

Hounsfield Heights – Briar Hill Community Kindergarten

# Policy Manual

Format Revised 2009

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# Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

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## **INTRODUCTORY REMARKS**

The Hounsfield Heights - Briar Hill Community Kindergarten exists as an ancillary group of the Hounsfield Heights – Briar Hill Community Association and is governed by its bylaws. The Kindergarten began operation in 1970. Since 1982 it has shared the Early Childhood wing of Briar Hill Elementary School with the Briar Hill Children's Programs and the Hounsfield Heights - Briar Hill Parent Child Co-op Playschool. The community's continual whole-hearted support has been essential to the successful operation of all these programs, as well as to the continued viability of Briar Hill as an elementary school.

The policies of this Kindergarten are intended to be written, detailed descriptions of all aspects of the operation of the program. Along with the By-laws, they provide guidance for the Staff and LAC in the administration of the program.

Policies may be revised, added or deleted to reflect the changing needs of the program. The Policy Committee is responsible for updating the policies as required (see policy entitled "Policy Development and Review"). All policy updates must be filed in the Operations Manual, and kept on file by the Policy Leader.

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## **POLICY DEFINITIONS**

(pertaining to all policies)

Revised April 2009

"Board" refers to the Hounsfield Heights - Briar Hill Community Association Board of Directors.

"Child/Children" The use of the word "child" or "children" is purposeful and reflects the optional aspect of participation in kindergarten programs which are not mandatory. (Early Childhood Services Policy)

"Community Association" refers to the Hounsfield Heights - Briar Hill Community Association.

"Evaluation" means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned judgment by a designated evaluator(s) to determine whether the progress of the child in the classroom.

"Expulsion" means to remove the child from school for a period of more than 10 school days. (Section 25 of School Act)

"Kindergarten" refers to the Hounsfield Heights - Briar Hill Community Kindergarten, which is a Ancillary Group of the Hounsfield Heights - Briar Hill Community Association.

"LAC Executive" consists of the Chairperson, Vice-Chairperson, Treasurer, Secretary and Registrar.

"Leaders" are LAC volunteers other than the LAC Executive.

"Local Advisory Committee" "(LAC)" is the body which is responsible for operating the Kindergarten. This includes the LAC Executive as well as the Leaders.

"Members" are parents or legal guardians of children currently enrolled in this Kindergarten.

"Parent" will mean parent(s) or legal guardian(s) (ie. singular or plural).

"Program Coordinator" is an independent contractor who provides services to the Kindergarten as outlined in a contract. Primarily this person is responsible for the administrative continuity of the Kindergarten program, ensuring that all of the requirements of Alberta Learning are met, and acting as a neutral liaison between LAC, Staff, Parents, government and other organizations.

"Staff" refers to Teacher and/or paid assistant(s) to the Teacher.

"Suspension" means to remove the child from school for a period of less than 10 school days. (Section 24 of School Act)

"Teacher" may include more than one teacher.

## **ACCIDENTS, EMERGENCY AND EVACUATION**

Approved June 11, 2002, Revised May 2009

### **Background:**

A safe learning environment is essential to a successful Kindergarten program. Emergency/Evacuation procedures are created to ensure safety and security for Staff and Children. Accident/Emergency/Evacuation procedures will be put into place when an injury, crisis, unforeseen circumstance, trauma or critical incident occurs. Kindergarten procedures align with CBE policies.

### **Policy:**

Preparation drills (eg. Fire Drill, Secure Classroom) will be practiced regularly through the school year in conjunction with Briar Hill School. The Teacher will evaluate and determine whether the situation is an emergency or an evacuation and will be responsible for calling EMS if necessary. The Teacher must keep a record of all action taken and prepare an accident/incident report.

Staff will remain current in methods of infant/child Cardiopulmonary Resuscitation through periodic attendance at courses, with registration fees to be paid by the Kindergarten. Parents/Guardians will be responsible for any cost(s) involved in transporting a child to the hospital.

### **Guidelines:**

#### **Fire alarm or other kind of Emergency evacuations.**

1. The Teacher will issue clear instructions to Staff and Children.
2. Follow fire drill procedures that are posted in all rooms (refer to Appendix).
3. If the Children have to be evacuated they will walk to the relocation address (refer to Appendix).

#### **“Secure Classroom”**

1. An announcement of “secure classroom” (a term that replaces *lockdown*) will be made over the intercom. The Teacher will immediately close and lock the classroom doors.
2. Normal activity may or may not be resumed: the Teacher will be informed if they need to open or close blinds or take other precautions.
3. Only authorized CBE staff or a member of the Calgary Police Service may unlock doors to end “secure classroom”. This procedure may not be ended by announcement (to prevent confusion or trickery).

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### **Accidents or Injuries:**

1. The Teacher is responsible for taking the appropriate steps to help the Child in the event of an injury, either in the classroom or during any approved school function and will inform the Parents/Guardians as soon as feasible.
  - a) The Teacher may delegate responsibility for the rest of her class to the volunteer helpers or the other Staff if necessary.
  - b) If the Parents/Guardians cannot be contacted, the Staff or designate will contact the Emergency Contact person listed on the Registration Form.
2. The Teacher will assess the type and degree of injury to the Child to the best of his/her ability and can provide any minor first aid that might be needed using Standard Practice (refer to policy: Infection Prevention and Control). Personal Protective Equipment such as gloves shall be used in the presence of blood or body fluids such as urine, vomit or feces to prevent transmission of any infections.
  - a) A basic first aid kit, including disposable gloves, will be kept in the classroom for use by Staff. Replacements will be made as necessary, and/or when noted during year-end room clean-up.
3. In the event of a serious injury the Staff will call 911 to access EMS services. If necessary, the Child will be accompanied to the hospital by an adult from the Kindergarten. The Child will not be transported to hospital in a private vehicle.
  - a) The Kindergarten staff will notify Briar Hill School office staff if external help is required, especially if EMS is responding to the school.
4. The Kindergarten will release any medically important information from the Child's registration forms to medical personnel.
5. The Staff will inform the Program Coordinator of injuries requiring professional medical attention.

Reviewed by Policy Committee  
Approved by LAC Executive  
Revised by LAC Executive

Spring 2002  
June 11, 2002  
May 2009

**Appendix: Fire Drill Procedure**

1. Remain Calm -no talking or running, stay together.
2. Leave the room by the designated fire exit with all of the Children as quickly and quietly as possible.
3. The Teacher is responsible for ensuring that:
  - a) The lights are left on
  - b) The doors and windows are closed
  - c) The Teacher takes the attendance sheet and emergency numbers.
4. If Children and Staff are caught away from class when an alarm goes off they should exit through the nearest exit door, and then move quickly to the normal class assembly area for attendance check.
5. Attendance is taken once the assembly area is reached.
6. The designated CBE Staff member on the school premises is the last person out of the building checking all rooms to see that windows are shut, doors closed and everyone is out of bathrooms and gym.
7. If someone is missing after the attendance check, the Teacher will inform the designated CBE Staff member (and in a drill, go look for the missing child). In case of a fire, the CBE staff member will inform the fire department personnel on site. In a drill, if the person is not found on the grounds, 911 will be contacted to report where the Child or adult was last seen.
8. If the Children have to be evacuated they will walk to the relocation address.
  - a) Parents will be contacted as to the exact location of their Children by phone.
  - b) Arrangements have been made with a business that is located one block from the school to house the Children until Parents can pick them up. The name of the business is listed below and is posted on the evacuation plan located in the rooms.

Relocation address (for evacuation of the Kindergarten and Briar Hill School):

**Free House Dance Plus**  
**2020 12 Ave. N.W.**  
**403-282-0555**

(confirmed Jan. 21, 2008)

## **ACCOUNTING AND REPORTING**

Revised May 2001

### **Background:**

As volunteers operating a non-profit organization, we are a standing committee of the Community Association. Controls to ensure that all transactions and accounting records are reviewed and authorized serve to enhance and protect the integrity of the Kindergarten, responsible for safeguarding the assets of the Members and Community Association.

### **Policy:**

Generally accepted accounting principles, as defined by the Canadian Institute of Chartered Accountants, will be followed to safeguard the Kindergarten's assets.

### **Guidelines:**

1. If possible, the Treasurer will have a background in accounting or bookkeeping.
2. Section 5 Finances, of our Kindergarten by-laws, must be adhered to and the reporting requirements of Alberta Learning must be met. The fiscal year end is August 31st.
3. Following approval of the budget by the Members at the September General Meeting, the day to day operation will be passed on to the LAC Executive by motion of the Members.
4. At no time will blank cheques be signed and issued.

### **Procedures:**

1. In the case of expenses or capital acquisitions itemized in the budget (ie: a field trip, school supplies), no further LAC Executive approval is required.
2. In the case of expenses or capital acquisitions not specifically itemized in the budget, LAC Executive approval by motion is required.
3. Capital acquisitions are generally expensed in the same year they are bought.
4. At the discretion of the LAC Executive, petty cash advances may be given to the Teacher in amounts not to exceed one hundred dollars (\$100.00) to be expended on approved purchases. Detailed records and receipts must be kept for each advance and submitted to the Treasurer before further cash advances are given.
5. Expenses will be approved by the LAC Executive and forwarded to the Treasurer for payment.
6. All journal entries and bank reconciliations will be the Treasurer's responsibility.

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7. A Treasurer's Report will be prepared by the Treasurer and presented to the LAC not later than thirty (30) days after the following dates:

December 31st, March 31st and August 31st

8. The Treasurer will arrange for engagement of an auditor who meets Alberta Learning Requirements, such auditor to be approved by the LAC Executive.
9. The Treasurer will comply with reporting requirements of the relevant government agencies and the Community Association.
10. The Treasurer will ensure that an Audited Financial Statement and Budget are sent to Alberta Learning.

Reviewed by Policy Committee:	February 27, 1997
Reviewed by LAC Executive:	June 10, 1997
Revised, Reviewed and Approved:	April 2000; May 24, 2001

Replaces Policy 700.3, 700.4, 700.5

## **ALBERTA LEARNING FUNDING**

Approved March 1999

### **Background:**

Alberta Learning offers funding to eligible private ECS operators.

### **Policy:**

The Kindergarten will apply for appropriate funding to enable the program to operate and meet the needs of the community.

### **Guidelines:**

1. The program offered shall be planned, implemented and evaluated in accordance with the philosophy and goals of Alberta Learning.
2. The funding shall be applied for in accordance with Alberta Learning guidelines as outlined in the annual "Funding Manual for School Authorities".

### **Procedures:**

1. The program must meet the following requirements to receive annual funding approval:
  - (a) documentation showing relationship to a registered society;
  - (b) certified teacher(s)
  - (c) approved facility
  - (d) government legislation, policy and regulations are followed
  - (e) program goals and objectives specified by Alberta Learning are met, including education programming and amount of instruction time;
  - (f) documentation supporting the claim for funding is kept on file;
  - (g) an eligible enrolment count as of the last school day in September is kept on file;
  - (h) daily attendance of each enrolled Child is recorded;
  - (i) written policies and procedures consistent with Alberta Learning policies, regulations and procedures are developed, kept current and implemented;
  - (j) minimum liability insurance coverage of \$2,000,000;
  - (k) a blanket fidelity bond for employees and board members for \$50,000;
  - (l) appoint a qualified auditor (CA, CGA or CMA).
2. The program must submit the following to Alberta Learning for the funding to be released:
  - (a) Notice of Intent to Operate;
  - (b) Budget Report Form;
  - (c) Audited Financial Statement (AFS);
  - (d) SIS Registration Data based on Sept 30 enrolment;
  - (e) SIS Registration Confirmation;
  - (f) Annual Education Report.

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3. Funding may be withheld if Alberta Learning requirements are not met.

Reviewed by: Policy Committee: February 10, 1999

Approved by LAC Executive: March 11, 1999

Replaces Policy 400.8

## **ATTENDANCE and DISMISSAL**

Approved May 2009

### **Background:**

The Kindergarten considers it the responsibility of Parents or Guardians to ensure the safety of their Children on the way to and from classes. During class, the Teacher is responsible for all the Children. This responsibility must be handed over to another adult when class is dismissed.

### **Policy:**

The Kindergarten will request information from Parents or Guardians to ensure that the Teacher dismisses the Children to authorized persons only and will contact Parents in the case of unexplained absences. Parents will be required to notify the Teacher of changes to telephone number, address, babysitting arrangements, arrangements for the Child returning home from classes, or changes in custody orders.

### **Guidelines:**

#### **Attendance:**

1. Parents will be responsible for the transport of their Child to and from classes. Supervision of Children will be provided for ten (10) minutes only prior to class commencement and no supervision will be provided following dismissal time.
2. If a Child is going to be absent or late, Parents must notify the program by phone or in writing.

#### **Dismissal:**

1. At the beginning of the year, parents/guardians will be required to complete and sign the "Letter of Child Release" form.
  - a) Information relating to custody orders or restrictions will be obtained at the time of registration.
  - b) Parents will be required to notify the Teacher in writing if the Child is to be taken home from class by someone other than the Child's Parent. Exceptions to this requirement will be at the discretion of the Teacher.
  - c) Parents will be required to notify the Teacher in writing if the Child is to be released during class hours to someone other than the Child's Parent. In the case of early dismissal, the Child must be picked up at the classroom door.
2. Children who are signed into the KG program at Briar Hill Children's Programs will be released to the BHCP by the Teacher.

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3. All other children will stay with the class until the Teacher confirms that their parent or designated adult is present. If a Parent fails to show, the Teacher will
  - a. Phone the Parent.
  - b. Phone the Emergency Contact.
4. After a field trip, the Children will come into the classroom to be dismissed by the Teacher or the Aide.
5. If a parent/guardian is repeatedly (3 or more times) late with or without notice, then the Program Coordinator will discuss the issue with the parent.

Replaces 2 policies: Attendance and Dismissal from Class

**DISCIPLINE**  
Approved April 1998

**Background:**

Fair and equal treatment is required when dealing with behaviour problems.

**Policy:**

An approach based on our goal of helping the Children to build and maintain a positive self-concept.

**Guidelines:**

Clearly defined limits of behaviour for the group are set. These are designed for the safety of Children and to maintain a harmonious atmosphere for Children and adults.

**Procedures:**

1. Children are taught to respect the feelings of others.
2. Children are encouraged to talk about their feelings rather than hitting.
3. Disruptive or inappropriate behaviour will be redirected by the Teacher and other Staff members.
4. Logical consequences and, when appropriate, "time out" are frequently used techniques.
5. Occasionally a Child may not respond to the above. In this case, the Teacher and Parents will determine the appropriate way to approach the problem.

Reviewed by Policy Committee: February 18, 1998  
Approved by LAC Executive: April 20, 1998

Replaces Policy 200.1

## **DISPUTE RESOLUTION**

Approved June 11, 2002

### **Part I**

#### **Background:**

Procedures should be in place to deal in a routine manner with any disputes that may arise among the various participants in the Kindergarten program. Steps to assist in the resolution of disputes should be clearly specified.

#### **Policy:**

Except as is specified elsewhere in this policy document, the Kindergarten will endeavor to provide clear avenues for the resolution of such disputes as may arise among Staff, the Program Coordinator, the LAC Executive and Parents. Concerns raised by other groups or agencies are ultimately the responsibility of the LAC Executive and will be dealt with by them.

