) picking up your child have been listed under "Permission to Release" in the registration package. In the event of an unforeseen emergency situation, whereby a different person other than those listed, will be picking up your child, we ask that a **parent telephone the school** as soon as possible to apprise us of this situation. The school's policy is such that **we will not allow** someone to leave with a child without prior notification from the parents.
5. For the safety of your child, footwear must be worn at all times in the classroom. To keep the carpets and floors clean we appreciate that "indoor" footwear is worn and kept at the school.
6. All parents/guardians are responsible for their child's transportation to and from preschool. Carbon Preschool does not accept responsibility for the transportation of children to and from preschool.
7. While at school, the children should wear play clothes, as they may get dirty during craft/play time with paints, glue, water, etc. We request that you leave a complete change of clothing (shirt, pants, socks, and underwear) in your child's backpack. The teacher will inform parents ahead of time if the students are going to be outside. Parents are also required to provide properly labeled outdoor clothing (hat, mittens, boots, and snow pants) in the event that the children go outside during the class.
8. All personal items should be visibly labeled with your child's name (i.e. backpack, indoor shoes, outdoor clothing, etc.).
9. Each child is required to bring a small, nutritious snack and a drink. Snack time is limited to fifteen minutes so please only send one or two snack choices for your child.
10. Please do not send toys from home. No weapon toys or toys of destruction are allowed in the preschool.

11. Parents must provide, in writing, current allergy and/or medical/psychological information to the staff concerning their child (i.e. a death in the family, death of a pet, food, and other allergies, etc.).
12. As a parent in our preschool, your input is welcome and necessary. Parents are asked to read all notices and newsletters sent home, emailed, or placed on the parent board in order to keep informed as to the play school activities
13. Any form of abuse (physical, verbal) is not acceptable and will not be tolerated towards any staff member. This can result in child withdrawal.

### **Responsibilities of Classroom Volunteers**

*\* Siblings are not permitted in the class.*

*\*Please see attached Volunteer Information Page for requirements of volunteers\**

Volunteers are an important part of our program and we are hopeful that each parent will take their turn when required. The Preschool teacher will be creating a spreadsheet outlining the dates of students' special helper/show & share days. You will be assigned to volunteer on your students' special day. If the dates do not work with your schedule, please feel free to reach out to other parents to trade days to ensure all days have a volunteer present. If classroom attendance is 6 students or less on your volunteer day, you will be required to stay present until after morning announcements and the teacher is confident no further students will be joining class for the day. If attendance remains at 6 or less after this time, you are not required to stay and fulfill your volunteer shift, although you are welcome to stay if you so choose. Students always enjoy having someone to show their classroom off to!

Volunteers help the teachers in whatever way they can – the teacher will guide you.

Responsibilities include but are not limited to:

1. Wipe tables and chairs
1. Sweep classroom
2. Bathroom breaks
3. Prepare supplies for future crafts
4. Help with hand washing
5. Tidy toys
6. Discuss planned activities with staff and help out as directed
7. Play at various centers with children
8. Read to children
9. Share your talents and interests
10. Collect artwork and put it in mailboxes

### **School Closures:**

Carbon Preschool session dates will be provided to parents at the beginning of each session, and closure dates will coincide with the Golden Hills School Division calendar, and be provided in advance. Such closure dates include statutory holidays, Easter break, etc. In the case of inclement weather and school is unable to open, parents will be notified immediately using the email address provided at registration.

**IF TEMPERATURES REACH -30°C WITH OR WITHOUT THE WINDCHILL, OR IF GOLDEN HILLS SCHOOL DIVISION BUSES ARE NOT OPERATING, CARBON PRESCHOOL WILL BE CANCELED.**

## Information & Communication:

For information about special events, field trip dates, meetings, etc., please check daily in the following places:

- Your Email – this is the Preschool's main means of communication with its families. (E-mails will be sent to the e-mail address provided on your registration form).
- Facebook Page – Carbon Preschool events will be posted on the Carbon School Facebook page. <https://www.facebook.com/CarbonGHSD75>, Carbon School Parent Advisory Council Facebook page; <https://www.facebook.com/profile.php?id=61553740777140>
- Notices - posted in or outside the classroom
- Cubbies - Your child has a designated name slot in the classroom.
- The school secretary, Kim Nicholson, can be reached at any time at 403-572-3401

Please do your best to keep informed about the events occurring at the preschool. If you have any questions, please feel free to contact your child's teacher or any executive member. Parents will only be phoned if a last-minute change occurs and there is no time to send a notice home.

## Fundraising

PAC/Carbon Preschool may host fundraisers either in person or online throughout the school year. This helps us to purchase new equipment, go on field trips, and offset our expenses of the preschool. PAC asks that parents participate in fundraisers when applicable as well as help to share on social media platforms to help get the word out. PAC will notify Preschool parents and volunteers of fundraising efforts and how you can be involved.