#### **Guidelines:**

1. Individuals involved in a dispute should make all efforts to resolve the conflict before bringing matters to the attention of the LAC Executive.
2. Disputes between Staff members and the Program Coordinator will be referred to the LAC Executive for consideration (except in situations, evaluation for example, where a dispute resolution pathway is already specified).
3. Disputes between Teacher(s) and Parents will be referred first to the Program Coordinator for mediation. Following that, should the dispute not be resolved, it will be referred to the LAC Executive for consideration (except in situations, evaluation for example, where a dispute resolution pathway is already specified).
4. Disputes between Teacher(s) and the LAC Executive (except where provisions or consequences are specified elsewhere in this policy document) will be resolved by the LAC Executive.

#### **Procedures:**

1. Teacher(s) wishing to access the provisions of this policy should submit their request, in writing, to the Chairperson. The Chairperson will then contact at least two other members of the Executive and they, as a group, will consider any written submissions, meet with the Teacher(s) and endeavor to resolve the dispute. A report of these preparations and of the meeting itself will be prepared by the Chairperson. If the dispute is not resolved at this level, the Chairperson will place it on the agenda for the next full Executive meeting and ensure that all members receive an information package for consideration prior to the meeting.

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2. Parents wishing to pursue the third option above must submit a request, in writing, to the Program Coordinator who will then set a meeting time at the mutual convenience of all parties. The Program Coordinator will prepare a brief report of these preparations and proceedings. Should that meeting fail to resolve the dispute, the steps outlined in Procedure 1 above will be followed.
3. In the event that these options fail to produce a successful resolution, both parties will prepare and exchange a list of acceptable third party mediators. If upon the mutual exchange of lists, a mediator cannot be agreed upon, the Executive will investigate the viability of hiring a professional mediator.

### **Part 2 – Dispute Resolution Guidelines for confrontation between Teacher–Parent or Parent – Parent in the Classroom**

These suggestions have been constructed to help Staff (Teacher and Teacher Aides) deal with any conflict situation that may arise between adults in the classroom (i.e. Teacher – Parent or Parent – Parent).

- 1) Keep a calm manner and try to diffuse the situation by suggesting a time and place for discussion.
- 2) Separate people from the problem or issue – try to address a problem without attaching names or laying the blame.
  - a) Perception – how people view situations – discuss each others’ perceptions directly
  - b) Emotions
    - i) Recognize and understand emotions (theirs and yours).
    - ii) If you let them vent frustrations without responding they will likely cool off and feel embarrassed.
    - iii) Don’t react to emotional outbursts.
- 3) Communication
  - a) Talking to one another and listening to each other will help the communication process.
  - b) Listen and acknowledge the other person’s viewpoint.
  - c) When discussing issues speak about your own feelings and frustrations.
- d) Speak for a purpose: Address a problem – not the people.

Reviewed by Policy Committee  
Approved by LAC Executive

Spring 2002  
June 11, 2002

## **ENDORSEMENTS**

Approved June 1997, revised May 2009

### **Background:**

The Kindergarten operates as a non-profit organization to provide early childhood education. It does not operate to contribute to the financial gain of business enterprises.

### **Policy:**

The Kindergarten will not provide explicit or implied endorsement of other organizations without prior review. Fundraising activities (eg. Scholastic book sales) and field trips are exempt from this policy. The Kindergarten is happy to endorse Community and School events.

### **Guidelines:**

1. Endorsement is defined as:
  - sending literature home with Children;
  - advertising in newsletter;
  - posting on parent board.
2. Endorsement will be considered only for those non-profit organizations related to early childhood matters.
3. Endorsement requests received by a LAC Member or Teacher will be forwarded to the LAC Executive at the discretion of the Teacher. The LAC Executive will determine whether the organization seeking endorsement fits within the guidelines.
4. The LAC Executive will inform the requesting organization of whether or not endorsement will be allowed and what form it will take.

Reviewed by Policy Committee:	February 27, 1997
Reviewed by LAC Executive:	June 10, 1997
Reviewed by LAC Executive:	May 2009

## **EVALUATION – CHILDREN**

Approved June 1997; Revised May 2009

### **Background:**

HHBH Community Kindergarten considers the evaluation of each child to be an integral and ongoing part of the teaching process.

### **Policy:**

Each kindergarten child will be evaluated through an ongoing process in order to: identify his/her interests; provide a basis for reporting to parents and resource personnel regarding a child's progress; aid in program planning, and; assist with child placement.

### **Guidelines:**

1. The primary responsibility for the evaluation of each child lies with the Kindergarten teacher. The evaluation of children at HHBH Community Kindergarten will be as objective and equitable as possible.
2. The teacher will use the content of the Alberta Education Kindergarten Program Statement as his/her basic criteria for a child's performance relative to the learning objectives (see Appendix 1: Evaluation Methods)
3. The teacher may request additional professional help in evaluating the children (see Appendix 2: External Evaluation).
4. Parents can appeal actions recommended as a result of evaluation outcomes, and/or evaluative comments on child. This appeal must be initiated by the parent(s)/guardian(s) in writing. It may be addressed to either the teacher or the program coordinator. If no agreement is reached between the teacher and the parent, the program coordinator will review the case with the teacher to resolve the issue. A final appeal, in writing, may be made to the L.A.C. Executive if necessary.
5. When a child leaves our program during the kindergarten year, the teacher will prepare a written report to be given to the parent or the new school after receiving a written request.
6. Maintenance of records: The teacher will maintain a confidential file for each child. The file may contain the following documents:
  - a) child profile
  - b) checklists
  - c) conference notes
  - d) anecdotal notes
  - e) report cards
  - f) any other appropriate information

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### **References:**

Please refer to the School Act for additional information: Section 30 Early Childhood Services Program; Section 1(1)(x) Resident Student; Section 8 (2)(a) Right of access to education

Revised May 2009

### **Appendix 1: Evaluation Methods**

The teacher may use a variety of methods for the evaluation of a child and is encouraged to introduce techniques for evaluation that are thought to be effective.

#### **Ongoing Evaluation types:**

1. Memory Books: A continuous record of the child's progress of handwork activities. Helpful to the teacher, parent and child evaluation interests, fine motor development, attention span, and progress.
2. Checklists: For special skills (i.e. number, letter recognition, following directions, interests, fine motor development, social interaction, etc.)
3. Centres: Focusing on special areas of development. (i.e. Math Centre, Language Centre)
4. Written observations.
5. Booklet done by the children. Written comments made on each booklet by the teacher (focusing on the child's attention to task, interest, creativity, motor skill development).
6. Updating anecdotal records on each child.
7. Informal interview with the child.
8. Informal interview with the parent.

#### **Reporting Procedures:**

1. Home Visits: An informal visit to the child's home in early September to gather background information from the parents.
2. Formal Parent/Teacher Conference and Report Card Review.
  - a. The first in late fall to share the child's progress in the Kindergarten program.
  - b. The second one in late spring in which the emphasis is on the child's readiness for Grade One. It is child-led where the child reviews their progress with their parents.
  - c. The third at the end of June may be by teacher and/or parent request.
  - d. Additional conferences may be held at the request of either the teacher or the parent(s) throughout the year.

**Appendix 2: External Evaluation**

1. Individualized evaluation/assessment of children with special needs will be carried out in accordance with procedures in the Special Needs Education policy.
2. Any other individualized assessment will be carried out after receipt of signed consent forms from the parent.
3. When requesting additional professional help, the teacher may make use of resource people such as the Program Coordinator, school resource teacher, DAT (Alberta Children's Hospital), family doctor, school nurse or special needs assistants.
4. The teacher may call upon any/all of the above to participate in a Case Conference that will include the child's parent(s)/ guardian(s)
5. Prior to an external evaluation, the teacher and evaluator will discuss and agree upon the method that will be used. The evaluator must communicate written results to the teacher. The teacher will request results within two weeks of the assessment.
6. The teacher and/or Program Coordinator will arrange a conference with the parent to discuss the results and recommended action following such an assessment.

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT FOR EXTERNAL ASSESSMENT**

I, \_\_\_\_\_, the parent or  
legal guardian of \_\_\_\_\_,  
give my consent to the Hounsfield Heights - Briar Hill Community  
Kindergarten to arrange for the following assessment or  
intervention to assist in developing programming to meet -  
\_\_\_\_\_ 's special needs:

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

I understand that the Hounsfield Heights - Briar Hill Community  
Kindergarten will keep me informed of the nature and results of  
such assessment(s) and/or intervention(s).

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT TO RELEASE INFORMATION**

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_, give my consent to release any and all reports and records from the Hounsfield Heights - Briar Hill Community Kindergarten to \_\_\_\_\_, for use in assessment and/or planning for \_\_\_\_\_'s special needs.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

## **EXPULSION POLICY**

Revised April 2009

### **Background:**

The Kindergarten endeavours to be an inclusive school, accommodating the needs of a diverse class of children. There may be an occasion when the needs of one student can not be met within our program without jeopardizing the needs of the other students. In most circumstance a child's needs can be met and resolved through discussions with the parents. This policy covers an extraordinary situation.

### **Policy:**

The Kindergarten may ask for a child to be removed from the program. A child may be expelled from the Kindergarten only on the authority of the LAC Executive and only if the following guidelines have been met.

### **Guidelines:**

1. Should the Teacher determine that a child is detrimental to the program or is inappropriately placed in the program, the Teacher will
  - a. Maintain detailed written record, speak to the parents and perform evaluations as she deems necessary;
  - b. Inform the Program Coordinator of her concerns;
  - c. Arrange to meet with the Parents and the Program Coordinator to discuss the area(s) of concern;
  - d. Create, with the Parents and Program Coordinator, a written action plan and timeline for reassessing. The Action Plan will include clear expectations and consequences.
  - e. Inform the LAC Executive of the action plan.
2. The Program Coordinator will arrange additional external evaluations and other assistance deemed necessary in the action plan.
3. If the desired expectations are not met by the reassessment date, the Teacher, Parents and Program Coordinator will meet to review the consequences outlined in the Action Plan, which may include a further action plan or recommendation for expulsion.
4. Appeals: The Parents may appeal the Action Plan to the LAC Executive.
  - a. If the parents do not agree with the action plan or the consequences, they may make a written appeal to the LAC Executive within six (6) days of the meeting.

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

- b. If a recommendation for expulsion is presented, the LAC Executive will study written appeals, if any, and will vote within seven (7) days on a motion to withdraw the Child;
    - c. If a motion to expel the child is carried, the Program Coordinator will inform the Parents and arrange a refund of tuition fees for the months in which the Child will not be attending.
5. Parents with a concern about the appropriateness of placement of a Child from another family (Child A) in the class will discuss their concern with the Teacher and the Program Coordinator.
  - a. If there is disagreement between Staff and the concerned Parent about Child A's presence, the Parent may make a written appeal to the LAC Executive within six (6) days of the meeting.
  - b. The LAC Executive will request recommendations from the Staff and make a decision within seven (7) days.
6. The Program Coordinator will inform the concerned Parent of the LAC recommendations.
7. If Parents withdraw a Child from the program for whatever reason, and if adequate written notice is given, the Teacher will prepare a written report that the Parents may pass on to their next Kindergarten Teacher.

## **FIELD TRIPS**

Approved April 1998; Revised May 2009

### **Background:**

Field trips will be undertaken to enhance development and provide "hands-on" experience for the Children.

### **Policy:**

Walks and general outings to locations near Briar Hill School will often occur spontaneously when meeting the physical and educational needs of the Children as a group. Formal field trips should be related to the program and ensure the safety of the Children. The number of field trips will vary as to the needs of the Children and annual budget allotted.

### **Guidelines:**

#### **Notification:**

1. An "Authorization Form" (see sample attached) will be completed in September on behalf of each Child.
2. Notification and consent for all formal Kindergarten field trips will be sent home at least three (3) days prior to the actual field trip. This notification will inform Parents/Guardians of field trip details including date and time and transportation plans.
3. All Parents will have the right to withhold consent for their Child to participate in field trips, however Children not attending the field trip will be in the care of their Parent or Guardian.
4. Companies legally licensed and appropriately insured to transport people will be used to transport Children.

#### **Safety:**

1. Safety procedures will be taught to all Children by the Staff in the classroom and reviewed before field trips, walks and general outings.
2. The supervision ratio will be one (1) adult for every five (5) Children as a minimum.
3. All Children participating in Kindergarten field trips will wear name tags with the Kindergarten's name and phone number.
4. First Aid Kits and an Emergency Response Manual will be taken on all field trips.
5. If it is necessary to transport a Child in an emergency:
  - a) An attempt will be made to notify the Parent(s) to obtain their permission.
  - b) The Child may be transported either by taxi or EMS.
  - c) A Teacher Aide or a Parent volunteer will accompany the Child in transit until the Child's Parent arrives.
  - d) Parents will be responsible for any cost involved in the transportation.

Reviewed by Policy Committee:	February 18/98; Apr 10/02
Approved by LAC Executive:	April 20, 1998
Revised by LAC Executive:	May 14, 2002; May 2009

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**AUTHORIZATION FORM:**

Effective September 1, \_\_\_\_ to June 30, \_\_\_\_

**PART 1**

I understand that the Hounsfield Heights/Briar Hill Community Kindergarten (hereinafter called the "Kindergarten") which term shall include the Kindergarten's successors and assigns, Teachers, Parent helpers, duly appointed chaperones, agents or employees and their heirs), arranges excursions outside the grounds of Briar Hill School for students in the Kindergarten class.

I, being the parent or legal guardian of \_\_\_\_\_, hereinafter called the "Child") consent to the Child participating in any such excursions arranged by the Teacher, and I authorize the participation by the Child. It is understood that my consent and authorization are subject to the following conditions:

- (1) The Parent accepting responsibility for any injuries or damages which may be suffered by the Child while involved in any such excursion.
- (2) The Teacher advising me in writing of the following particulars of any excursion at least three days prior to the intended date of the excursion:
  - (a) destination
  - (b) date and time
  - (c) transportation plans
- (3) My having the right to advise the Teacher, in writing, at least two days before the commencement of any particular excursion, that I do not consent to the Child participating in the excursion, in which event my consent and authorization will be considered withdrawn for the particular excursion and the Child shall not be allowed by the Kindergarten to participate in such excursion. In this case, the child shall be in the care of their parent or guardian.
- (4) I will be responsible for any cost involved in the transportation of my child if there should be an emergency necessitating special transport for my child.

Signed: \_\_\_\_\_ Witnessed: \_\_\_\_\_

**PART 2**

I give permission for my Child to be photographed, interviewed and/or audio taped for media purposes.

Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_ Witnessed: \_\_\_\_\_

## **GIFTS AND RECOGNITION**

Approved June 1997, revised Jan. 2009

### **Background:**

Extraordinary contributions to the Kindergarten should be recognized in a fair and consistent manner, within the boundaries of limited financial resources. This policy applies to official gifts or recognition from the Kindergarten or the LAC Executive. It is not meant to govern personal gifts from parents to the Teacher (eg. Christmas or end-of-year presents).

### **Policy:**

To ensure fairness, consistent procedures will be applied when the Kindergarten or LAC Executive recognizes the contributions of an organization, CBE staff, parents or other members of the community.

### **Guidelines:**

1. The LAC executive may approve a gift for any Staff member leaving the Kindergarten.
2. The LAC Executive may approve additional notes, cards or gifts for a specific contribution during the year. An honorarium may be considered for non-members of the Kindergarten for their voluntary contribution to the program. This would be dependent on approval as a budgeted item.
3. Thank you notes will be sent by the Field Trip Coordinator to resource persons who have volunteered their services to the program. Other LAC members may send thank you notes for specific voluntary contributions.

Reviewed by Policy Committee:	February 27, 1997
Reviewed by LAC Executive:	June 10, 1997
Reviewed by LAC Executive:	May 2009

## **INFECTION PREVENTION AND CONTROL IN THE KINDERGARTEN**

(Replaces CD and HIV policy)

Approved May 2009

### **Background:**

Preventing infection supports healthy learning and reduced absenteeism in the classroom. This involves both preventing infection (with routine cleaning and promoting hand hygiene) and control of identified communicable diseases.

### **Policy:**

Children should be shown the importance of hand hygiene to prevent infections. The classroom shall be routinely cleaned (daily and toys/equipment 3 times a year) with an approved disinfectant. Children will be assessed for symptoms of communicable diseases and will be asked not to attend class if ill. Similarly, adult helpers and volunteers must excuse themselves from the classroom if they have the symptoms of communicable diseases. Teachers should be informed as to the symptoms of the most common communicable diseases. Disposable gloves and hand hygiene products should be available in the classroom.

### **Guidelines:**

#### Infection Prevention:

1. **Standard Practice:** To prevent the spread of infection, the Kindergarten will use *Standard Practice* (a term which replaces *Universal Precautions*). Standard Practice includes consistent use of hand hygiene (either hand washing with soap and water or use of alcohol hand sanitizer when hands are not visibly soiled) and the use of protective personal equipment (such as disposable gloves) for any exposure to blood and body fluids including feces and vomit. A basic first aid kit including disposable gloves will be kept in one of the classrooms for use by Staff. Replacements will be made as necessary, and/or when noted during year-end room clean-up.
2. **Hand Hygiene:** This is the most important way to prevent the spread of infection. Hand washing with soap for 15-30 seconds and drying with disposable paper towels will be the recommended method of hand hygiene for the children. However, alcohol hand sanitizer may be used if hands are not visibly soiled and children are supervised while using the product (approximately 15 seconds for hands to be dry)
3. **Respiratory Etiquette:** Children and adults are encouraged to cover their mouth and nose with a tissue (or sneeze into their sleeve, not hands) and perform hand hygiene after disposing of the tissue to prevent the spread of respiratory infections.

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

4. **Blood and body fluid spills:** All spills of blood or body fluids (including urine, feces, vomit or nasal/eye discharges) should be cleaned immediately with an approved disinfectant for viruses and bacteria. Personal protective equipment should be used for cleaning these spills.
5. **Classroom cleaning:** The classroom is cleaned daily by the school janitorial staff. In addition, parents will participate in 3 cleaning sessions each school year to clean toys and equipment in the classroom. These items will be washed in a 1:10 dilution of bleach and hot water, rinsed in hot water and allowed to dry off or air dry. Parents will be advised to wear rubber gloves to protect their skin from the disinfectant. The Teacher will be consulted prior to each clean-up regarding which toys and equipment will be cleaned, however any items in active use must be cleaned at each cleaning session.

### **Communicable Diseases:**

1. The Teacher will discuss with the Parents any symptoms noticed. The Teacher is at liberty to send home any child with a severe cold or other illness.
2. If the Teacher suspects that a Child has symptoms of a communicable disease and is unable to contact the Parents, she may separate the Child from the rest of the class at her discretion.
3. The school nurse should be advised of any confirmed communicable diseases. Alberta Health Services advises that no child should return to class after having a communicable disease without consulting a physician.
4. On occasion it may be advisable to inform all Parents as to the occurrence of a particular disease. The school nurse may be consulted with regard to this parent advisory message.

Reviewed by Policy Committee: April 2009

Approved by LAC Executive: May 2009

**LOCAL ADVISORY COMMITTEE (LAC)  
RESPONSIBILITIES AND POWERS**

Revised Nov 2001

**Background:**

Historically, the "Calgary ECS Community Operators" (CCO) was an organization that served Calgary and surrounding regions, and provided guidance and direction for private, community-operated and other ECS programs not under city boards. Most of these ECS operators had a Board that made all administrative decisions, and a LAC that advised the Board on how to meet the needs of Children, Parents, Staff and community. The CCO no longer exists.

Our situation is unusual in that the Hounsfield Heights - Briar Hill Community Association serves as our Board (refer to our By-laws) and our LAC makes all the decisions except for dissolution.

**Policy:**

The LAC is responsible for the operation and administration of the Kindergarten.

**Guidelines:**

1. The LAC structure is as follows:
  - (a) The LAC Executive consists of the Chairperson, Vice-Chairperson, Treasurer, Secretary, Registrar and Community Liaison Person;
  - (b) The Leaders include (but are not limited to): Parent Volunteer Leader, Field Trip Coordinator, Nutrition Leader, Phoning Person, Fundraising Leader, Library Leader, Policy Leader, Clean-up Leader;
  - (c) There must be a Community Liaison Person who is the official Kindergarten liaison with the Hounsfield Heights - Briar Hill Community Association Board of Directors;
  - (d) All LAC positions (LAC Executive and Leaders) are voluntary.
2. The LAC reports to the Hounsfield Heights - Briar Hill Community Association Board of Directors (see Section 3.01 of By-laws).
3. The LAC is responsible to the Members of the Kindergarten (ie. to the Parent body of currently enrolled Children).
4. The LAC is elected or acclaimed at a General Meeting of the Members.
5. If any position is vacated (eg. resignation, expulsion) the LAC Executive may appoint a successor for the remainder of the year.
6. Removal of LAC Executive member(s) may be accomplished by a 2/3 vote of the Members.
7. The LAC has the support of the Program Coordinator who has a written contract with remuneration (honorarium), covering the following general responsibilities:

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

- (a) Ensure administrative continuity in the Kindergarten program;
- (b) Ensure all requirements of Alberta Learning are being met;
- (c) Act as a neutral liaison between Staff, Parents, LAC, relevant government departments and the community;
- (d) Be familiar with the duties of each LAC position and assist with same as necessary (see Job Descriptions Appendix).

### **Procedures:**

#### 1. Responsibilities of LAC (Executive and Leaders)

- (a) Fulfill the duties of each position, as listed in the Job Descriptions Appendix;
- (b) Provide input as required, to the Teacher(s) regarding program-related decisions;
- (c) Ensure that all Alberta Learning requirements are met to ensure funding for the program;
- (d) Develop, keep current and implement written policies.

#### 2. Responsibilities of the LAC Executive

- (a) Primary responsibility (with input from the Teacher) for:
  - staffing, including hiring a certified ECS Teacher
  - Teacher/student ratios;
- (b) Financial responsibility:
  - prepare a draft budget prior to September general meeting
  - make financial decisions consistent with the approved budget
  - investing surplus
  - apply for appropriate funding (See AEF, MMDC & SDC Policies)
- (c) Responsibility for Facility:
  - ensure all necessary arrangements are made for an adequate facility to house the program (eg. renew lease annually with CBE)
- (d) Deal with concerns/complaints about the program or Staff as follows:
  - receive and act on any report/recommendation from the Program Coordinator
  - receive and act on any written concern from any Parent
- (e) Ensure that registration for the upcoming year takes place (including deciding on class size with agreement from the Teacher).
- (f) Hold at least 2 General Meetings per year:
  - Spring Meeting (usually May): at which the LAC Executive and Leaders for the upcoming year are elected
  - Fall Meeting (usually September): at which the LAC Executive presents a budget, which the Members must vote on, and the program is explained to the Parents
- (g) Decide on days and hours of operation of the program (complying with Alberta Learning requirements)
- (h) Ensure that regular evaluations are conducted of the following:
  - program (see Vice-Chairperson's Job Description)
  - Staff (see TE and TA Policies)
  - Program Coordinator

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

- Children (see SE Policy)

- (i) Ensure health and safety regulations are followed.
  - (j) Enter into any service contract, as necessary. Several cost estimates and service quality will be considered before entering any contract. Problems with the service or contract will be addressed initially by the Chairperson. If there is no resolution the matter will be referred to the LAC Executive.
3. Nominations
- (a) Prior to the Spring General Meeting, the Program Coordinator, in consultation with the Teacher(s) and LAC, informally approaches potential LAC Executive members and Leaders for the upcoming year. Priority would be given to identifying potential candidates for Executive positions (people who have relevant experience/interest).
4. Elections
- (a) Are held at the Spring General Meeting, generally in May.
  - (b) LAC Executive positions are generally filled by parents/legal guardians of Children enrolled in the Kindergarten. Leaders could be other interested people.
  - (c) Positions may be filled by acclamation if uncontested.
  - (d) Refer to Bylaws, Section 4.01 re: voting. Conduct voting according to By-laws.
5. Meetings of LAC Executive
- (a) Called by Chairperson or designate as necessary, or planned by resolution at the immediately previous meeting.
  - (b) Should be once a month.
  - (c) Should be advertised to Parents in the monthly newsletter.
  - (d) A quorum shall be one more than half the LAC Executive. If there is not a quorum, then motions shall be tabled and ratified at the next meeting at which a quorum is present.
  - (e) All members of the LAC Executive except the Chairperson are entitled to one vote each. In the case of a tie, the Chairperson has one vote.
  - (f) Should be attended by the Teacher(s) and Program Coordinator.
  - (g) Are open to all Members as observers, who may speak to approved agenda items.
  - (h) In the case of an interim or emergency decision being required between meetings, the LAC Executive will be polled personally and the decision will require a quorum.
  - (i) Minutes shall be kept by the Secretary and shall include all financial decisions.
  - (j) Roberts' Rules of Order shall be referred to if necessary.
6. Orientation of New LAC
- (a) At least one joint executive meeting should be held (in June), at which:
    - outgoing LAC hands over job descriptions, files, copies of By-laws, Policies and Parent Handbook, etc. to incoming LAC and explains as much as possible;
    - outgoing LAC review the mandate of the program for the incoming LAC
    - incoming LAC Executive confirms hiring of Staff, if possible.

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

Reviewed by Policy Committee: February 10, 1999  
Approved by LAC Executive: March 11, 1999  
Revised, Reviewed and Approved: April 2000, Nov 2001  
Approved by the Board:

Replaces Policies 100.1, 100.2, 300.7, 400.1, 400.6, 400.7, 600.10, 600.12, 800.4

## **MEDICATION**

Approved April 1998, Revised Jan. 2009

### **Background:**

Every child deserves to feel safe and supported at school. This is particularly important for children with severe allergies or chronic medical conditions. There may be occasions when Children require medication.

### **Policy:**

The Teacher will not be responsible for the administration of medication except for children with identified chronic medical conditions.

In the case of a severe chronic medical condition, it is the responsibility of the Parent to inform the Registrar or Program Coordinator at the time of registration, or as soon as the condition is diagnosed. The Teacher may administer prescribed medication as needed.

In all other situations, Parents must advise the Teacher of a Child's need for medication and possible side effects and medication must be administered by a Child's Parent or a person designated by the Parent, other than the Teacher.

### **Guidelines:**

1. In the case of a severe chronic medical condition:
  - a) The Program Coordinator will arrange a meeting of the Parents, the Teacher and the Program Coordinator prior to commencement of classes or as soon as the condition is diagnosed. At the meeting, the Parents will provide a description of the medical condition and the circumstances and procedures for administration of the medication. Those attending the meeting will arrive at a mutually agreed upon procedure in writing for administration of the medication during class hours.
  - b) The Parents will provide up-to-date medication, clearly labelled with the Child's name and dosage, for the classroom and for out-of-class outings.
  - c) The parent must sign a "Consent for Care Of a Child with a Medical Condition" form (see attached), waiving responsibility of the Teacher and the program in the event of a medical crisis occurring during class hours.
  - d) Compliance with the above will be a requirement for acceptance into the program.
2. In all other situations the Parents should remove the Child from the classroom to administer medications.
3. Parents will be informed of medication policy through the Parent Handbook.

Reviewed by Policy Committee:	March 1996
Approved by LAC Executive:	February 26, 1998 and April 20, 1998
Revised by LAC Executive	May 2009

Replaces Policy 300.10

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT FOR CARE OF A CHILD WITH A MEDICAL CONDITION**

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_, give my consent to the Hounsfield Heights - Briar Hill Community Kindergarten for \_\_\_\_\_'s participation in all program activities of the Kindergarten as a registered child from September \_\_\_\_ through June \_\_\_\_.

I understand that \_\_\_\_\_'s teacher, Mrs. Scratch has attended a meeting with me/us to discuss the particulars of the child's medical condition and that we have together determined, in writing, the procedure to be followed in the event of a medical reaction occurring during program hours. I understand that Mrs. Scratch does not have medical qualifications and that she will carry out the agreed upon procedures within the limits of her abilities and circumstances.

We will not hold the Hounsfield Heights - Briar Hill Community Kindergarten responsible for any injuries or damages which may be suffered by \_\_\_\_\_ should the child suffer any medical reaction while involved in the Kindergarten program activities.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

## **MILDLY OR MODERATELY DISABLED CHILDREN**

Revised June 2001

### **Background:**

The Kindergarten believes that all Children have a right to receive an education appropriate to their needs. Alberta Learning provides funding additional to the Basic Instruction Grant to meet the exceptional needs of mildly or moderately disabled Children.

### **Policy:**

The Kindergarten will accept mildly or moderately disabled children into the program provided that:

- (a) The Teacher has the necessary skills to provide for the Child's special needs;
- (b) There is space available;
- (c) The physical environment of the classroom can accommodate the Child's special needs.

### **Guidelines:**

1. The Kindergarten will apply for Special Needs Grants in order to support the cost of providing exceptional educational services for mildly or moderately disabled Children, as per the procedures outlined in the Alberta Learning "Funding for School Authorities".
2. The Program Coordinator, along with the Treasurer, is responsible to ensure that Alberta Learning requirements for application and administration of the Special Needs Grants are met.
3. The Teacher is responsible for program development, programming and evaluation pertaining to the mildly or moderately disabled Child, with the assistance of any resource personnel that the Teacher feels to be necessary.
4. The Program Coordinator will serve as the liaison between Kindergarten and other agencies and individuals involved in meeting the Child's special needs.
5. In the case of Children under the care of Alberta Social Services, Kindergarten will adhere to guidelines set by Alberta Social Services pertaining to programming and obtaining of consents.

### **Procedures:**

1. The Program Coordinator must be informed by Staff who become aware that a Child registered to enter the program is or may be mildly or moderately disabled.
2. In situations where disability is suspected but not previously diagnosed, the Teacher will conduct in-class screening to determine the necessity for further evaluation.

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

3. The Program Coordinator will contact the Parent to discuss the Child's diagnosed or suspected disability and will request copies of any recent assessments or reports, and names of therapists or others currently involved in the Child's programming.
4. The Program Coordinator will obtain from the Parent a signed "Consent to Obtain Information" form (see attached) before obtaining information from other individuals or agencies involved in the Child's programming. This must be done at the beginning of the Child's year in the Kindergarten, if the Child has had any previous assessments.
5. The Program Coordinator will obtain from the Parent a signed "Consent to Release Information" form (see attached) to release information from our program to other individuals, agencies or schools who are or who will be involved in the Child's programming.
6. The Program Coordinator will obtain from the Parent a signed "Consent for Special Programming" form (see attached) authorizing Kindergarten to apply for a Special Needs Grant and develop programming to meet the Child's special needs. The Parent has the right to refuse or terminate special programming at any time. Such refusal must be received in writing.
7. If a Child requires an external assessment (e.g. for disruptive behavior, immature social and emotional development, speech delays, delays in fine or gross motor skill development, delayed cognitive performance), the Program Coordinator will obtain from the Parent a signed "Consent for External Assessment" form (see attached) authorizing the Kindergarten to obtain further professional assessments or intervention to meet the Child's special needs. Such Child will be referred first to the Calgary Rocky View ECS Alliance, which has access to Student Health Initiative funding. If further assessments are required, the Kindergarten will follow directions and recommendations given by the personnel working on behalf of the Calgary Rocky View ECS Alliance.