## Discipline Policy

1. No physical punishment of any kind will be used at our preschool.
2. Staff will reinforce positive actions with positive verbal responses. Our teachers will serve as caring, considerate and good role models.
3. Positive behavior guidance strategies will be practiced to address misbehavior[s] (ie. Physical, verbal, emotional, etc):
  - Developmentally appropriate phrases and cues will be used to teach expected behaviors in the classroom.
  - The teachers will change the environment to strengthen desirable behaviors.
  - The teachers will encourage children to problem solve with others in the classroom.
  - The teachers will engage in active listening to clarify the needs and desires of the child.
  - The teachers will redirect a child away from violent play and towards peaceful interactions or a new activity.
  - The teachers will help the child to choose a cool-down spot in the classroom until they feel calm and respectful.
  - The teachers will give a child a break from the group or activity as a result of aggressive/disruptive behavior. This would take place a short distance from the group with the close supervision of a teacher. The teacher will talk through the scenario with the child and offer the child a choice to return and apologize when they are ready.
4. If the behavior does not change after consulting the parents and the use of positive behavior guidance strategies, we will consult professionals to assist the teachers and parents with alternative strategies.
5. All discipline will be reasonable. There will not be physical punishment, verbal or physical degradation, or emotional deprivation. There will be no threats or denial of basic necessities. No physical restraint, confinement, or isolation will ever be permitted.

## **Emergency**

The preschool teacher is certified in Canadian Red Cross Standard First Aid and CPR level C (adult, child, infant skills). In the event of an emergency evacuation, the teacher will be the "person in charge". Emergency evacuation procedures will be practiced with the school schedule. Upon hearing the alarm, students and teachers will line up at the safest exit. The children will exit at the main entrance and go south into the playground to line up. Our secondary emergency location if we are unable to return to the facility will be across the street at the curling rink.

In the case of an injury or severe illness, the student's parents will be contacted immediately and an ambulance will be called if transportation is required and parents cannot get to the student immediately.

## **Seasonal Parties & Celebrations**

Special parties will be held throughout the year to celebrate the various holidays including Halloween, Christmas, Valentine's Day, Easter, and the "Year End Celebration Party". With respect to different religious backgrounds, the program does not include religious teachings but reflects the festive air of the holiday.

## **FOIP**

We require parents to sign a FOIP release form for their child. This release form is for photos of children in activities taken during outings or in school which are shared with those attending. Some photos may be used for Carbon Preschool publications or on the Facebook.com website or in the newspaper.

You do have the right to request, in writing, to have the removal of a photo from the Facebook.com website within 30 working days after receipt by the Carbon Preschool.

## **Medication**

Staff and Parent volunteers will only administer inhalers/puffers/EpiPen in the event of an emergency. Staff or Parent volunteers will NOT administer any other medication to the children.

- Children **CANNOT** bring medicine to preschool (ex: In a backpack, lunch kit, pocket, etc.)
- If a child requires medication during preschool hours, the parent/guardian is to come to the preschool to discreetly and privately administer the medication..

## **Parent Helpers/Volunteering**

All parent helpers/volunteers of the Carbon Preschool are expected to observe the following Code of Ethics:

### **RESPECT:**

All volunteers, students, and staff must treat each other with respect, courtesy, and appreciation at all times.

### **LOYALTY:**

As a parent helper/volunteer of the Carbon Preschool, loyalty is extremely important. Members and volunteers should refrain from voicing any negative personal opinions of administrative policies or regulations to an outside source. All matters should be brought instead to the attention of the Chair or a member of the Executive Board. If in doubt regarding any issue, seek advice from either of the same two sources.

### **CONFIDENTIALITY:**

All parent helpers/volunteers of the Carbon Preschool must willingly sign the Carbon Preschool Confidentiality Statement and hold in strict confidence, all information acquired through service with the association, making no reference, outside the organization, to issues, financial matters, and other sensitive material discussed.

### **TAX RECEIPTS:**

Our program is *NOT* applicable for tax deductions. The Carbon Preschool is Government Licensed as an 'Early

Childhood ' program, not a "Child Care" program. If you have any questions or concerns regarding the above, please review Tax Form #T778 or contact the Canada Revenue Agency at 1-800-959-8281

#### **NSF POLICY:**

There will be a \$40.00 administration charge for each NSF cheque.

#### **WITHDRAWAL POLICY:**

At the joint discretion of the Teacher and Board of Directors, a child may be asked to withdraw if the child is considered by the Teacher to be irreconcilably disruptive to the class. All practical avenues must be explored between the teacher and the child's guardians.

In the event of a required withdrawal, the Board of Directors must give written notice to the child's parents outlining the reasons. No further fees will be charged and, if paid in a lump sum, the balance of the term will be refunded.

When a child is voluntarily withdrawn from the program, 30-day written notice is required. Notice will take effect on the first day of the following calendar month the notice was received. Fees will be returned less one month if the withdrawal occurs within the first 60 days of the semester. After that timeline, teaching positions will be solidified based upon enrolment numbers and no further refund will be given. The Board will undertake to discuss exceptional considerations on a case by case basis.