If a Child entering the Kindergarten has had previous assessments, the reports from such assessments will be accepted. In such a case, the "Consent to Obtain Information" form must be signed by the Parent at the beginning of the year (see Procedure 4).

External assessments should be obtained as early in the term as possible.

8. The Program Coordinator, following consultation with the Teacher, will make recommendations to the LAC Executive regarding the hiring of any Instructional Aides to provide direct service to the Child.
9. If a Child is identified as having special needs, the Program Coordinator will apply for appropriate funding from Alberta Learning.
10. The grant application(s) will be assumed to have been approved unless expressly informed otherwise by Alberta Learning.
11. Grant monies will be used to benefit the Child through assistance, program planning and

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

- evaluation, teaching materials, parental assistance or other services or supplies to meet the Child's special needs.
12. The Treasurer will keep a separate accounting of disbursements from the Special Needs Grant.
  13. An Individualized Program Plan (IPP) will be developed by the Teacher, Aide and Program Coordinator, with input from Parents and relevant resource personnel on the basis of recommendations arising from screening and assessment data.
  14. If an IPP is already in place through another agency, the Teacher will implement that plan in the classroom setting if appropriate.
  15. Programming will be provided in the least restrictive learning environment possible.
  16. Any special programming will take into account the total class population and the availability of physical, material and human resources.
  17. The Child's progress will be reviewed at least monthly by the Teacher and a written note placed in the Child's file.
  18. Conferences to discuss the Child's progress with Parents and other team members will be arranged as often as necessary by the Program Coordinator.
  19. Kindergarten Staff will make every effort to attend, upon invitation, case conferences held by other agencies to discuss the Child's progress.
  20. All information pertaining to assessments and special programming will be held confidential in the Teacher's file for that Child. Access to the file shall be limited to the Teacher and Program Coordinator and the Child's Parents.
  21. Kindergarten Staff may be given the opportunity to receive additional inservice training to better meet the needs of the mildly or moderately disabled Child.
  22. The Teacher, Aide(s) and Program Coordinator with input from the Parents and other team members, will develop a long-term plan for each mildly or moderately disabled Child. Following receipt from the Parent of "Consent to Release Information" form (see attached) this plan will be discussed with the school that will receive the Child in Grade 1.

Reviewed by Policy Committee: January 21, 1998  
Approved by LAC Executive: April 20, 1998  
Revised by LAC Executive: June 2001  
Reviewed and Approved by Board:

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT TO OBTAIN INFORMATION**

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_, give my consent to release any and  
all medical records, preschool reports, speech, physical therapy, psychological and/or educational  
assessment reports or test results to Hounsfield Heights - Briar Hill Community Kindergarten, for  
use in planning for \_\_\_\_\_'s special needs in the  
program.

Signed:\_\_\_\_\_

Witnessed:\_\_\_\_\_

Dated:\_\_\_\_\_

School Year:\_\_\_\_\_

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT TO RELEASE INFORMATION**

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_, give my consent to release any and  
all reports and records from the Hounsfield Heights - Briar Hill Community Kindergarten to  
\_\_\_\_\_, for use in assessment and/or planning  
for \_\_\_\_\_'s special needs.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

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**CONSENT FOR SPECIAL PROGRAMMING**

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_, give my consent to the Hounsfield  
Heights - Briar Hill Community Kindergarten to apply for funding in addition to the Basic  
Instructional Grant, in order to support the cost of providing exceptional educational services for  
\_\_\_\_\_.

I understand that the Hounsfield Heights - Briar Hill Community Kindergarten will develop  
programming to meet \_\_\_\_\_'s special needs, and  
will keep me informed of the nature of such programming.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT FOR EXTERNAL ASSESSMENT**

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_, give my consent to the Hounsfield  
Heights - Briar Hill Community Kindergarten to arrange for the following assessment or  
intervention to assist in developing programming to meet \_\_\_\_\_'s  
special needs:

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

I understand that the Hounsfield Heights - Briar Hill Community Kindergarten will keep me  
informed of the nature and results of such assessment(s) and/or intervention(s).

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

## **POLICY DEVELOPMENT AND REVIEW**

Approved June 1997, revised Jan. 2009

### **Background:**

The policies of the Kindergarten must be compatible with those of Alberta Education and in a format dictated by Alberta Education. Policies are required for all government grants, as well as for evaluation of the program, Children, Teacher and Staff.

### **Policy:**

The Kindergarten will develop policies which will reflect the goals of the Kindergarten and the expectations of its Members. To ensure the smooth operation of the educational program, policies will be developed by a Policy Committee. Existing policies will be reviewed to ensure that they continue to meet the needs of the Kindergarten.

### **Guidelines:**

1. A Policy Committee ("Committee") will be struck by the Fall General Meeting.
2. The Committee will consist of at least three members, including the Policy Leader, the Teacher and the Chairperson. The ongoing Program Coordinator will attend all Committee meetings to ensure continuity.
3. The Committee will meet by the end of January to review existing policies and identify those, if any, in need of revision. A Revisions section will be placed at the back of the Operations Manual identifying dates of reviews and/or revisions for each policy. The Committee will identify needs regarding policy development for the year. The Committee will consider input from the LAC, Staff, Board and Members as to policies needed.
4. The Committee will gather information pertinent to policy needs from Alberta Learning, current literature, other E.C.S. programs and other volunteer associations.
5. Each policy will be typed single-spaced. It will consist of:

Title

Background - why - the reason for the policy

Policy - what is intended - a philosophical statement

Guideline - what is to be done - indicates the framework to carry out the policy

Date of Approval/Revision

Each policy will be reviewed by the LAC Executive to ensure the style is consistent with the general style adopted by the Operations Manual.

6. The Committee will provide to the LAC Executive the proposed policy in writing prior to the next LAC Executive meeting.

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7. The proposed policy will be revised as necessary by the LAC Executive and approved or sent back to the Committee for further work.
8. Upon approval by LAC Executive, copies of the dated policy will be included in the Operations Manual. A copy of the Operations Manual will be given to the LAC Executive, the Teacher, and a copy will be kept in the classroom.
9. The Committee will develop new policies throughout the year as the need arises, following guidelines 3 through 8.

Reviewed by Policy Committee:  
Approved by LAC Executive:

February 10, 1997  
June 10, 1997

Replaced Policy 300.8 and 400.3

**PRIVACY POLICY**  
(Subsumes Information Storage Policy)  
Approved May 2009

**Background:**

Hounsfield Heights – Briar Hill Community Kindergarten is committed to safeguarding the personal information entrusted to us by kindergarten families and staff. We manage your personal information in accordance with the Personal Information Protection Act (PIPA) of Alberta. The information that is collected is essential to the effective and efficient operation of the Kindergarten.

**Policy:**

The Kindergarten will use all reasonable means to comply with PIPA in protecting your personal information in its collection, storage and destruction. A copy of this policy is provided to any Kindergarten parent on request.

What is personal information?

Personal information means information about an identifiable individual. This includes the parents' names and addresses, the child's name, home address and phone number, age, gender, allergies, and family status and parental access, etc.

**Guidelines:**

1. **Personal Information Collected: The Kindergarten will only collect the personal information that we need for the purposes of fulfilling our obligations to the Kindergarten children and their families, to Alberta Education, to the Calgary Board of Education in which our Kindergarten leases space, to the HHBH Parent-Child Co-op Playschool, Briar Hill Children's Program, and to Briar Hill School personnel, including information needed to:**
  - Register the child with Alberta Education
  - Apply for funding to Alberta Education
  - Complete report cards
  - Make assessments of each child's learning
  - Ensure the child's health and safety
  - Access to the Briar Hill School Library
  - Assist in Grade 1 placements at Briar Hill School
  - Complete Alberta Education funding reports
  - Contact parents when necessary
  - Notify families of upcoming events
  - Notify families of the need for volunteers
  - Allow families to contact each other (Class phone list)
  - Meet field trip requirements
  - Enable the administration of the program

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2. Consent: The purpose for and intended use of the personal information shall be stated when consent is sought. We normally ask families to provide consent in writing. For example, the information requested on the registration form is required to fulfill funding applications and reports with Alberta Education and/or to administer the Kindergarten program. By signing the form you are providing consent. Separate handouts, for volunteering or class phone lists for example, are appended to the Registration form indicating separate consent to these requests. We may assume consent in cases where you volunteer information for an obvious purpose, providing us with a new phone number, for example.
3. A family may withdraw consent to the use and disclosure of personal information at any time, unless the personal information is necessary for us to fulfill our legal obligations. We will respect your decision, but we may not be able to provide you with certain services if we do not have the necessary personal information.
4. We may collect, use, or disclose personal information about a family without consent where required by law. For example, we are required to provide information requested by Alberta Health Region to AHR upon their submission of a written request.
5. Use and Disclosure of Personal Information: Unless specifically allowed by law, the Kindergarten shall obtain consent to collect, use and/or disclose personal information from parents, students, volunteers, staff or any other person. Most information is collected through the registration form. We generally seek separate consent for information not required by law or to administer the program. For example, we seek separate signed consent to produce a class phone list which we distribute for the benefit of the families. If you do not consent to this, your information will not be included in the phone list distributed to families.
6. Personal information shall be used only for the purpose stated when it was collected unless consent is obtained for an alternative use.
7. Safeguarding Information: The Kindergarten personnel will take every measure to treat confidential information with sensitivity. (See Appendix 1).
8. The Kindergarten shall ensure that all personal information collected (both in paper and electronic format) is accurate, protected from unauthorized access, and destroyed safely once it is no longer needed as per provincial or federal legislation.
9. All LAC executive members will adhere to PIPA with respect to Kindergarten information to which they are privy, including but not limited to personal information of students and staff.
10. Access to Information: The Kindergarten shall be responsible for responding to questions about personal information. The Program Coordinator is the designated Privacy Officer of the Hounsfield Heights – Briar Hill Community Kindergarten. If you have a question or concern about any collection, use or disclosure of personal information by the HHBH

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Community Kindergarten, or about a request for access to your own personal information, please contact:

Program Coordinator

Marsha Fehr

403-284-3598

Email: [mfehr@telusplanet.net](mailto:mfehr@telusplanet.net).

If you are not satisfied with the response you receive, you should contact:

Office of the Information and Privacy Commissioner of Alberta

403-297-2728

Email: [generalinfo@oipc.ab.ca](mailto:generalinfo@oipc.ab.ca)

**Appendix to Privacy Policy: Procedures for Safeguarding Information**

1. All historic documents will be stored on site in a locked file cabinet. The Teacher and Program Coordinator will hold keys to the cabinet.
2. All electronic information will be erased from LAC executive computers following the completion of their term on LAC.
3. Documents for the current year are under the purview of the appropriate personnel:
  - a. The Teacher will be responsible for
    - i. Maintaining the student record as defined in the School Act.
    - ii. Complying with the School Act with respect to forwarding original student records to another school whether in province or outside Alberta.
    - iii. Filing class lists in the designated secure location. Class lists are kept for 7 years.
    - iv. Shredding class lists that are 7 years old when a new year is added.
  - b. The Treasurer is responsible for maintaining all financial records and source documents for the current fiscal year.
  - c. The Bookkeeper is responsible for
    - i. Filing hard copies of financial records and source documents in the designated secure location and retaining them for 7 years.
    - ii. Shredding the “oldest” documents at year end, i.e. in Nov 2009, destroying the documents pertaining to 02-03.
  - d. The Program Coordinator will be responsible for
    - i. Collecting and maintaining all documents pertaining to the administration of the Kindergarten and shall include but is not limited to: electronic files, lease, insurance, inspections, permits, Teacher contracts and TPGPs, Teacher Aid evaluations, current policies, and current bylaws.
    - ii. Filing /storing in the designated secure location the following documents for 3 years: lease, insurance, inspections and permits; this includes shredding all documents outside the 3 year range.
    - iii. Filing / storing the following documents for 7 years: electronic files, Teacher contracts and TPGPs, Teacher Aid Evaluations, Bookkeeper contracts and shredding all documents outside the 7 year range.
    - iv. Filing applications for Alberta funding for 7 years from the end of the last tax year to which they apply and shredding all documents outside the 7 year range.
    - v. Storing indefinitely policies (current and previous) and by-laws (current and previous) in a designated secure location.
  - e. The Secretary will be responsible for
    - i. Recording minutes for all LAC executive meetings and General Parent meetings for the current year
    - ii. Ensuring each set of minutes has been appropriately verified by the Chair and Secretary.
  - f. The Chairperson will be responsible for
    - i. Maintaining all current correspondence
    - ii. Filing / storing correspondence for 3 years in designated secure location
    - iii. Filing / storing Program Coordinator contracts and evaluations for 7 years in designated secure location
  - g. The Registrar will be responsible for

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- i. Collecting student information and forwarding it to the Teacher
- ii. Compiling a class list and providing it to the Teacher
- iii. Destroying all electronic and paper files upon completion of her/his year.

## **PROGRAM COORDINATOR EVALUATION**

Approved April 2000

### **Background:**

The Program Coordinator position has existed for many years. Since 1998, a written contract is in place and the position receives remuneration in the form of an honorarium. The Kindergarten recognizes that the Program Coordinator evaluation is essential for the organization and maintenance of a high standard of overall program delivery. It is necessary to record the methods and rationale for the Program Coordinator evaluation to ensure the incoming LAC Members are made aware of their responsibility in this area.

### **Policy:**

Every two years, the Program Coordinator will be evaluated. Those involved directly in this evaluation will include the Teacher, the Chairperson and a representative from the Policy Committee. The purpose of the evaluation is:

1. To determine the suitability of the Program Coordinator for our particular Kindergarten program; and
2. To provide the Program Coordinator with feedback, the opportunity for personal development and growth and to improve the quality and delivery of Program Coordinator services to the Kindergarten.

### **Guidelines:**

1. The LAC Executive will monitor all evaluation procedures and outcomes.
2. The Program Coordinator will be consulted in the development of evaluation policy, guidelines, procedures and evaluation criteria.
3. Evaluation activities will not be implemented without prior notification to the Program Coordinator.
4. Evaluation will take place every two years, before April 30th of the second year the incumbent is in the position.
5. Written reports arising from any evaluation will be placed in the Program Coordinator's Evaluation file, to be kept by the Chairperson.
6. The Program Coordinator will receive a copy of any written reports. Written reports will be discussed with the Program Coordinator and signed by the evaluator(s) and the Program Coordinator. Signature of the Program Coordinator will not necessarily indicate his/her concurrence with the report, but rather an awareness of the contents. Any Program Coordinator's written comments will be appended to the report.

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### **Procedures:**

1. The Program Coordinator Evaluation Committee (PCEC) consists of the Chairperson, Teacher and one representative of the Policy Committee. The PCEC's responsibilities are as follows:
  - (a) Chairperson:
    - i) coordinates the formal evaluation process and ensures other individuals involved in the evaluation are familiar with Kindergarten philosophy, provincial guidelines and program objectives;
    - ii) collects feedback from all members of the LAC Executive and relevant Leaders;
  - (b) Teacher: be available for providing informal feedback throughout the school year;
  - (c) Policy Committee Representative: be available for providing informal feedback throughout the school year.
2. Arrangements for formal evaluation will be made by the Chairperson. LAC Executive-approved evaluation criteria will be provided to the PCEC prior to any formal evaluation. The Chairperson will arrange for the PCEC and the Program Coordinator to discuss evaluation results both before and after preparation of the written report.
3. When any evaluation suggests that remedial measures of the Program Coordinator's performance are necessary, an action plan will be discussed and reviewed with the Program Coordinator and will form part of the written report by the Chairperson. Clear expectations with necessary supports and the reassessment deadline will be included.
4. Appeal Procedure:
  - (a) In the event that the Program Coordinator feels an evaluation to be unfair for whatever reasons, an appeal may be made to the Chairperson in writing, within thirty (30) days of the report being placed on file, including an explanation of the dissatisfaction and requesting re-evaluation;
  - (b) The Chairperson will attempt to resolve the difference of opinion at a meeting with the Program Coordinator;
  - (c) Resolution of the appeal will be made as soon as possible and within thirty (30) days. Resolution of the appeal will include written recommendations for action;
  - (d) The Chairperson reserves the right to make the final decision about implementation of the recommendations;
  - (e) Application of mediation as stipulated in the Dispute Resolution policy.
5. The termination of the Program Coordinator's contract may take place only on the authority of the LAC Executive.
6. The Evaluation File is available at any time to the Program Coordinator and the Chairperson

Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual  
of the LAC Executive.

Reviewed by Policy Committee: April 3, 2000  
Approved by LAC Executive: April 13, 2000

## **PROGRAM DESIGN**

Approved June 1997, revised Jan. 2009

### **Background:**

The Kindergarten program will be designed to provide additional program enhancements beyond the minimum guidelines established by Alberta Education. Parent volunteers are relied upon to administer the program along with a paid Teacher. The Kindergarten program will provide program enrichment through the use CBE facilities as approved by CBE (the library, the gymnasium, the playground); the community park (Green Park); professional community resources (eg. Calgary fire department, Calgary Public library, public health nurses); non-professional community resources (parents or staff with special skills or interests); and field trips throughout the year.

### **Policy:**

The program will involve the Children, Parents, Kindergarten Staff, CBE Staff and the community in a positive manner to enhance the Children's social, emotional, physical and intellectual needs.

### **Guidelines:**

1. Read and understand (implement) Alberta Education's guidelines for curriculum and to create instructional Goals
  - a) The Teacher will keep abreast of any new developments, in the area of instruction, via Alberta Learning's manuals and updates.
2. Create positive and attainable goals for the Parent component of the program.
  - a) The Parents of Kindergarten Children will be encouraged to volunteer in the classroom and on field trips on a regular basis.
  - b) Parents will be asked to share their skills and talents with the Kindergarten Children.
3. Include resources from the community through in-class visitors and field trips.
  - a) Resource people from the community will bring their special talents and skills to the classroom.
  - b) The Kindergarten Children will go on field trips each year to see the community first hand.

Reviewed by Policy Committee:	February 27, 1997
Approved by LAC Executive:	June 10, 1997
Approved by LAC Executive:	May 2009

Replaces Policy 200.2 and 200.3

## **PROGRAM ENHANCEMENT FEES**

Revised May 2001

### **Background:**

The Kindergarten, in its commitment to providing the highest possible quality of education to the Children, may, when necessary, raise funds in addition to grants received from Alberta Learning. Registration fees and yearly program enhancement fees collected from Parents with Children in the program constitute one such additional source of income and may be used to cover additional costs of offering more than the basic Early Childhood Services Program.

### **Policy:**

The Kindergarten may charge a registration fee and/or a yearly program enhancement fee to be paid by the Parents of each Child enrolled in the program.

### **Guidelines:**

1. It is the responsibility of the LAC Executive to determine registration and program enhancement fees for the following academic year whether or not these fees will be charged, and if so, the amount(s).
2. It is advisable for the LAC Executive to inform Parents as early as possible of the costs of the program for the following year.

### **Procedures:**

1. The registration form will note that the registration fee is non-refundable, and is payable at the time of registration..
2. At the time registration occurs, the Parents will be informed of the current fees and the methods of payment. The Parents will be informed that these fees may be subject to change.
3. The LAC Executive will determine the fees each year after government funding, class size, staffing and other budgetary considerations are known.
4. The LAC Executive and the Teacher will prepare a budget prior to the September General Meeting. The LAC Executive will be responsible for applying for grants, presenting a budget to Members and the government of Alberta, Department of Education. The Members will approve the budget annually.
5. If required, Parents will submit to the Treasurer at the September General Meeting, program enhancement fees for the year as follows:
  - (a) One payment for the first and last months, being September and June; and
  - (b) Eight post-dated cheques dated the first of each month, October through May.

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6. For applications after September 30, full payment of program enhancement fees as per Procedure 5 will be required before the Child is enrolled. In the event that a Child enters the program after the first weekday of the month, the monthly program enhancement fee shall be prorated - calculated by the number of weekdays in that month.
7. If a Child is withdrawn from the program, program enhancement fees will be refunded for all months following the month in which the Child last attended, provided all dues and fees are current. It is the responsibility of the Parent to inform the Program Coordinator of withdrawal, by thirty (30) days written notice.
8. Non-payment of fees will be documented and dealt with in a four step process:
  - (a) The Treasurer will inform the Program Coordinator if a Parent has not paid the fees by the end of each month, or if a cheque is returned because of insufficient funds;
  - (b) A charge will be levied for N.S.F. (Non-Sufficient Funds) cheques, in an amount to be determined by the Treasurer, commensurate with bank fees and/or current penalty charges;
  - (c) In the event of a N.S.F. cheque, written notice will be sent immediately requesting:
    - (i) full payment in cash, money order, or certified cheque; or
    - (ii) the Parent to contact the Treasurer with an explanation outlining the reasons for the N.S.F. cheque.If one of these options is not met by the end of the month, the Child will not be allowed to return to the program until all fees are paid. The Program Coordinator and Treasurer will determine a payment schedule with the Parents, if necessary.
  - (d) In the event that a second N.S.F. cheque is received within one school year, written notice will be sent immediately requiring that all past-due fees and all future fees be paid in cash, money order, or certified cheque;
  - (e) If fees are not paid on cash accounts by the end of the fifth school day or prior arrangements have not been fulfilled, the Treasurer will inform the LAC Chairperson and the Program Coordinator. The Chairperson may ask the Parent to withdraw the Child from the program, following LAC Executive approval;
  - (f) Each case will be determined on its own merit.

Reviewed by Policy Committee:

February 27, 1997

Approved by LAC Executive:

June 10, 1997

Revised, Reviewed

and Approved by LAC Executive

Apr 2000, May 2001

Replaces Policy 700.1

## **PROGRAM EVALUATION**

Approved Nov 1999

### **Background:**

The Kindergarten is responsible for ensuring that the highest possible quality of education is provided for Children in the program. Continual review of programs offered is necessary to determine if objectives are appropriate and contributing to Children's learning in an efficient and effective manner.

### **Policy:**

The Kindergarten will adopt an ongoing program evaluation and will use the results of evaluations to improve the quality of education provided.

### **Guidelines:**

1. The main purpose of program evaluation is to identify strengths and weaknesses in meeting objectives, in order to facilitate revisions and improvements within the program.
2. Programs and program components will be evaluated on the basis of the beliefs and principles outlined in the Alberta Learning document "Kindergarten Program Statement".
3. The Vice-Chairperson and Staff will determine the aspects of the program to be evaluated and the format for such evaluation each year.
4. The Chairperson and Staff will be responsible for the establishment, maintenance and updating of all evaluation methods. Such tasks may be delegated to individual LAC members or to a subcommittee.
5. The results of educational programming and program evaluations will be communicated to Alberta Learning through the Annual Education Report and will also be posted for a period of 2-3 months on the parent bulletin board.

### **Procedures:**

1. By November 30 of each year, the Vice-Chairperson will seek input from Staff and LAC as to which program(s) and/or program component(s) should be evaluated in that year. Areas for consideration of evaluation include:
  - (a) Children's program
  - (b) Facilities and equipment
  - (c) Parent involvement
  - (d) Communication
  - (e) Staff development
  - (f) Community involvement
  - (g) Special needs

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- (h) Organization and administration
  - (i) Finance
2. The Vice-Chairperson, along with Staff, will develop criteria to evaluate the effectiveness of the selected program(s) and/or program component(s) in achieving the stated goals and objectives. This would include delineating the questions to be answered, selecting a format for evaluation (ie. interviews, checklists, etc.), choosing evaluation participants and developing timelines.
  3. The Vice-Chairperson, in consultation with the Program Coordinator, is responsible for collating the evaluation results and preparing a written report, containing both commendations and recommendations for improvement.
  4. The program evaluation report will be forwarded to the LAC Executive, Staff and incoming Chairperson and selected information will be included in the Annual Education Report.
  5. The Program Coordinator is responsible for maintaining a file of completed evaluations and a record of follow-up activities.
  6. The Program Coordinator is responsible to ensure that evaluation materials are passed on to the appropriate incoming LAC member(s).
  7. The Program Coordinator is responsible to liaise with relevant Staff or LAC member(s) to ensure that program plans for the upcoming year take into account the recommendations from program evaluations.

Reviewed by Policy Committee: March 1, 1999  
Approved by LAC Executive: November 30, 1999

## **REGISTRATION**

Revised May 2009

### **Background:**

The Kindergarten believes that all Children have the right to receive an education appropriate to their needs. The registration and enrolment of Children into the Kindergarten program will occur within the parameters set by Alberta Education. This policy outlines the principles governing the registration process. Refer to the Appendix for summary description of the Registrar's role and contact the Kindergarten Program Coordinator for detailed information on the Registration process and the roles and responsibilities of the Registrar (contained in the Registrar resource manual).

### **Policy:**

Each year registration will occur in an equitable manner, on a first-come, first-served basis subject to the Kindergarten eligibility rules. The days and hours of operation will be set each year by the LAC Executive and in accordance with Alberta Education requirements. Registration fees and program enhancement fees are determined annually by the LAC Executive. The LAC and Staff will provide information to the Parents regarding program philosophy, goals, and administrative structure (usually at a Parents' general meeting in May).

### **Guidelines:**

#### **Eligibility:**

1. Children eligible for the program are those who:
  - (a) qualify for Alberta Education funding in Kindergarten; or
  - (b) have alternative funding; and
  - (c) turn five (5) on or before March 1 of the winter during which they are in the program.
2. Registrations will be accepted on a 1<sup>st</sup> come, 1<sup>st</sup> served basis, according to the following **eligibility priorities**:
  - (a) Children residing within Hounsfield Heights-Briar Hill community boundaries and CBE's Briar Hill school boundaries;
  - (b) Children who live outside the community boundaries, who have siblings in Briar Hill School;
  - (c) Children who live outside the community boundaries, who have been involved in either Briar Hill Children's Programs or Hounsfield Heights Briar Hill Playschool;
  - (d) Everyone else.

**NB.** Once the above priorities have been taken into consideration, a Child cannot be denied access to the program simply because of where he/she resides.

3. For currently registered Children whom the Teacher feels would benefit from a second year in Kindergarten, space will be reserved on the class list. Parents of those Children have until one week following June interviews to complete a registration form and pay registration fees to maintain their space.

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### **Process:**

1. Each registration must be delivered in person. Only one registration per person (Parent or designate) will be accepted except in the case of siblings. Information on Registration forms and required information is detailed in the Registrar resource binder.
2. Registration forms will be consecutively numbered as parents arrive on evening of registration, or subsequently as they arrive after that evening.
3. Any incoming Children must be fully registered with the Registrar and assigned to a specific class prior to entering the class.

### **Late Enrolment (for potential registrants after Sept 30):**

1. Any such Children must meet the Alberta Education requirements for eligibility.
2. Acceptance of Children into the program after the date set by Alberta Education on the Enrolment Report forms will be determined by the Teacher and the Program Coordinator. Special circumstances for acceptance will be considered by the LAC Executive.
3. For applications after November 1, the Program Coordinator will request that a brief report from the Child's previous Kindergarten, E.C.S., preschool or daycare placement be provided at the time of application.
4. The program will accept unfunded Children after September 30.
5. Parents of Children accepted into the program between April 30 and May 30 will be informed by the Program Coordinator that the limited time to be spent in the program will provide socialization with future classmates but will not allow time for our Teacher to make assessment or placement decisions. The Parents should seek such information from the Child's previous Teacher.
6. No new registrants will be accepted after May 30.

### **Waitlist:**

1. The Registrar will maintain a wait list according the Kindergarten eligibility priorities and fill spaces as they become available.
2. Anyone on the waitlist will be kept informed of their status, by the Registrar.
3. If a space becomes available before September 30, the Registrar will notify the Parent at the top of the waiting list and that person will be given forty-eight (48) hours to provide a complete registration.
4. If the Registrar is unable to contact that person within a reasonable time, the next person will be called and the top person will remain at the top of the list.
5. During the first week of classes, the Registrar will contact the names on the waiting list, and explain our policy regarding enrolments after September 30.

### **Notification:**

1. The LAC Executive will make appropriate staffing decisions by June 30, if possible, based on enrolment.
2. On a date determined by the LAC Executive, the class list will be confirmed, based on the eligibility priorities.
3. Children will be assigned to a Class by the Teacher by the end of June, if possible, with these considerations:
  - a) Any special request will be taken into consideration, but cannot be guaranteed.
  - b) Children of LAC members may be divided as equally as possible between classes.

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- c) Boys and girls may be divided as equally as possible between classes.
  - d) Children turning five (5) years of age in January/February may be divided as equally as possible between classes.
  - e) Placement of identified special needs Children will be at the discretion of the Teacher.
4. If a Child is withdrawn from/added to the program, the Registrar, Teacher and Program Coordinator must be notified. It is the Program Coordinator's responsibility to notify Alberta Education.
  5. If Parents withdraw a Child from the program for whatever reason the Teacher will prepare a written report that the Parents may pass on to their next Kindergarten Teacher provided adequate written notice is given.

Reviewed by Policy Committee:  
Approved by LAC Executive:  
Revised, reviewed  
and Approved by LAC Executive

February 10, 1997/Feb 18/98  
June 10, 1997/June 15/99

April 2000, May 2001, May 2009

Replaces Policy 100.3, 100.5, 300.1

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT TO PARTICIPATE IN PROGRAM**

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_, give consent for my child to take part in all of the activities in the Hounsfield Heights - Briar Hill Community Kindergarten program should he/she choose to do so.

I understand that, during the time that \_\_\_\_\_ is in attendance in the classroom, the Teacher cannot exclude \_\_\_\_\_ from participating in any parts of the program which I may find objectionable due to my religious beliefs.

I will inform \_\_\_\_\_'s Teacher if he/she will be absent for a program activity for the above reason.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

## **SECURITY CLEARANCE for STAFF and CONTRACTORS**

Approved May 2001; Revised April 2005 / June 2007

### **Definition of terms specific to this policy:**

"Criminal Record" means a statement of all convictions registered under any federal Act or regulation and for which an official pardon granted under Section 3 of the Criminal Record Act has not been granted.

"Security Clearance" means a certified disclosure of a criminal record check.

### **Policy:**

In order to ensure and maintain a safe and secure learning and working environment, the Kindergarten will require all Staff, including the Bookkeeper and Program Coordinator, to apply for a Security Clearance and provide the results to the Kindergarten according to the procedures below.

The Security Clearance is required on application for new positions.

If the Security Clearance discloses a Criminal Record, the applicant's suitability for the position will be reviewed.