#### **GRIEVANCE AND APPEAL POLICY**

If parents/guardians have a concern or question related to the operation of the Carbon Preschool or its program with respect to their child, they should follow this procedure:

1. Bring the matter to the attention of the appropriate classroom teacher, should this be a classroom related issue.
2. Should the matter not be resolved by the teacher or falls outside of the responsibilities of the teachers and the concern requires further attention, contact the Board at [carbonpac@gmail.com](mailto:carbonpac@gmail.com) and they will work to resolve the situation.
3. If necessary, the President will raise the concern at the next Carbon preschool board meeting for resolution. Any resolution will be provided in writing to the parent/guardian of the child in question.
4. In all cases, the Carbon Preschool, its Board of Directors, and teachers will respect the parent's and child's right to confidentiality.
5. All decisions/resolutions resulting from this procedure are final

#### **Sexual Abuse and Misconduct Prevention Policy**

Carbon Preschool prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. The Carbon Preschool provides procedures for employees, volunteers, board members, or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member, or another third party person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

Definitions and Examples The following definitions or examples of sexual abuse, misconduct, or harassment, may apply to any and/or all of the following persons – employees, volunteers, or other third parties. Sexual abuse or misconduct may include but is not limited to:

- Child sexual abuse – any sexual activity, involvement, or attempt of sexual contact with a



- person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
  - Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
  - Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling against another's body or clothes.
  - Material such as pornographic or sexually explicit images, posters, calendars, or objects.
  - Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking, or invasion of sexual privacy.
  - A sexually hostile environment is characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
  - Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

### **Reporting Procedure**

Immediately report suspected sexual abuse or misconduct to the President of the Carbon School Parent Association. It is the President's responsibility, under the Alberta Child Care Licensing Act, to immediately report any suspected sexual abuse or misconduct to a Director of Child and Family Services (i.e. Licensing Officer). Consultation with the Royal Canadian Mounted Police and Child Protective Services might also be required. It is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed. The Carbon School Parent Association/Carbon Preschool will take every reasonable measure to ensure that those named in the complaint of misconduct, or are too closely associated with those involved in the complaint will not be part of the investigative team.

Safety Planning Prior to completion of the Duty to Report, a plan must be made regarding the safety of the child/children, as well as access to any child/children within the The Carbon Preschool program until the investigation is complete. Should the complaint involve a volunteer or staff member, that individual will be removed and banned from The Carbon Preschool until the investigation is complete and will only be allowed to return upon the approval of the Board of Directors.

### **Anti-retaliation and False Allegations**

The Carbon Preschool prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. The Carbon Preschool prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

Investigation and Follow-up The Carbon Preschool will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to conduct an investigation of misconduct. The Carbon Preschool will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The Carbon Preschool will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

Reporting to Law Enforcement or Appropriate Child Protective Services The Carbon Preschool is committed to following the provincial and federal legal requirements for reporting allegations or

incidents of sexual abuse or misconduct to appropriate law enforcement and child protective services organizations. It is the policy of The Carbon Preschool not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

\*Responsibility to report child abuse under the Child, Youth and Family Enhancement Act is set out in law. The Act requires every person who has a reason to believe that a child has been, or there is a substantial risk that he or she will be abused or neglected by a parent/guardian, or might need intervention, to promptly report the matter to a caseworker.

Some offenses committed against children fall under the Criminal Code of Canada. They include: physical assault, sexual assault, and other sexual offences, abandoning a child, and failing to provide the necessities of life. Police are responsible for conducting an investigation and deciding whether there are grounds to lay charges.

Charges can also be laid under the Child, Youth, and Family Enhancement Act and the Protection of Children Involved in Prostitution Act.

### **How to Report**

All issues regarding suspected risk to a child to the local Royal Canadian Mounted Police at (403) 443-5539. Report any issues regarding risk to a child by a parent/guardian/caregiver to a caseworker at your Child and Family Services Authority office in addition to the above procedure. If you are unable to reach the local office or it is after business hours, call the Child Abuse Hotline at 1-800-387-5437.

\*All issues must be reported to the Director of Child and Family Services via the Licensing Officer.

Your report should include: Your name, telephone number, and relationship to the child (all of this information remains confidential); any immediate concerns about the child's safety; the location of the child; the child's name; the child's age; information on the situation; any other relevant information concerning the child and/or family.

**Employee and Worker Screening and Selection** The Carbon Preschool is committed to maintaining a diligent screening program for prospective and existing employees, volunteers, and others that may have interacted with those employed by, associating with, or serviced by The Carbon Preschool. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks, child protection background checks, and personal and professional references.

**Supervision of Youth** To provide a safe environment for our minors, The Carbon Preschool diligently adheres to the Alberta Child Care Licensing requirements regarding the supervision of children under our care.

**Review** This policy will be reviewed annually by the Board of Directors and Staffing Team. Access to, review, and agreement to the terms will be provided within the Parent Registration Package, as well as the staffing contracts.