### **Procedures:**

- 1 As a condition of employment, all Staff, the Program Coordinator, and the Bookkeeper must apply for a Security Clearance through the Calgary Police Service (CPS) and must provide the Kindergarten (per Procedure 2) with the original document(s) from the CPS resulting from this application.
- 2 Teacher(s) or Teacher Aide(s) or the Bookkeeper must show their document(s) to the Program Coordinator, who must keep a record of the Security Clearance process in each Staff file and in the Bookkeeper's. The Program Coordinator must show his/her document(s) to the Chairperson, who must keep a record of the Program Coordinator's Security Clearance process on file. The original documents will be returned to the individual.
- 3 The Kindergarten shall reimburse the fee for the application to CPS to the applicant if the applicant is employed by the Kindergarten for a minimum of 3 months. NB. A receipt is required.
- 4 If a Security Clearance discloses a Criminal Record for a Teacher, a Teacher Aide, a Bookkeeper or an applicant for one of these positions, then the Program Coordinator will review the applicant's suitability for the position based on Procedure 6.
- 5 If a Security Clearance discloses a Criminal Record for the Program Coordinator, then the Chairperson will review the person's suitability for the position based on Procedure 6.

## Hounsfeld Heights – Briar Hill Community Kindergarten Policy Manual

- 6 The review will be based on the following factors:
  - a. the type of charge or offence;
  - b. the age of the charge or offence;
  - c. the type of work the position involves;
  - d. whether the Criminal Record impacts on the applicant's ability to perform those duties;
  - e. whether the behaviour associated with the offence(s) if repeated will pose a threat of physical or sexual abuse to Children or others;
  - f. any other factor(s) determined to be relevant.
- 7 Based on the results of the Security Clearance, if an applicant is determined to be unsuitable for their position, then the applicant will not be considered for employment.
- 8 Criminal convictions of Staff members or Contractors during their employment with the Kindergarten, subsequent to the date of security clearance, will be subject to Procedures 4, 5 and 6 above.
- 9 If a Staff person or Contractor is charged with an offence under the Criminal Code of Canada, he/she may be suspended from his/her position depending on the nature of the offence and its relationship to his/her duties.
- 10 If a Staff person or Contractor is convicted of any criminal offence under the Criminal Code of Canada, his/her position with the Kindergarten may be terminated.
- 11 All information regarding Security Clearances is strictly confidential and may only be disclosed in accordance with the Freedom of Information and Protection of Privacy Act.

Reviewed by Policy Committee:	January - May 2001
Approved by LAC Executive:	May 24, 2001
Revised by LAC Executive:	April 14, 2005
Revised by Policy Committee:	June 1, 2007
Approved by LAC Executive:	June 6, 2007

## **SEVERELY DISABLED CHILDREN**

Approved April 1998

### **Background:**

The Kindergarten believes that all Children have a right to receive an education appropriate to their needs. Alberta Learning provides funding additional to the Basic Instruction Grant to support the costs of providing educational services to severely disabled Children.

### **Policy:**

The Kindergarten will accept severely disabled children into the program provided that:

1. The Teacher has the necessary skills to provide for the Child's special needs.
2. Enrolment permits.
3. The physical environment of the classroom can accommodate the Child's special needs.
4. The number of severely disabled children does not exceed one (1) per class.

### **Guidelines:**

1. The Kindergarten will apply for Program Unit Funding in order to support the cost of providing educational services for severely disabled Children, as per procedures outlined in Alberta Learning "Funding for School Authorities" manual.
2. Considerations and Requirements as detailed in the "Funding for School Authorities" manual will be followed.
3. The Program Coordinator, along with the Treasurer, is responsible to ensure that Alberta Learning requirements for application and administration of the Program Unit Funding are met.
4. The Teacher is responsible for program development, programming and evaluation pertaining to the severely disabled Child, with the assistance of any resource personnel felt to be necessary. Programming is to be in accordance with the "Funding for School Authorities" manual.
5. The Program Coordinator will serve as the liaison between Kindergarten and other agencies and individuals involved in meeting the Child's special needs.
6. In the case of Children under the care of Alberta Social Services, Kindergarten will adhere to Alberta Social Services' guidelines pertaining to programming and obtaining of consents.
7. Children being served by other agencies under Program Unit Funding may be accepted into the program on a fee-for-service basis, with each request considered on an individual basis.

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

### **Procedures:**

1. Procedures pertaining to eligibility, requirements and accounting will be as described in the "Funding for School Authorities" manual.
2. The Program Coordinator must be informed by any Staff member who becomes aware that a Child registered to enter the program is or may be severely disabled.
3. The Program Coordinator will contact the Parent to discuss the Child's diagnosed or suspected disability and will request copies of any recent assessments or reports, and names of therapists or others currently involved in the Child's programming.
4. The Program Coordinator will obtain from the Parent a signed "Consent to Obtain Information" form (see attached) before obtaining information from other individuals or agencies involved in the Child's programming.
5. The Program Coordinator will obtain from the Parent a signed "Consent to Release Information" form (see attached) to release information from our program to other individuals, agencies or schools who are or who will be involved in the Child's programming.
6. The Program Coordinator will obtain from the Parent a signed "Consent for Special Programming" form (see attached) authorizing Kindergarten to apply for a Program Unit Grant and develop programming to meet the Child's special needs. The Parent has the right to refuse or terminate special programming at any time. Such refusal must be received in writing.
7. The Program Coordinator will obtain from the Parent a signed "Consent for External Assessment" form (see attached) authorizing Kindergarten to obtain further professional assessments or intervention to help determine or provide for the Child's special needs. Such assessments should be obtained as early in the term as possible.
8. The Program Coordinator, following consultation with the Teacher, will make recommendations to the LAC Executive regarding the hiring of any Instructional Aides to provide direct service to the Child.
9. The Treasurer will keep a separate accounting of disbursements from the Program Unit Funding.
10. An Individualized Program Plan (IPP) will be developed by the Teacher, Aide and Program Coordinator, with input from Parents and relevant resource personnel, on the basis of recommendations arising from screening and assessment data.
11. If an IPP is already in place through another agency, the Teacher will implement that plan in the classroom setting if appropriate.
12. Programming will be provided in the least restrictive learning environment possible.

## Hounsfield Heights – Briar Hill Community Kindergarten Policy Manual

13. Any special programming will take into account the total class population and the availability of physical, material and human resources.
14. The Child's progress will be reviewed at least monthly by the Teacher and a written note placed in the Child's file.
15. Conferences to discuss the Child's progress with Parents and other team members will be arranged as often as necessary by the Program Coordinator.
16. Kindergarten Staff will make every effort to attend, upon invitation, case conferences held by other agencies to discuss the Child's progress.
17. All information pertaining to assessments and special programming will be held confidential in the Teacher's file for that Child. Access to the file will be limited to the Teacher, Program Coordinator and the Child's Parents.
18. Kindergarten Staff may be given the opportunity to receive additional inservice training to better meet the needs of the severely disabled Child.
19. The Teacher, Aide and Program Coordinator, with input from Parents and other team members, will develop a long-term plan for each severely disabled Child. Following signed consent on the "Consent to Release Information" form (see attached), this plan will be discussed with the school that will receive the Child in Grade 1.
20. Each request to accept a Child from another agency on a fee-for-service basis will be considered by the Program Coordinator, in consultation with the Chairperson, Treasurer and/or Teachers. Some factors determining whether the Child will be accepted may include:
  - a. qualifications of the Teacher
  - b. existing class size
  - c. existing number of registrants with special needs
  - d. particulars of the Child's handicapping condition
  - e. necessity for an Aide
21. The fee-for-service to be paid must be at least equivalent to the amount of Basic Instruction Grant plus registration fee plus tuition fee. Additional fees and/or request for personnel support may be required. The referring agency will maintain responsibility for all procedures relating to grant administration, supervision of attendant personnel and development of program plans. Kindergarten will be responsible to involve the Child as much as possible in the regular classroom program.
22. The Program Coordinator will inform the referring agency if Kindergarten declines to accept the Child.

Reviewed by Policy Committee:      January 21, 1998  
Approved by LAC Executive:        April 20, 1998

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT TO OBTAIN INFORMATION**

I, \_\_\_\_\_, the parent or legal guardian of \_\_\_\_\_, give my consent to release any and all medical records, preschool reports, speech, physical therapy, psychological and/or educational assessment reports or test results to Hounsfield Heights - Briar Hill Community Kindergarten, for use in planning for \_\_\_\_\_'s special needs in the program.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT TO RELEASE INFORMATION**

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_, give my consent to release any and  
all reports and records from the Hounsfield Heights - Briar Hill Community Kindergarten to  
\_\_\_\_\_, for use in assessment and/or planning  
for \_\_\_\_\_'s special needs.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

Hounsfield Heights – Briar Hill Community Kindergarten Policies

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT FOR SPECIAL PROGRAMMING**

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_, give my consent to the Hounsfield  
Heights - Briar Hill Community Kindergarten to apply for funding in addition to the Basic  
Instructional Grant, in order to support the cost of providing exceptional educational services for  
\_\_\_\_\_.

I understand that the Hounsfield Heights - Briar Hill Community Kindergarten will develop  
programming to meet \_\_\_\_\_'s special needs, and  
will keep me informed of the nature of such programming.

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT FOR EXTERNAL ASSESSMENT**

I, \_\_\_\_\_, the parent or legal guardian of  
\_\_\_\_\_, give my consent to the Hounsfield  
Heights - Briar Hill Community Kindergarten to arrange for the following assessment or  
intervention to assist in developing programming to meet \_\_\_\_\_'s  
special needs:

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

I understand that the Hounsfield Heights - Briar Hill Community Kindergarten will keep me  
informed of the nature and results of such assessment(s) and/or intervention(s).

Signed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Dated: \_\_\_\_\_

School Year: \_\_\_\_\_

## **TEACHER AIDES**

Revised May 2001, April 2003

### **Background:**

The Kindergarten program may benefit from having Teacher Aides assisting the Teacher in executing the program.

### **Policy:**

The LAC Executive will hire Teacher Aide(s) if the Teacher and LAC Executive agree that this is necessary and financially appropriate. The LAC Executive employs the Teacher Aide(s). The Teacher Aide(s) report to the Teacher. The Teacher Aide(s)' role is to assist the Teacher in executing the program.

### **Guidelines:**

- 1) The best possible combination of education and experience will be found. The following guidelines for hiring Teacher Aides were agreed upon in April 2003:
  - a) An applicant for the position of Teacher Aide
    - i) must have completed Grade 12
    - ii) must have a current First Aid certificate
    - iii) must agree to apply for security clearance
    - iv) should have experience with children
    - v) Early Childhood Education is desirable
  - b) A new Teacher Aide should have a minimum starting hourly wage of \$10/hour.
  - c) If the Kindergarten can afford an increase to TA wages, the following guideline (based on a limited survey of school boards) is recommended: an increment of 4% per academic year at .5FTE. e.g. A starting TA gets \$10/hour in the first year working mornings only. This TA could get \$10.40/hour in the second year, should the Executive agree that the Kindergarten can afford it.
- 2) All information gathered about applicants or discussed during the recruitment process shall be considered confidential.

### **Procedures:**

- 1) In the spring the LAC Executive and the Teacher will meet to decide whether the program will require Teacher Aide(s) for the following academic year.
- 2) If Teacher Aide(s) are required, the LAC Executive will set up a Hiring Committee which shall include the Teacher, the Program Coordinator and people from both outgoing and incoming LAC Executives.

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

- 3) The Hiring Committee is responsible for advertising (if necessary), interviewing applicants, conducting reference checks and recommending who to hire to the LAC Executive.
- 4) If registrations include Children from the Briar Hill Childrens' Program, then consideration should be given to hiring one of their staff members in order to provide daily continuity for the Children.
- 5) The LAC Executive will determine the wage to be offered to Teacher Aide(s), taking into consideration Calgary Board of Education guidelines.
- 6) The LAC Executive will determine benefits (if any) to be offered to Teacher Aide(s) eg. sick leave, bereavement leave, professional development days.
- 7) A Letter of Intent and/or a Letter of Employment signed by the incoming Chairperson and the Teacher will be considered the official employment agreement. Such letter should include the salary, professional development days (if any), benefits (if any) and probation periods.
- 8) The following are conditions of employment:
  - a) There will be a three (3) month probation period for all new Teacher Aides. At the end of the probation period a written evaluation will be conducted by the Teacher and one member of the LAC Executive to determine the employee's status. (A sample evaluation is attached.)
  - b) The Teacher Aide must provide the Kindergarten with the original document(s) from the Calgary Police Service (CPS) resulting from an application for security clearance. (See “Security Clearance for Staff” policy.)
  - c) The Teacher Aide will notify the Program Coordinator of any pending charges or convictions that occur during employment (except minor traffic violations), subsequent to the most recent CPS security clearance date.
  - d) The Teacher Aide is required to hold a current First Aid Certificate.
- 9) All Teacher Aide(s) have the right to be evaluated. The Teacher and a member of the LAC Executive will be responsible for at least a three (3) month and ten (10) month evaluation of a Teacher Aide during the first year of employment. Annual evaluations will be conducted thereafter (see evaluation sample attached).
- 10) Records will be kept on all employees of the Program by the Program Coordinator. All records will be considered confidential and protected from unauthorized personnel.
- 11) Teacher Aides are encouraged to attend appropriate professional development programs. The budget may include money to support this.
- 12) Substitute Teacher Aides will be hired at the discretion of the Teacher.

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

- 13) Any financial decisions regarding employment of Teacher Aide(s) should be communicated by the Secretary, in writing, to the Teacher Aide(s).

Reviewed by Policy Committee:	January 21, 1998
Approved by LAC Executive:	April 20, 1998
Revised and Approved by LAC Executive	May 24, 2001; April 23, 2003

**TEACHER AIDE EVALUATION**

Instructions: This form is designed to be used by the Kindergarten Teacher for evaluating Teaching Assistants. To the left of each characteristic listed below, write an E if the Teaching Assistant's performance in this area is excellent, S if it is satisfactory and N if it needs improvement. Make any extension of comments on the reverse side.

NAME OF TEACHING ASSISTANT \_\_\_\_\_

- \_\_\_\_\_ 1. Friendly, with ability to relate positively to people.
- \_\_\_\_\_ 2. Enjoys the egocentricity of children.
- \_\_\_\_\_ 3. Speaks clearly, distinctly and grammatically.
- \_\_\_\_\_ 4. Demonstrates tact, compassion, empathic concern for children and families.
- \_\_\_\_\_ 5. Tolerant and considerate of differences in children and adults.
- \_\_\_\_\_ 6. Understands humour, humorous incidents and jokes of children.
- \_\_\_\_\_ 7. Displays a sense of humour with children and enjoys laughing with them.
- \_\_\_\_\_ 8. Smiles and shows enjoyment often.
- \_\_\_\_\_ 9. Is dependable and energetic.
- \_\_\_\_\_ 10. Makes real effort to become very involved in the program.
- \_\_\_\_\_ 11. Enthusiastic and excited about Kindergarten activities.
- \_\_\_\_\_ 12. Indicates a desire to keep up in the field of Early Childhood Education.
- \_\_\_\_\_ 13. Grows in ability to critically evaluate self.
- \_\_\_\_\_ 14. Can follow directions.
- \_\_\_\_\_ 15. Accepts and uses suggestions to improve teaching.
- \_\_\_\_\_ 16. Accepts share of responsibility for Kindergarten preparation, gathering of materials and other tasks assigned.
- \_\_\_\_\_ 17. Accepts individual differences.
- \_\_\_\_\_ 18. Uses a positive approach with all children.

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

- \_\_\_\_\_ 19. Alert to total group of children even when dealing with an individual child or small group.
- \_\_\_\_\_ 20. Remains controlled in startling or difficult situations.
- \_\_\_\_\_ 21. Assists children in gaining self-confidence and in becoming communicative.
- \_\_\_\_\_ 22. Participates effectively with children in small groups or 1:1 basis, indoors and outdoors.
- \_\_\_\_\_ 23. Displays a general positive attitude toward other adults in place of negative, criticizing attitude.
- \_\_\_\_\_ 24. Respects the rights and teaching techniques of others in the group.
- \_\_\_\_\_ 25. Welcomes new ideas and demonstrates flexibility with willingness to consider new ideas.
- \_\_\_\_\_ 26. Realizes that situations cannot always be handled at home as they are at Kindergarten.
- \_\_\_\_\_ 27. Evidences growth and potential teaching young children.
- \_\_\_\_\_ 28. Demonstrates knowledge about growth and development of young children.
- \_\_\_\_\_ 29. Demonstrates knowledge about the meaning of specific activities for children.

Signature of Teacher \_\_\_\_\_

Signature of Chairperson \_\_\_\_\_

Date: \_\_\_\_\_

## **TEACHER CONTRACTS**

Revised April 2000, April 2003

### **Background:**

The LAC Executive is responsible for having the Teacher evaluated and offering new contracts to the Teacher in the spring of each school year.

### **Policy:**

The LAC Executive will offer an annual contract to the Teacher in the spring of each year to be signed by the Teacher and the incoming Chairperson and Treasurer or Secretary by June 30<sup>th</sup> of each year.

### **Guidelines:**

The Teacher contract will be reviewed by the Teacher and the LAC Executive for any suggestions or changes and signed prior to June 30<sup>th</sup> in accordance with the procedures outlined below:

### **Procedures:**

1. The Program Coordinator will call for a motion at the February LAC meeting to recommend that the Teaching Staff be offered renewed contracts for the following year. If any LAC member has any comments or concerns regarding the offering of a new contract, he/she must contact the Program Coordinator prior to a date set at that time. If fewer than half the voting members contact the Program Coordinator to vote against the motion, the Chairperson will take that as motion carried to rehire the Teacher(s).
2. Any concerns brought to the attention of the Program Coordinator will be brought to the concerned Teacher's attention and at the discretion of the Program Coordinator will be passed on to the LAC Executive for their consideration.
3. The Program Coordinator will report at the next LAC Executive meeting whether or not the motion was carried.
4. At a meeting in March or early April the LAC Executive will consider the recommendations to rehire the Teacher(s), review Teacher contracts and determine a salary offer. The Program Coordinator will attend this portion of the meeting.

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

5. The Program Coordinator will advise the Teacher(s) of their contract offers within five (5) days of LAC Executive approval.
6. The Teachers will respond to the offers within seven (7) days.
7. If a Teacher refuses the offer, the reasons for refusal will be explained to the Program Coordinator and a list compiled and signed by both the Teacher and the Program Coordinator will be forwarded to the Chairperson. The LAC Executive will consider the items in dispute and respond within seven (7) days.
8. If no contract agreement has been reached by June 1st, the LAC Executive will meet with the Program Coordinator for further discussion.
9. Salary increases will be given as funds permit.
10. Benefits and deductions will be determined each year, since the Teacher may also work for Briar Hill Children's Programs.
11. A leave of absence may be granted to the Teacher at the discretion of the outgoing and incoming LAC Executives.
12. The Teacher contract should include: effective date and terms of agreement, termination, salary and payment method, employee benefits (bereavement leave, sick leave, deductions), professional development (number of days and maximum funding from Professional Development Fund), organization days, supervision of children.
13. The Teacher's contract should specify that:
  - a. as a condition of employment, the Teacher must provide the Kindergarten with the original document(s) from the Calgary Police Service (CPS) resulting from an application for security clearance (see "Security Clearance for Staff" policy)
  - b. the Teacher will notify the Program Coordinator of any pending charges or convictions that occur during employment (except minor traffic violations), subsequent to the most recent CPS security clearance to date.
14. As a condition of employment, the Teacher is required to hold a current First Aid Certificate.
15. The Teacher's contract should be signed by the incoming Chairperson, and Secretary or Treasurer, as well as the Teacher.

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

16. The Teacher contract shall be considered confidential. Copies will be kept on file with the Teacher and the Program Coordinator (provided the Program Coordinator is ongoing; if this is not the case, the files would become the responsibility of the LAC Executive). Access to the file will require authorization in writing by both the Chairperson and the Program Coordinator. The Teacher in question will be informed whenever information is released from the file or added to the file.
  
17. Substitute Teachers:
  - a. A qualified ECS Teacher (or B.Ed. Elementary Route) will be requested as a substitute when necessary.
  - b. It is recommended that a Parent of a currently enrolled Child not be hired as a substitute.
  - c. The wage will be at the discretion of the LAC Executive and will follow ATA guidelines.
  - d. The budget will include substitute Teacher wages for ten (10) half days per class.

Reviewed by Policy Committee:  
Approved by LAC Executive:  
Revised, Reviewed and Approved

Jan 21 and Feb 18, 1998  
April 20, 1998  
April 2000; April 23, 2003

## **TEACHER HIRING**

Approved Feb 1998, reviewed Jan. 2009

### **Background:**

The LAC Executive is responsible for recruitment and offering of employment to new Teacher(s) consistent with Alberta Education and Labour Standards requirements. The required qualification is a Bachelor of Education (Early Childhood or Elementary Route).

### **Policy:**

The LAC Executive will be responsible for any procedures pertaining to hiring of new Teacher(s). New Teacher(s) will be hired as required, to ensure maintenance of a high standard of educational programming.

### **Guidelines:**

1. There will be public advertising of any vacant permanent positions.
2. All information gathered about applicants or discussed during the recruitment process shall be treated as confidential.
3. Any paid Staff serving on the Recruitment Committee or interview panel will be a non-voting Member.

### **Procedures:**

1. When a resignation is received or a position becomes otherwise vacant, a LAC Executive meeting will be called in order to strike a Recruitment Committee. If it comes to the attention of the LAC Executive during the course of the recruitment process, that previous contact or knowledge pertaining to any candidate would reduce the Committee members' perceived impartiality, he/she shall be excused from the Committee. A new member would then be appointed by the LAC Executive.
2. The Recruitment Committee shall include the Program Coordinator and the Chairperson. If the vacancy is for a second Teacher, the Committee shall include the current Teacher. If the new Teacher is to start work in September, the Recruitment Committee shall include people from both outgoing and incoming LAC Executives.
3. The Recruitment Committee shall be responsible, with input from the LAC Executive, for determining the qualifications required, the salary range, general contract terms, and advertisement of the vacancy.
4. All applications received will be acknowledged by letter.
5. Applications received by the determined deadline date will be reviewed by all members of the Recruitment Committee and references contacted by designated members of the

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

Committee. The Committee will determine which applicants they wish to interview and will arrange a mutually convenient time for interviews.

6. The Recruitment Committee will develop a framework for the interviews and a method to compare applicants. The input of the Teacher(s) may be requested.
7. The Recruitment Committee shall, following their meeting to discuss the interviews, present a recommendation to the LAC Executive to hire one of the applicants or to re-advertise the position. The LAC Executive shall meet to consider the recommendation of the Recruitment Committee. If the LAC Executive decides to offer the position to one of the applicants, the LAC Executive shall determine salary and contract parameters and authorize the Recruitment Committee to offer the position and begin negotiations.
8. If the chosen applicant accepts the position, a contract will be prepared and signed by the Chairperson, Treasurer and prospective employee. Rejected applicants will be informed by letter.
9. If no suitable applicant is determined, or an applicant refuses the position, re-advertising will occur if necessary and procedures of this Policy will be followed until a suitable applicant is hired to the vacant position.
10. If the new Teacher is to start in September, hiring should be completed by June 30.

Reviewed by Policy Committee:	February 18, 1998
Approved by LAC Executive:	February 26, 1998
Approved by LAC Executive:	May 2009

## **TEACHER PROFESSIONAL GROWTH PLAN**

Approved April 2000

### **Background:**

As of September 1999, Alberta Learning requires all school authorities including ECS operators to have a Teacher Growth, Supervision and Evaluation Policy consistent with the provincial policy.

This policy (TPGP) addresses "Teacher Professional Growth", meaning the career-long learning process whereby a Teacher annually develops and implements a plan to achieve professional learning objectives or goals that are consistent with the Teaching Quality Standard.

### **Policy:**

In the pursuit of excellence each Teacher will engage in life-long learning. Each Teacher, throughout his/her career is expected to engage in professional growth related to his/her professional responsibilities (eg. taking courses, engaging in research or writing projects, participating in professional seminars or workshops).

### **Guidelines:**

1. It is the responsibility of the LAC Executive and the Program Coordinator to:
  - (a) ensure a review of the Teacher's annual TPGP takes place;
  - (b) encourage and support the ongoing professional growth of each Teacher (eg. by supporting her attendance at courses, workshops, conferences, etc.).

### **Procedures:**

1. The Teacher will develop an annual Teacher Professional Growth Plan (TPGP) no later than October 15 of each year that:
  - (a) reflects the goals and objectives based on an assessment of learning needs by the individual Teacher;
  - (b) shows a demonstrable relationship to the teaching quality standard; and
  - (c) takes into consideration the education plans of the Kindergarten.
2. The TPGP:
  - (a) may be a component of a long-term, multi-year plan; and
  - (b) may include a component of supervising a student teacher or mentoring a teacher.
3. The Teacher must annually have completed a review of the year's TPGP by June 1 and keep it on file for future reference.
4. If necessary, the LAC Executive may designate the Program Coordinator or a person with appropriate qualifications to review the TPGP with the Teacher to ensure that the plan has been developed, and is consistent with 1 above.
5. If a review under 4 finds that a Teacher has not completed an annual TPGP as required, the

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

following 3 steps may be taken by the LAC Executive, as necessary:

- (a) verbal outline of expectations in terms of appropriate actions and timelines;
  - (b) written outline of expectations in terms of appropriate actions and timelines;
  - (c) a review of the case with the last resort being termination of employment.
6. Unless the Teacher agrees, the content of the TPGP will not be part of a formal evaluation process.
  7. Teachers should review and update their own file each school year (ie. record any pertinent courses they have taken that year, etc.) and inform the LAC Executive.

### References

AISCA: "A Draft, Sample Teacher Growth, Supervision and Evaluation Policy for Small Independent Schools and Private ECS Centres" Sept. 1999

CBE: "Teacher Growth, Supervision and Evaluation Policy 4003 and resource materials" 1999

Reviewed by Policy Committee:	April 3, 2000
Reviewed by LAC Executive:	April 13, 2000

## **TEACHER SUPERVISION & EVALUATION**

Approved April 2000; Revised June 2007

### **Background:**

As of September 1999, Alberta Learning requires all school authorities including ECS operators to have a Teacher Growth, Supervision and Evaluation Policy consistent with the provincial policy.

This Policy (TSE) addresses the Supervision and Evaluation of the Teacher(s). It may be appropriate to use the services of a qualified person to evaluate the Teacher where the monitoring/supervision process indicates the need to enter into an evaluation procedure.

### **Policy:**

The LAC Executive and Program Coordinator will provide adequate resources to supervise and evaluate the Teacher's teaching and professional growth.

### **Definitions of terms specific to this policy:**

1. "Designated Evaluator" refers to a qualified person holding an Alberta Professional Teaching Certificate who is designated by the LAC Executive to conduct an evaluation of a Teacher's teaching.
2. "Designated Signing Authority" means an individual who meets the experiential and educational requirements of the Superintendent of Schools Regulation who has been nominated to serve as an "officer" under the Certification of Teachers Regulation by the Association of Independent Schools and Colleges in Alberta (AISCA) and who has been approved by the Registrar for Alberta Learning to fulfil the functions of an "officer" for purposes of teacher certification.
3. "Notice of Remediation" means the written statement issued by the LAC Executive to a Teacher where the Designated Evaluator has determined that a Teacher's teaching does not meet the teaching standard, and such a statement describes:
  - (a) the behaviours or practices that do not meet the teaching quality standard and the changes required;
  - (b) the remediation strategies the teacher is advised to pursue; and
  - (c) how the determination will be made that the required changes in behaviour or practice have taken place, applicable time lines, and the consequences of not achieving the required changes including, but not limited to, termination of a Teacher's contract of employment.
4. "Supervision" means the on-going process by which the LAC Executive and the Program Coordinator monitor the quality of teaching and exercise educational leadership.
5. "Teaching Quality Standard" means the authorized standard and descriptors of knowledge, skills and attributes and any additional standards or descriptors consistent with the Teaching Quality Standard Ministerial Order.

### **Guidelines:**

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

1. It is the responsibility of the LAC Executive and the Program Coordinator to:
  - (a) ensure that the Teacher is certified;
  - (b) in a case where the Teacher does not yet hold a Permanent Teaching Certificate, contact the AISCA-DSA Program to arrange for appropriate certification;
  - (c) provide ongoing Supervision of the Teacher;
  - (d) arrange for and monitor formal evaluations when appropriate;
  - (e) deal with any appeal by a Teacher resulting from such evaluation;
  - (f) deal with involuntary termination of employment, if necessary.
2. Teachers will be consulted in the development of evaluation policy, guidelines, procedures and evaluation criteria.
3. Evaluation activities will not be implemented without prior notification to the Teacher involved.
4. Evaluations will take place based on the procedures below, and on a mutually agreeable date and time.
5. Written reports:
  - (a) Written reports arising from any evaluation will be placed in that Teacher's Evaluation File;
  - (b) The Teacher will receive a copy of any written reports. Written reports will be discussed with the Teacher and signed by the evaluator(s) and the Teacher. Signature by the Teacher will not necessarily indicate her concurrence with the report, but rather an awareness of the contents. Any Teacher's written comments will be appended to the report;
  - (c) The Program Coordinator will keep and be responsible for the Evaluation file of each Teacher, provided the Program Coordinator is ongoing; if this is not the case, the files would become the responsibility of the Chairperson;
  - (d) The Evaluation File is available at any time to the Teacher, Program Coordinator and the Chairperson;
  - (e) Access to the file by anyone else will require authorization in writing by the Chairperson, Program Coordinator and Teacher;
  - (f) Only broad general summary statements regarding formal evaluations will be provided to the parent body.
6. A Teacher may request assistance (ie. In-service courses, workshops, conferences, etc.) in her areas of weakness, or she may ask for enrichment in her areas of strength. This request may be made based on self-evaluation findings or the evaluation of others. This request will go to the LAC Executive either directly by the Teacher or via the Program Coordinator and it may be made at any time during the school term.

### **Procedures for Ongoing Supervision:**

The LAC Executive and the Program Coordinator will supervise the Teacher or, as necessary, arrange for the services of a person with the qualifications of a Designated Evaluator to Supervise

the Teacher:

- (a) by providing support and guidance to the Teacher as appropriate, respecting the Teacher's professional expertise;
- (b) by observing and receiving information from Parents, Children and other sources about the quality of teaching provided to the Children; and
- (c) by identifying the behaviours and practices of a Teacher that for any reason may require an evaluation.

**General Procedures for Teacher Evaluation:**

Who is involved in Teacher evaluation?

- (a) Teacher: will be responsible for ongoing self-evaluation throughout the school year (see TPGP Policy);
- (b) Program Coordinator: should be available for ongoing informal evaluation throughout the school year. At least once per year, the Program Coordinator and each Teacher should meet individually to review her position. A written report may be prepared following such reviews.
- (c) Formal evaluations: will be conducted only by a Designated Evaluator or by a Designated Signing Authority as required by the circumstances (see below).

**Procedures for Formal Evaluation of a Teacher:**

1. When formal evaluations take place:
  - (a) Teachers who have completed less than 2 years with our program will have a formal evaluation at least once per school year;
  - (b) Teachers who have completed 2 years or more with our program will have a formal evaluation at least once in every 5 year period;
  - (c) Substitute teachers normally will have had previous classroom involvement with our program. They will be recommended by our permanent Teachers based on their satisfactory performance;
  - (d) A Teacher may be evaluated at any time upon the written request of the Teacher, at the Teacher's own expense;
  - (e) A Teacher may be evaluated at the request of the LAC Executive at the Kindergarten's expense:
    - i) for purposes of assessing the growth of the Teacher in specific areas of practice;
    - ii) for purposes of gathering information related to a specific employment decision; or
    - iii) when, on the basis of information received through Supervision, the LAC Executive has reason to believe that the teaching of the Teacher may not meet the Provincial Teaching Quality Standard.
2. Arrangements for formal evaluation:
  - (a) A decision to conduct a formal evaluation will be made by the LAC Executive;
  - (b) The LAC Executive is responsible for selecting an evaluator. The LAC Executive

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will take into consideration the Teacher's suggestions of possible evaluators. The AISCA can provide a list of qualified persons who may be contracted to perform this service at reasonable cost;

- (c) Evaluation criteria will be provided to the evaluator in advance;
  - (d) The Program Coordinator will make the necessary arrangements, including ensuring an opportunity for the evaluator and Teacher to discuss evaluation results both before and after preparation of a written report;
  - (e) On initiating an Evaluation, the Designated Evaluator or Designated Signing Authority must communicate explicitly to the Teacher:
    - i) the reasons for and purposes of the evaluation;
    - ii) the process, criteria and standards to be used;
    - iii) the timelines to be applied; and
    - iv) the possible outcomes of the evaluation.
  - (f) Upon completion of an evaluation, the evaluator must provide the Teacher with a copy of the completed evaluation report.
3. Results of a formal evaluation:
- (a) Where, as a result of an evaluation, an evaluator determines that a change in the behaviour or practice of a Teacher is required, the evaluator will communicate that determination to the Teacher and the LAC Executive. The evaluator and the LAC Executive must provide to the Teacher a Notice of Remediation and may stipulate that the remediation strategies stated in that notice replace the obligation of the Teacher to develop and implement an annual TPGP. As necessary, the LAC Executive may enter into an agreement with the evaluator to provide consultative support to the Teacher to ensure that the conditions stipulated in the Notice of Remediation are met by the Teacher and to conduct further evaluations as required;
  - (b) Appeal procedure:
    - i) In the event that the Teacher feels an evaluation to be unfair for whatever reason, an appeal may be made to the LAC Executive in writing, within 30 days of the report being placed on file, including an explanation of the dissatisfaction and requesting re-evaluation;
    - ii) The LAC Executive will attempt to resolve the difference of opinion at a meeting with the Teacher and if necessary, will arrange for a mutually agreed upon external evaluator to review the situation;
    - iii) Resolution of the appeal will be made as soon as possible and within 30 days from receipt of the written appeal, unless the external evaluator is unavailable within this time. Resolution of the appeal will include written recommendations for action. The LAC Executive reserves the right to make the final decision about implementation of the recommendations from the external evaluator.
  - (c) Procedure for involuntary termination: Termination of employment may take place only on the authority of the LAC Executive and only after the following steps have been completed:
    - i) Areas of unsatisfactory performance have been itemized in writing and discussed with the Teacher;
    - ii) Areas in which the Teacher has failed to satisfy the expectations by the date of the reassessment deadline have been itemized and discussed with that

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- Teacher;
- iii) All evaluation data has been collected by the Program Coordinator from the Teachers, Parents, Program Coordinator and other evaluators;
  - iv) The LAC Executive has reviewed all data, including evaluation reports, remedial action plans and Staff appeals;
  - v) A probationary period has been specified by the LAC Executive, with clear expectations and consequences outlined;
  - vi) Assistance and guidance in the areas of weakness have been arranged by the Program Coordinator;
  - vii) Probationary period has elapsed without the desired changes taking place;
  - viii) Re-evaluation of the Teacher's performance by the LAC Executive has been completed.

### **Procedures for Teacher Certification:**

1. Refer to an annually updated handbook: "Teacher Certification Handbook for Independent Schools and Private ECS Centres" which is about interim and permanent professional certification and letters of authority.
2. A recommendation by a Designated Signing Authority that a Teacher be issued a permanent professional teaching certificate must be supported by the findings of two or more evaluations of the Teacher. At least one of these evaluations should be based on classroom observation by the Designated Signing Authority.

### References:

AISCA: "1999-2000 Teacher Certification Handbook for Independent Schools and Private ECS Centres" (annually updated)  
Plus 2 references in TPGP Policy

Reviewed by Policy Committee:	Feb 10/97; Apr 3/00; June 4/07
Reviewed by LAC Executive:	June 10/97; June 4/07
Approved by LAC Executive:	Apr 13, 2000

## **VISITORS TO THE CLASS**

Approved May 14, 2002, revised Jan. 2009

### **Background:**

As a community-operated program in receipt of public funds, the Kindergarten has a responsibility to share information with interested persons regarding the program. This might include visits to the class during operating hours.

### **Policy:**

The Kindergarten will welcome visitors to the class, following Guidelines below to ensure minimum disruption and to ensure the safety and confidentiality of Children.

### **Guidelines:**

1. Alberta Education staff are authorized to visit the program at any time for monitoring and evaluation, so long as it is in accordance within their guidelines for notice to the program.
2. Professionals from other agencies or other government departments involved with a Child in the class are authorized to visit the program at the convenience of the Teacher.
3. The Teacher will consider requests to visit from others wishing to observe in the classroom.
  - a) Visitors will be encouraged to visit the class when appropriate; however individuals must notify the Teacher in advance of their wish to observe the class.
  - b) Non-registered children should not accompany visitors to the class.
  - c) Should the Teacher permit a non-registered child to visit the class, the child's parent(s) or guardian will be required to complete a waiver letter (master copy attached).
4. Visitors to the Kindergarten must comply with CBE requirements for identification tags while on school premises.
  - a) A Kindergarten identification tag must be worn while volunteering or visiting with the Kindergarten.
  - b) Entry and exit of the school must occur through the lease group (SW playground) doors.
  - c) Visitors must not go into the school past the leasehold fire doors (by room 15) without a Kindergarten identification tag. Visitors must wear a CBE identification tag if they are on school premises and not on Kindergarten business (available from the school office).
5. Members of the media wishing to visit the class while the program is in operation will require prior approval from the LAC and consent from the Parents in advance.
  - a) In contacts with the media on issues relating to the governance of the program, the Chairperson or his/her designate shall be the spokesperson.
  - b) On issues relating to the program in general, the Teacher(s) and/or Program Coordinator may be designated as spokesperson(s).

Reviewed by Policy Committee:  
Approved by LAC Executive:

March 1/99; Apr 10/02  
May 2002, May 2009

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**CONSENT TO PARTICIPATE**

We, being the parents/guardians of \_\_\_\_\_,  
consent to the participation of

\_\_\_\_\_ in the activities of the  
Hounsfield Heights – Briar Hill Community Kindergarten (hereinafter called the Kindergarten) until  
further notice.

We accept full responsibility for any injuries or damages which may be suffered by our child while  
involved in any Kindergarten activities.

We do hereby release the Kindergarten, its staff, members, parent helpers, registered children and  
their heirs from all liability. We do hereby waive as against the Kindergarten, its staff, members,  
parent helpers, registered children and their heirs all recourses, claims and causes of action of any  
kind whatsoever, in respect of all personal injuries or property losses which we or our child may  
suffer arising out of, or connected with, my child \_\_\_\_\_'s  
participation in the activities of the Kindergarten, notwithstanding that such injuries or losses may  
have been caused solely or partly by the negligence of the Kindergarten or any of its staff, members,  
parent helpers or registered children.

Signed:

\_\_\_\_\_  
Father's Name (print)                      Father's Signature                      Date

\_\_\_\_\_  
Mother's Name (print)                      Mother's Signature                      Date

\_\_\_\_\_  
Guardian's Name (print)                      Guardian's Signature                      Date

\_\_\_\_\_  
Witness (print)                      Witness' Signature                      Date

## **VOLUNTEERS**

Approved May 14, 2002

### **Background:**

A community operated Kindergarten requires special parents who choose to be more involved with their child's development by volunteering. The purpose of the policy is to ensure and maintain a safe and secure learning and working environment.

### **Policy:**

Volunteers provide support to the kindergarten class and the Children either as resource persons or in supportive services. Volunteers provide support for the administration of the program.

### **Guidelines:**

- 1) "Volunteer" means a person who assists the program and/or Children either in curricular or extra-curricular activities but does not include guest speakers, presenters, or visitors to the program.
- 2) The Executive, in consultation with the Teacher, will determine which volunteer positions are necessary.
- 3) A person may not be a volunteer without the teacher's consent.
- 4) Volunteers must comply with HH/BH Community Kindergarten policies and Briar Hill Elementary school rules.
- 5) Volunteers may need to accompany children to the washroom. Stand outside of washroom and wait for the children, unless they request your assistance. If volunteers need to use the facilities they are requested to use the staff washrooms.

### **Procedures:**

1. Executive and Leader positions are filled at the spring General Parent Meeting.
2. Classroom and field trip volunteers will take instruction from the teacher.
3. Volunteers may not bring non-registered children of any age into the classroom.

Reviewed by Policy Committee  
Approved by LAC Executive

Spring 2002  
May 14, 2002

Hounsfield Heights - Briar Hill Community Kindergarten  
1233 - 21 Street N.W., Calgary, Alberta, T2N 1L8 Tel: 289-7066

**VOLUNTEER REGISTRATION FORM**

The Hounsfield Heights-Briar Hill Community Kindergarten appreciates very much the services of all of its volunteers. In order to ensure the safety of children, all volunteers in the program need to be registered.

Each individual volunteer is requested to complete and sign this form.

Name: \_\_\_\_\_  
Surname Given Names

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Do you have children registered in this Kindergarten? Yes No

Do you have children registered in another school? Yes No

If yes, name of school \_\_\_\_\_

Name and grade of children: \_\_\_\_\_

If you do not have a child registered in this program, would you please list at least two references with whom the Kindergarten may check:

Name and telephone: \_\_\_\_\_

Name and telephone: \_\_\_\_\_

Do you have a criminal record? Yes No

As a volunteer, we would like to advise you of the following:

1. confidentiality is of the utmost importance in the Kindergarten setting in order to ensure that the dignity and worth of children is honoured.
2. the teaching staff is responsible for children's learning and discipline.
3. executive, teacher, and support staff have specific roles to play and it is important that they all operate as a team.
4. you as a volunteer can assist greatly in enhancing children's learning by working positively and cooperatively with the kindergarten team.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CANCELLED POLICIES

## **INFORMATION STORAGE**

Approved April 2000

### **Background:**

The Kindergarten collects and retains information for a variety of purposes that are essential to the effective and efficient operation of this organization.

### **Policy:**

The LAC Executive will ensure that appropriate documents are stored to meet the legislated requirements and the ongoing needs of operating the Kindergarten.

### **Guidelines:**

Documents pertaining to the Kindergarten must be securely stored in accordance with the Income Tax Act, the Employment Insurance Act, the School Act and the Freedom of Information and Protection of Privacy Act (FOIP). Other pertinent documents are stored to retain a historical perspective of the operation of the Kindergarten.

### **Procedures:**

1. The Teacher will be responsible for:
  - (a) Maintaining the student record as defined in the School Act;
  - (b) Upon written request, forward the original student record to another school if the student transfers to another school within Alberta;
  - (c) Upon written request, forward a copy of the student record to another school if the student transfers to a school outside Alberta. The original student record will be stored for 7 years;
  - (d) Adhering to the FOIP ("use the information for the purpose for which it was collected").
  
2. The Treasurer will be responsible for:
  - (a) Collecting and maintaining all financial records and source documents for the current fiscal year;
  - (b) Storing hard copies of financial records and source documents for 6 years from the end of the last tax year to which they apply;
  - (c) Storing applications for Alberta Learning funding for 6 years from the end of the last tax year to which they apply.
  
3. The Program Coordinator (provided the Program Coordinator is ongoing, if this is not the case the documents become the responsibility of the LAC Executive) will be responsible for:
  - (a) Collecting and maintaining all documents pertaining to the administration of the Kindergarten and shall include but is not limited to: lease, insurance, inspections, permits, Teacher contracts and evaluations, Teacher Aide contracts and evaluations,

## Hounsfield Heights – Briar Hill Community Kindergarten Policies

- polices (current and past versions) and by-laws (current and past versions);
  - (b) Storing the following documents for 3 years: lease, insurance, inspections and permits;
  - (c) Storing the following documents for 7 years: Teacher contracts and evaluations, Teacher Aide contracts and evaluations;
  - (d) Store indefinitely policies (current and revised) and by-laws (current and revised);
  - (e) Adhering to the FOIP for Teacher contracts and evaluations, Teacher Aide contracts and evaluations and Program Coordinator contracts and evaluations.
4. The Secretary will be responsible for:
- (a) Recording minutes for all LAC Executive meetings and general meetings;
  - (b) Storing minutes for 7 years;
  - (c) Compiling the class list;
  - (d) Storing the class list for 7 years;
  - (e) Adhering to the FOIP for the class lists.
5. The Chairperson will be responsible for:
- (a) Maintaining all correspondence;
  - (b) Storing correspondence for 3 years;
  - (c) Storing Program Coordinator contracts and evaluations for 7 years;
  - (d) Adhering to FOIP.
6. The Registrar will be responsible for:
- (a) Collecting student registration information and forwarding it to the Teacher;
  - (b) Adhering to the FOIP.

Reviewed by Policy Committee: April 3, 2000  
Approved by LAC Executive: April 13, 2000  
Approved by Board:

## **SNACK FOOD**

Revised May 2001, June 2004

### **Background:**

Children may need a snack during Kindergarten class time.

### **Policy:**

Members may provide a nutritious snack for their own child to be eaten during Kindergarten class time for medical reasons. Members will be made aware of all food allergies of Children enrolled in Kindergarten.

### **Guidelines:**

A Nutrition Leader may be elected at the Spring General Meeting, if the Members agree that a snack should be provided to all Children every day.

### **Procedures (if snacks are not provided to the class as a whole):**

1. Parents whose Child requires a snack during class for medical reasons will provide the snack for their own child and will inform the Teacher in advance.

### **Procedures (if a snack is provided every day):**

1. Members will make the LAC aware of their Child's food allergy on the Registration Form.
2. The Nutrition Leader will make note of food allergies identified on the registration forms and then notify and educate Members on how to avoid these food items when preparing snacks.
3. The Nutrition Leader will prepare and post an equitable schedule for Members to take turns bringing in snacks for the entire class, usually for one week periods.
4. Parents of a Child with a severe food allergy may provide snacks for their own Child and may or may not take a turn providing snacks for the class.
5. In order to assess suitability of snack for Children with food allergies, Members may be required to provide an ingredient list for the snacks they have made, or packaging which identifies ingredients, if the snack is purchased.
6. The Nutrition Leader will provide information and recipe ideas for nutritious snacks.
7. The Teacher will determine how the snacks are to be distributed to the Children. Hygiene will be emphasized.

Reviewed by Policy Committee: Feb 18, 1998

Approved by LAC Executive: April 20, 1998

Revised and Approved by LAC Executive: May 24, 2001; June 2004

Approved by Board: