



*Caminitos Spanish  
Playschool*

**Parent Handbook 2017-18**

Revised October 2017

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## Caminitos Spanish Playschool c/o Escuela Mill Creek School

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The Board of Directors will review these policies and procedures annually and as needed.

## About the Playschool

### *Did You Know?*

There are over 2,000 languages spoken in the world today. Many of these languages are spoken in rural regions of developing countries.

Chinese (Mandarin) is the first language spoken as a mother tongue by the greatest number of the world's people, with 955 million speakers.

English and Spanish are the next most common native languages. They used to be tied for second place, but in the last few years the number of native Spanish speakers has increased to 405 million people. English is the native tongue of between 360 and 375 million people (sources vary). However, English is spoken by at least 1.5 billion speakers if we include second language speakers.

In Canada, 24.8 million people speak English as their mother tongue and 7.7 million people speak French. Other population groups by mother tongues other than English include Chinese, Italian, German, Polish, Spanish, Portuguese, Punjabi, Ukrainian, Arabic, Dutch, Tagalog, Greek, Vietnamese, Cree, and Inuktitut.

On May 1, 2001, the Alberta Legislative Assembly carried the following motion:  
*"Be it resolved that the Legislative Assembly urge the government to make the learning of a second language a compulsory component of a high school diploma by the year 2006 and to increase the opportunities for Alberta students to participate in national and international student exchange programs with a second language component."*

Research shows that learning a second language can benefit people in a multitude of ways, including improving problem-solving and multi-tasking, increasing memory and perception, and even reducing the risk of dementia.

#### Sources:

Accredited Language Services, *The 10 Most Common Languages*

<https://www.accreditedlanguage.com/2016/09/09/the-10-most-common-languages/>

Institute for Innovation in Second Language Education. *Why Learn Spanish?*

<https://sites.google.com/a/epsb.ca/iisle-second-languages-epsb/spanish/why-learn-spanish>

Legislative Assembly, Province of Alberta, *Votes and Proceedings*, First Session, Twenty-Fifth Legislature, May 1, 2001

[http://www.assembly.ab.ca/ISYS/LADDAR\\_files/docs/houserecords/vp/legislature\\_25/session\\_1/20010501\\_1200\\_01\\_vp.pdf](http://www.assembly.ab.ca/ISYS/LADDAR_files/docs/houserecords/vp/legislature_25/session_1/20010501_1200_01_vp.pdf)

Merritt, Anne. *Why learn a foreign language? Benefits of bilingualism* June 19, 2013. <http://www.telegraph.co.uk/education/educationopinion/10126883/Why-learn-a-foreign-language-Benefits-of-bilingualism.html>

Statistics Canada, 2011 census, from *Linguistic Characteristics of Canadians* <http://www12.statcan.gc.ca/census-recensement/2011/as-sa/98-314-x/98-314-x2011001-eng.cfm>

The Statistics Portal, *The most spoken languages worldwide* <https://www.statista.com/statistics/266808/the-most-spoken-languages-worldwide/>

## **Introduction**

Caminitos Spanish Playschool offers a Spanish Bilingual play-based program for children who are between 3 and 5 years of age. It is a program designed to provide support to families who are attempting to raise their children to be proficient in both Spanish and English languages, and to introduce Spanish as a second language to children from non-Hispanic backgrounds.

Since Caminitos provides instruction in Spanish and English, no previous knowledge of Spanish is required. Our program encompasses the cultures of all Spanish speaking nations and everyone, regardless of their Spanish language skills, is welcome to attend this program. However, in keeping with the philosophy of Caminitos, always give preference to your use of the Spanish language while interacting with your children during their attendance in our program (as is your ability).

## **Program Eligibility**

Children with special needs will be assessed by the Teachers and admitted to Caminitos on a case-by-case basis. Teachers will continually evaluate the progress and needs of all children in the classroom and work with parents to ensure that both the individual child and the Caminitos program are a good fit for each other. If the Teachers determine that Caminitos is not an appropriate program for a child, and all reasonable adaptations have been made, then that child will be asked to withdraw from the program. Should this situation arise, parents will have all uncashed cheques returned immediately.

Parents are responsible for informing the Teachers of any known learning or health concerns or diagnoses in order to develop an appropriate plan. Any special considerations should be addressed prior to the start of classes, preferably in person with the parents and Teachers, to set expectations and communicate strategies for supporting these challenges. Please contact [Board@caminitosplayschool.com](mailto:Board@caminitosplayschool.com) to set up a meeting prior to the school year, if applicable.

## **School Hours**

Classes are held from Monday and Wednesday.

Morning classes are from 8:45 a.m. to 11:45 a.m.

Afternoon classes are from 12:30 p.m. to 3:30 p.m.

## **School Year**

Our program runs from the first Wednesday after Labour Day in September until the 4<sup>th</sup> Wednesday in June.

Caminitos Playschool does not hold classes on Statutory Holidays, Professional Development (PD) days, and during Teachers Convention. We follow the same school schedule as Edmonton Public Schools.

All classes and holidays are listed on the Caminitos website at:  
<http://www.caminitosplayschool.com/calendar>.

## First Day

The first two classes will be split in half in order to provide a smaller class size and more individualized attention as new students get accustomed to their new surroundings. Half the students will attend the first Wednesday class and NOT the following Monday; the other half will NOT attend the first Wednesday class, but will instead start Playschool the Monday after Labour Day. You will be notified of your child's first day of classes in your Welcome Letter. All students will attend classes the second Wednesday after Labour Day.

## Attendance

Parents or caregivers will be required to sign the "Daily Attendance Record" upon arrival and departure. Parents who have children attending Caminitos Playschool and Mill Creek's Finest Day Care should make arrangements with the daycare staff so that they escort the children to and from the Playschool and the day care.

Please note: Caminitos does not require you to call the classroom if your child will not be attending for one or two days (i.e., if your child is sick).

## Drop Off & Pick Up

**Please remember that Escuela Mill Creek has classes happening during drop off and pick up. It is important to be as quiet as possible.**

If, for any reason, you will not be able to drop off and/or pick up your child and will be sending someone else in your place, please advise the Playschool Teachers of this change by providing a written note or use the "Drop Off/Pick Up Consent" form provided in the classroom. The Teachers are not allowed to release your child to anyone not listed on the Emergency Records, without your written authorization. Your child's safety is of great importance to us.

## Drop Off

Prior to class, the Teachers are busy getting the classroom ready. We ask that you arrive with enough time to remove outdoor clothing, put on indoor shoes, **go to the bathroom**, and have your child ready to enter the classroom at **8:40 am** or **12:25 pm**. Please be sure to sign the "Daily Attendance Record."

## Pick Up

**Punctuality will be greatly appreciated when picking up your children.**

*When punctuality begins to become an issue, the individual family will be provided with a written letter stating the importance of punctuality, and a plan to be implemented if the tardiness continues, including possible babysitting charges.*

If you are going to be very late to pick up your child, or if something changes during the day, you may leave a voice message on the classroom phone at (587) 822-9074. If you

need to speak with someone urgently (in the case of EMERGENCIES only), please call the Escuela Mill Creek office to relay an immediate message to the Caminitos Teachers at (780) 433-5746.

**Please note:** when you sign your child out, you are taking responsibility for them. If the children are in the playground and you wish to stay there for a while, that is your choice. However, you must supervise your child.

The playground is where most accidents and fights happen. At the playground, staff must be supervising the children; this is not the appropriate time to discuss any concerns you may have regarding your child.

## **Etiquette**

The Caminitos Playschool is part of the Escuela Mill Creek School; parents are reminded that there are other classes going on within the building. Therefore, we ask that you use the **South-East entrance door** located nearest to our classroom and ***do not allow your children to run or talk loudly in the hallway***. This will help to keep the noise level down and avoid disturbing the rest of the school. Please respect the school and cleaning staff by removing your outdoor footwear before entering the school hallway.

Doors are required to be locked during school hours therefore the doors will be opened by Caminitos staff only 10 minutes before/after class is scheduled to start/finish. If you will be late to drop-off or pick-up your child, please contact the staff so arrangements can be made to have the door open when you arrive.

## **Clothing**

Children should wear comfortable clothing that is not too tight or too loose. Please ensure that children have appropriate undergarments on, this is both hygienic and helps control messes in the case of accidents. Their clothing should be comfortable allowing them to participate in various activities taking place inside the classroom, gymnasium, and outdoors. Also, shoelaces that are too long or that continually come undone may cause your child to trip and injure him or herself. Please avoid complicated clothing (such as overalls), as children often have problems negotiating these kinds of garment independently. All clothing coming to school including mittens, boots, and sweaters should be labeled with your child's name.

Children are required to have a pair of indoor shoes that can be left in their box to be worn only in the school. Extra articles of clothing are to be placed in a Ziploc bag and left in the designated box in case of any 'accidents or mishaps' (i.e. not making it to the bathroom in time or spilling juice during snack time). All clothing, or bags containing extra clothing, should be clearly marked with the child's name to avoid mix-up or being lost.

Children should be dressed appropriately **for all weather conditions**, especially during winter, in case of a fire drill, etc. All outdoor footwear (including parents and siblings) should be removed at the school entrance and left in the hallway outside the classroom on the rug provided. This will help keep the hallway and classroom floor as clean as possible.

## **Lost Items**

Caminitos will not be responsible for any lost or missing items. Please label all your child's items. If something should happen to go missing, please inform the teacher and

the board and we will attempt to send out an email to all parents in case it was accidentally taken as well as to keep an eye out for the lost item. There are lost and found boxes in Escuela Millcreek that we encourage you to look in first in the meantime.

## *Toileting*

Children need to be toilet trained and self-sufficient in the bathroom. As buttons and zippers can be difficult for children, we prefer if you send your child with elastic waist pants so that they can dress and undress themselves. The teaching staff will supervise the children with toileting and other hygiene needs throughout the day on an as needed basis.

## *Snack*

Young children need the same nutrients as everyone else, and it is especially important that they receive these needed nutrients to promote optimum growth and development. Therefore, the snack that you should provide your child during Playschool should be based on the Canada's Food Guide (<http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index-eng.php>) and the likes and dislikes and/or cultural backgrounds of the children. Example of healthy snacks are cheese and cracker, cut up fruits, veggie and dip, small cut up sandwich, water, etc.

We know that children have high energy levels and are generally very active, therefore, please do not provide them with juice or snacks that are high in sugar content or other such additives. Also, with respect to food allergies, **no peanuts or nuts** of any kind should be brought to the classroom including peanut butter or Nutella sandwiches. To avoid the possibility of an allergic reaction, all parents will be notified if a student has other allergies, this way we can work together as a team to be sure any food or non-food products are not brought to the classroom that could cause harm.

Snack time is around 10 AM/1:30 PM, so please ensure your child has had a good breakfast prior to coming to school. Only 15 minutes is allotted for snack time, so please only pack 2 to 3 items. All fruits and snacks should to be pre-washed and cut. We recommend a container for all foods including pre-packaged snacks (e.g. granola bars) to avoid discarding uneaten portions. It is also important for children to remain hydrated while learning and playing, therefore please provide a water bottle for your child to use on an as needed basis. **All containers and water bottles must be clearly marked.**

**Please note:** children do not need to bring a snack on Kindercooking days.

## *Special Events*

As part of your child's continuing education, Caminitos Playschool hopes to have several special events during the school year. Most of these will be in class events, as the logistics of properly supervising a large group of 3, 4, and 5 year olds in an uncontrolled environment is daunting to say the least. Parents will be advised well in advance of the special events and may be required to volunteer their time to help supervise the children.

## Special Occasions

Caminitos Playschool celebrates several special days throughout the school year, including but not limited to Thanksgiving, Halloween, Christmas, and Easter. Each occasion may involve classroom games, activities, and treats. Parents are required to assist with these events – please see the “Parent Involvement” section for more information.

If you are sending cards or treats for other students during a special occasion, it is advised that just the “from” portion of the cards is filled out. This makes it much easier for your child to hand out the cards to fellow students. As well, please ensure that there is enough for everyone, as we want to promote inclusion.

## Birthdays

If you would like to celebrate your child’s birthday in the classroom we ask that you notify the Board and the Teachers at least 1 week prior, so other parents may be notified not to provide a snack that day (if applicable). If you are providing treats for the students, you must ensure there are **no nuts**, and of course, provide enough for all the children. The Teachers request that any treats be given to the Teachers when you drop off your child, and they will bring them out at snack time.

## *Home-to-School Transition*

The transition from home to school is very important. Some children will be comfortable in a new setting immediately, while others need more time to become familiar with new surroundings and routines. To alleviate separation anxiety, please keep goodbyes short.

If you feel your child is having trouble adjusting to this new routine, please notify the Playschool staff as there may be a way we can work together to help your child adjust (e.g. create a buddy system with another child within the program).

Consistent attendance, being on time both at the beginning and end of the day, and a positive attitude, can only help to ease anxiety.

As toilet-training ‘accidents’ tend to happen with greater frequency when children are experiencing stress or anxiety, please remember to take your child to the bathroom prior to the start of class. It will be one less thing for them to worry about!

## Caminitos Policies

### *Discipline*

The discipline policy of Caminitos Playschool stems from our belief in the value of unconditional positive reinforcement. Discipline is not punishment. It is a method of teaching our children that there are consequences to their actions.

Of course, the number one priority during the school day is instruction. We would like all of the students in class to learn as much as possible this year.

Caminitos Teachers will ensure that any child disciplinary action taken is reasonable in the circumstances. No Teacher shall, with respect to a child in the program:

- Inflict or cause to be inflicted any form of physical punishment, verbal, or physical degradation or emotional deprivation.

- Denying or threaten to deny any basic necessity.
  - Use or permit the use of any form of physical restraint, confinement, or isolation
- Instead, the Teachers will use such tools as: positive guidance, distraction, redirection, positive role modeling, and the setting of clear limits.

If a child is misbehaving, the Teachers speak in English in order to ensure understanding. Then, the child is asked to sit away from the rest of the group for a few minutes, while being supervised by one of the Teachers. The Teachers attempt to help the children process their feelings, recognize the consequences of their actions, explore alternative solutions and outcomes, and develop internal self-control.

Examples of negative behaviour include, but are not limited to:

- Throwing, kicking, hitting, grabbing, pinching, or any other activity that could hurt or injure the child, or any other child.
- Swearing or abusive language.
- Non-compliance with the Teacher's direction.

Building a strong parent/school relationship means the parents and the school communicate actively with each other. Therefore, if a discipline problem arises that does not respond to the aforementioned techniques, the Playschool staff will inform the President who will organize a meeting with the parents. Together, we will try to find a solution. In extreme cases, if, after several attempts, our joint intervention is not producing any positive results, you will be asked to withdraw your child from the Caminitos Playschool program and all un-cashed cheques will be returned to you immediately.

## **Respect**

A respectful environment ensures that individuals are free from harassment, discrimination, violence, or abuse and have a means of reporting and resolving threatening behaviour or actions. Any person who believes there is behaviour and/or situation that are contrary to a respectful environment may contact the Caminitos Board at [info@caminitosplayschool.com](mailto:info@caminitosplayschool.com).

Caminitos is committed to providing an environment where all individuals are treated with dignity and respect. Caminitos will not tolerate discriminatory, harassing, bullying, threatening, or violent behaviour. Behaviour and/or situations that are contrary to a respectful environment will be dealt with by the Board in an objective and timely manner. Caminitos will take all steps necessary to protect its staff, the Board, students, and parents from the potential risks associated with inappropriate behaviour.

## **Discrimination**

Discrimination is behaviours, practices, policies, or systems, whether intended or not, which have an adverse impact on an individual based on that person's race, colour, place of origin, ancestry, gender, gender identity and expression, age, marital status, religious beliefs, mental and physical ability, source of income, family status, sexual orientation, or any other protected ground covered under the Alberta Human Rights Act.

## **Harassment**

Harassment is objectionable conduct, displays, or comments, directed towards a specific person or group, which has the effect of creating an intimidating, humiliating, hostile, or offensive environment such that it:

- impairs an individual's performance,

- adversely affects the relationship,
- denies dignity or respect, and
- is known or reasonably expected to be unwelcome.

Harassment may occur as a single event or may involve a continuing series of incidents.

## Violence

Violence is the attempted, threatened, or actual conduct of a person that causes or is likely to cause physical injury. Acts of violence can take the form of physical contact. Abuse in any form is an insidious practice that erodes mutual trust and confidence that are essential to the respectful environment at Caminitos. Acts of violence destroy individual dignity, lower morale, engender fear, and break down cohesiveness.

Acts of violence may occur as a single event or may involve a continuing series of incidents. It can victimize both men and women, and may be directed by or towards the Caminitos staff, Board, parents, and students.

## *Confidentiality*

Respecting the privacy of our parents, staff, volunteers, children, and of the Caminitos Spanish Playschool itself is a basic value of Caminitos Playschool Society. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the President. Board members, volunteers, and employees are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers, and Board members of Caminitos Spanish Playschool may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Caminitos Playschool Society that such information must be kept confidential both during and after employment or volunteer service. Staff and volunteers, including Board members and parents, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal of the person from service and/or their children from the program.

## Parent Involvement

Caminitos Spanish Playschool would like to consider our school to be an extension of the family and therefore each family is required to sign up for **at least for 4 volunteer duties *per child*** enrolled in the program.

At least 2 of the volunteer positions must be chosen from:

- Fundraising Committee,
- Laundry/Recycling,
- Kindercooking,
- Party Planners, or
- Cleaning Nights.

The remaining 2 of the volunteer positions may be chosen from the above or from Party Helpers.

Parents who do not fulfill 4 volunteer positions will have a Pledge Bond cashed for each instance. Volunteer Positions are described below.

Volunteer positions (other than Board positions) may be changed at any time via Sign Up Genius, provided it is **at least 7 days prior to the event**, or a Pledge Bond will be forfeited. If you are not personally able to attend, but find a substitute (another family member, friend, or another parent), there will be no penalty.

Parents are also required to sign up to bring food items for special events on **at least 2 occasions** throughout the year.

Board positions are the exception to this: the position on the Board is the only volunteer requirement, though Board members are not prohibited from volunteering for more. However, if a Board member has 2 or more children in Caminitos Playschool they are required to do one additional volunteer duty per child.

**Please note:** These requirements are for September enrollments. For enrollments at other times of the year, please see “Non-September Enrollments.”

Your volunteer presence is critical to the operation of our Playschool. When staff and parents work together as a team we feel this enhances your child’s experience. Children will enjoy sharing their ‘special’ moments with you. Parents who fulfill their volunteer obligations satisfactorily will have their Pledge Bonds returned to them at the end of the year.

We would like to kindly remind you please do not bring along any other children to Cleaning Nights or for Volunteer Duties in the classroom.

In addition to volunteering, parents are also encouraged to:

**Open the lines of communication:** feel free to share significant events that happen at home so we have a clearer understanding of what is happening with your child’s entire surroundings (i.e. your child may be involved in sports or dance and has received an award for their hard work; this is something that could be brought up in class, etc.).

**Be a resource to the Playschool:** please let us know if you or other family members have special talents, interests, or hobbies that could be shared with the children in their classes (i.e. playing musical instruments, singing, ability to create special crafts, etc.).

## ***Board of Directors***

A voluntary Board of Directors made up of dedicated parents who meet monthly to operate Caminitos Playschool. The Board consists of a President, Vice-President, Secretary, Treasurer, Registrar, Fundraising & Volunteer Coordinator, and Webmaster. You, as a parent, are automatically a member of the Society. Board members who do not fulfill their obligations may have their Pledge Bonds cashed.

Board members are always needed and are **necessary** for the continued success of the Caminitos Playschool Society.

**As an incentive to become a Board member and also has thanks for all the work Board members do, Board members who fulfill their obligations will not have to pay monthly**

tuition for the months of April, May, and June. This is subject to the financial health of the school, and must be decided on an annual basis by the current Board.

## Description of Board Positions

### President

- Oversees all areas of operation of the Playschool
- Deals with government agencies
- Has signing authority
- Liaison between parents and Teacher/Board members
- Communicates with various outside agencies

### Vice-President

- Calls meetings, chairs meetings in President's absence
- Renews license/lease/insurance/Teacher contracts
- Performs President's duties when required or delegated
- May be left vacant depending on volunteers

### Secretary

- Prepares agendas, takes minutes
- Collects mail from school office and places in files outside of classroom
- Communicates highlights of Board meetings to parents via e-mail
- Prepares school newsletter, and updates "Message from the Board"
- Other duties as assigned or as necessary
- May be combined with Webmaster depending on volunteers

### Registrar

- Prepares yearly registration forms and maintain online registration system
- Receives all registrations
- Informs President, Treasurer, and Teachers of new registrations
- Makes sure all registrations received are in order
- Prepares sign in sheets
- Other duties as assigned or as necessary

### Treasurer

- Has signing authority
- Keeps a detailed record of all monetary transactions
- Prepares budget
- Presents a monthly report at Board meetings
- Manages accounts payable and receivable
- Monthly payroll
- Prepares Annual Return
- Other duties as assigned or as necessary

### Fundraising & Volunteer Coordinator

- Organizes parent volunteers
- Facilitates use of Sign Up Genius
- Answers questions, provides direction on volunteer duties
- Tracks completion of volunteer duties and informs Treasurer
- Works to complete Casino application

- Prepares, plans, and oversees all fundraising activities (with Fundraising Committee)
- Reports fundraising plans and earnings at Board meetings
- Promotes fundraising activities to families and friends of the Playschool
- Ensures that families have sufficient opportunity to earn back their Fundraising Deposit
- Tracks and reports each family's fundraising efforts for both the Board and to individual families, with the assistance of the Treasurer
- Other duties as assigned or as necessary

### Webmaster

- Responsible for maintaining Playschool website with current events
- Places/creates any online advertising
- Keeps all Internet sites advertising Caminitos updated with current information
- Creates and updates monthly calendar including holidays, Professional Development Days, and special events
- Maintains the executive contact list responsible for advertising
- Places advertising in various locations to promote the Playschool, Playschool events (i.e. Open House, etc.), and fundraising efforts
- Responsible for producing advertising materials such as flyers for school and fundraiser events and posting them when necessary
- Other duties as assigned or as necessary
- May be combined with Secretary depending on volunteers

**Please note:** If you choose to sign up for a Board position, and if you are allocated this position, you will not be required to fulfill other volunteer duties, unless you have 2 or more children in the program.

### Board Meetings

The timing of monthly Board meetings will be announced at the Annual General Meeting. Board members must attend Board meetings. Any Board member who misses more than 1 meeting per term (Sept-Jan and Feb-June) will have a Pledge Bond cheque cashed. If you are unable to fulfill your Board duties and need to resign from the Board position once the school year has begun, 4 weeks written notice must be given or a Pledge Bond will be cashed.

In order for meetings to run quickly and smoothly, it is recommended that children not to attend.

### *Volunteer Positions*

All Volunteers must **sign in at the office** when you arrive, and sign out when you leave. This is for safety reasons: in the event of an emergency, the office must be able to account for all people in the building.

Volunteers are not to use their mobile phones during class time.

### Description of Volunteer Positions

#### Fundraising Committee

Volunteers are required for the Fundraising Committee. Each volunteer will be responsible for planning, organizing, implementing, and coordinating one fundraising campaign, with the guidance of the Fundraising & Volunteer Coordinator and the

Treasurer. Fundraising campaigns may include but are not limited to cookie dough, coupon books, chocolates, and raffles.

### Kindercooking

NOTE: Kindercooking dates and supplies will be in a separate section of Sign Up Genius.

Kindercooking will occur on the first Wednesday class of the month, beginning in October (for a total of 9 classes). Each Kindercooking day requires 2 parent volunteers to help with set up, cooking, and clean up, as well as any additional help the Teachers may require that day. Please be available the entire class time – you may be able to leave early if your help is no longer required. **If Kindercooking falls on a day that also has a class party, the Kindercooking volunteers will also function as Party Helpers.**

We would like one of the parent volunteers to speak Spanish, if possible. This person will direct the children in making the recipe, using Spanish only. As children learn through actions, this is an excellent opportunity to introduce Spanish vocabulary. If there is no Spanish-speaking parent available, the Teacher will instruct the class and the parent volunteers will demonstrate and assist the children.

The parent volunteers are also asked to provide the ingredients for that day. For certain recipes, small appliances may also be required. Dates and ingredients will be listed on Sign Up Genius. Recipes will be available on the Caminitos Calendar on the website. As much prep work as possible should be done prior to class (i.e., fruits and vegetables should be chopped, sliced, etc. as appropriate).

And remember: Caminitos is **NUT FREE!**

### **Children do not need to bring a snack on Kindercooking days.**

The parent volunteers are required to arrive about 30 minutes before snack time (about 9:30 AM for the morning class; and about 1 PM for the afternoon class) to help set up the classroom. If you would like to simply arrive at the start of class, please talk to the Teachers about what assistance you could provide with the first activity.

Following the first activity, the children will be taken to the washroom to make sure to wash their hands prior to Kindercooking. The parent volunteers will set up the Kindercooking area at this time. Then, the Parent Chef will first demonstrate how to make the dish of the day, using simple vocabulary, and all in Spanish. Following the demonstration, the children will make the dish, with assistance from the parents and Teachers. Then, they eat!

Once the children are finished eating, the parent volunteers are to wash and dry the dishes and clean the table. Generally, the parents' duties will be completed by about 11 AM or 2:30 PM. If parents would like to stay for the remainder of the class, they will be provided a task to complete (organizing, cleaning, or otherwise assisting the Teachers).

Note for cleaning: the classroom water does not get very hot for safety reasons, therefore you may need to use the kettle to have sufficiently warm water to do the dishes.

Kindercooking parents may bring a camera to class to photograph the kids. Please share photos with the Board ([info@caminitosplayschool.com](mailto:info@caminitosplayschool.com)), who will share with all the parents.

**Please note:** In the event that 2 parent volunteers cannot be found, the Kindercooking for that class will be cancelled. An email notice will be sent prior to the Kindercooking date reminding parents of the Kindercooking day approximately 2 weeks before the date, and requesting additional volunteers as needed.

## Laundry and Recycling

10 volunteers (one per month) are required to do the classroom laundry on a weekly basis. The volunteers will collect, wash, and return classroom laundry each week; picking it up on Wednesday after class, and returning it Monday before class.

Please take note of proper care instructions when laundering the costumes and puppets, in particular. These need to be washed on a gentle cycle. Rags and dishcloths may be washed on a normal or sanitary cycle.

Volunteers will also collect any recycling materials (bottles, milk, and juice containers) and take it to the depot monthly. Please return any money collected to the Treasurer.

## Party Planners

Four volunteers (2 for the morning class, 2 for the afternoon class) are required to assist the Teachers for each special event. These include, but are not limited to: Thanksgiving, Halloween, Christmas, Friendship Day (Valentine's Day), Easter, Mother's Day, and Father's Day Fiesta. Each Party Planner is also expected to attend the class party as a volunteer to help run it. This will include setting up the classroom as well as cleaning up afterwards. Please remember that you will only have 1 hour to clean up in between the morning and afternoon classes.

The morning and afternoon Party Planners should work together in planning, so that both the morning and afternoon classes have the same wonderful experience, including both food and any activities. Generally, this means the morning and afternoon Party Planners meeting with the Teachers some mutually convenient day at noon.

The Party Planners and Teachers will discuss:

- Whether the party will involve a potluck or simply bringing snack items (fruit platter, veggie platter, meat/cheese platter, themed treats as per Sign Up Genius)
  - Typically, Thanksgiving, Christmas, and the Father's Day Fiesta are potlucks
- Whether or not parents will attend
  - Usually parents are invited to come when there is a potluck, and also on Father's Day and Mother's Day
- Appropriately themed centers and other party activities and games
  - When deciding on what crafts/games to do, ***please try it out with your child at home***
    - Your child must be able to complete the activity with minimal assistance within 10 minutes
  - Some crafts may require parents to do some prep work at home prior to the party
  - Typically, the first hour will be spent with the children rotating through 5 centers (about 10 minutes each)
    - Each center will have either a Party Planner or a Party Helper to direct the activity
      - Please check with the Fundraising & Volunteer Coordinator to verify how many Party Helpers will be available
      - If there is not an adult available to supervise, may need to omit the activity
    - The Teachers will be supervising and assisting where needed
    - The centers will be party-themed and crafty
  - If the party falls on the first Wednesday of the month, Kindercooking will be part of the activities

- o There will be more games/activities after the snack/potluck

The classroom should be decorated appropriately for as much of the month as possible. Please coordinate with the Teachers at the beginning and end of the month to put up and take down the decorations. Usually 2 parents will put up the decorations, and the other 2 will take them down. Preferably the decorating/removal will happen outside of class time, due to the distraction, but also due to potential safety issues if a child manages to walk away with something that is not a toy. Ideally the decorating would happen either from 8:15 AM to 8:45 PM or at the end of the day from 3:30 PM to 4:30 PM.

Party Planners should:

- Ensure the appropriate items are asked for on Sign Up Genius (ask the Fundraising & Volunteer Coordinator to post);
- Request that the Board send an email to parents if children are to bring any additional items;
- Discuss with the Teachers whether or not parents will be invited to attend and at what times;
- Request any additional supplies from the Treasurer, budget permitting,
- Remember to bring a camera to the Party so photos may be shared with all parents! Or use the classroom's camera.
  - o At least one parent/class should take photos and share them with the Fundraising & Volunteer Coordinator, who will post them to Google Drive for all to access

### Party Helpers

NOTE: Party Helpers are in a separate section of Sign Up Genius.

On party days, the first hour is usually spent with the children rotating through 5 centers. The 2 Party Planners will direct 2 of the centers, and 3 additional parent volunteers are required to direct the remaining 3 centers.

If a party date is the same as a Kindercooking date, the Kindercooking activity will replace the centers. As there will be 2 Kindercooking volunteers and 2 Party Planners, only one additional parent volunteer will be required.

Party Helpers will also help with any set up on the day of the party and any clean up required after the party.

### Cleaning Nights

NOTE: Cleaning Nights are in a separate section of Sign Up Genius.

There will be 4 Cleaning Nights over the course of the year, in November, January, April, and June. The June cleaning will also be when the furniture is moved out to facilitate floor waxing. There will be one more date in July that requires parental assistance to move the furniture back in, to be determined once the floor waxing is scheduled.

November, January, and April Cleaning Nights will occur in the evenings. The June and July times may be determined by the parents involved. The July date may change depending on when the floor waxing is completed.

### Other Positions as Required

Over the course of the year new volunteer positions may be created. Positions will be posted on Sign Up Genius. Parents will be notified via email.

## Helping In Class

From time to time extra help will be required in class. The Teacher will inform the Board, and the date will be posted on Sign Up Genius and emailed to all parents. Parents are asked to please log on to Sign Up Genius to sign up for these dates, so as to avoid confusion about who has signed up for what dates.

If a parent is unable to fulfill this commitment for its entire duration, please email the Board at [info@caminitosplayschool.com](mailto:info@caminitosplayschool.com) so that another email may be sent to parents to request help. We require at least 7 days' notice for any changes, or a Pledge Bond will be forfeited.

Parent Helpers are required to arrive 15 minutes before class commences for a brief meeting with the Teachers. The Parent Helper is also required to stay at least 30 minutes after class to complete cleaning and prepare for the next class events.

Siblings, including babes in arms, cannot accompany Parent Helpers to class.

## Requirements for Enrollment

Caminitos Spanish Playschool is a play-based program for children who are 3 to 5 years of age and toilet-trained. Your child must be at least **3 years old by their start date** in order to be registered in the program. Caminitos Spanish Playschool is a non-profit organization working with a "break-even" budget. Therefore, each monthly cheque is critical to our survival.

## Registration Process

In order to ensure a high level of interaction among the children and the Playschool staff, class sizes will be small. Caminitos Playschool will be accepting a maximum of 16 student registrations for each class. Registrations will be accepted throughout the year as long as there is space available.

In order to reserve your child a position within our program, we must receive:

- A completed registration form,
- A signed consent form,
- The Registration Fee, and
- The first month's tuition cheque.

Incomplete registrations will not be considered or processed. Children who require an alternate (later) start date will be placed on the waitlist ***unless tuition is paid from September in order to reserve their spot.***

***Please note:*** Prospective families can have their children on our waitlist starting from March 15<sup>th</sup> for the following school year. **We do not place families on the waitlist 1 or 2 years in advance so as to make it fair for all parties interested.**

Once registration is complete, we require the following cheques **by August 1<sup>st</sup>:**

- Fundraising Deposits,
- Pledge Bonds, and
- Monthly Tuition cheques, unless you are paying tuition via cash or e-transfer.

If you would like to pay tuition by cash or e-transfer, please inform the Treasurer of your intention to do so at [treasurer@caminitosplayschool.com](mailto:treasurer@caminitosplayschool.com).

## Alumni Families and Returning Students

Caminitos processes registrations in three groups and timelines:

- Returning students: February 1<sup>st</sup>
- Siblings and alumni family (families who have had one or more children attend Caminitos in the past): February 15<sup>th</sup>
- Public (new students): March 1<sup>st</sup>

Students returning to Caminitos for their second year will receive first priority registration. This same courtesy will be extended to the siblings of “graduating” students who will be enrolling the following year. This is conditional on available space, as some years have a high returning student population. Public registrations (for new families) will begin March 1<sup>st</sup>.

## Tuition and Fees

The following fees are per child attending Caminitos for the entire school year (September to June). See “Non-September Enrollments” for students starting in other months.

Registration Fee	\$60	Non-refundable	Due with the registration package.
Monthly Tuition	\$140	Monday/Wednesday classes	Dated for first of each school month; the first month’s tuition is due at the time of registration; the remaining posted date cheques are due by July 1. See ‘Methods of Payment’ for alternatives to cheques.
Pledge Bonds	\$100 x 4	Held as bonds	<b>Undated</b> ; due by July 1. Pledge obligations are outlined in the ‘Parent Involvement’ section. Returned at the end of the year if duties completed.
Fundraising Deposits	\$100 x 2	Refundable	Dated for Sept. 1 and Jan.1; cheques will be cashed but can be earned back through participation in fundraising events. Refer to Fundraising Policy. Due by July 1.

### Pledge Bonds

Four **undated** cheques in the amount of \$100 per child will be held as bonds and will be returned when the volunteer obligations have been met. In the event that volunteer duties are not completed, the appropriate number of Pledge Bonds will be cashed.

**Please note that bond cheques may be cashed at the school’s discretion in order to cover unpaid tuition or NSF amounts.**

Please see the “Parent Involvement” section for more information on volunteer obligations.

### Fundraising Policy

All families are required to make two deposits of \$100 (one dated for September 1<sup>st</sup> and one for January 1<sup>st</sup> of the next year) per child at the beginning of the year for fundraising purposes.

Fundraising offers us an opportunity to enrich the Playschool experience through special events, and parties. The majority of the tuition fees collected are used to pay for rent and salaries. The ‘extras’ come from fundraising. In essence, the more we fundraise, the more we can offer by way of enrichment, supplies, special events, and activities.

Throughout the school term, the Board will offer the opportunity to fundraise the equivalent of your deposits and thus earn back the full Fundraising Deposit.

Each family will receive periodic updates to its fundraising status during the year. Any **net** fundraising amounts that you have contributed to the school (not the total amount of the fundraising) will be refunded in June.

For example, if you participate in selling 5 AdMazing coupon books, which have a 50% return of sales to the school, the total amount of the funds raised would be \$100. However, only 50% of the sales remain with the school. Thus, selling 5 books would give the school \$50. This \$50 would be issued as a refund in June. You will receive a complete refund for all net funds you have raised for the school (to the maximum value of the original \$200 Fundraising Deposit).

## **Methods of Payment**

The Registration Fee may be paid by cash, cheque, or e-transfer, and is due upon registration.

To complete registration for Playschool, cash or cheques (preferred) for the following items are due by August 1<sup>st</sup>:

- Pledge Bonds,
- Fundraising Deposits, and
- September tuition
  - o September tuition cheques should be dated for **August 1<sup>st</sup> and will be cashed at that time.**

Subsequent monthly tuition may be paid by cash, cheque, or e-transfer. Cash and e-transfers are due **on or before** the first of each month. If you would like to pay tuition by e-transfer, please inform the Treasurer of your intention to do so at [treasurer@caminotosplayschool.com](mailto:treasurer@caminotosplayschool.com). If you would like to pay tuition by cheque, post-dated cheques for the 1<sup>st</sup> of each month are due by August 1<sup>st</sup>. Monthly tuition fees will be deposited within the first week of each month. No exceptions.

Cheques are to be made payable to: **Caminitos Spanish Playschool**. E-transfers are to be sent to: [treasurer@caminotosplayschool.com](mailto:treasurer@caminotosplayschool.com). Cash may be deposited in the lock box in a sealed envelope with the **name of the student, the amount, and the reason for the payment.**

**Please note:** A charge of \$25 will be added to all non-sufficient fund (NSF) cheques received. This policy is in effect for *all cheques*, including tuition, Pledge Bonds, and Fundraising Deposits.

## **Receipts**

**Receipts will be issued for all paid tuition twice during the school year.** Receipts will be handed out in January and then again at the end of the school year in June. If monthly receipts are required, alternate arrangements can be made by contacting the Treasurer. If a student withdraws from the program, receipts will be issued at that time.

## **Arrears**

A family's tuition is considered to be in arrears if their fee has not been received by the first of the month. If a family has not repaid the missing tuition within **TWO** weeks of the due date, they will receive a letter of notice. If the missing tuition and any applicable

fees are not repaid within **ONE** calendar month from the due date, the student will no longer be able to continue attending Caminitos.

## ***Non-September Enrollments***

For enrollments at other times of the year, volunteer and fundraising requirements will be reduced according to the following schedule (per child):

### **October & November**

- No change
- 2 × \$100 Fundraising deposits
  - One cashed immediately, the other dated January 1<sup>st</sup>
  - May be earned back through fundraising efforts
- 4 × \$100 Pledge bonds, undated
  - Parents must complete 4 Volunteer Duties/Cleaning Nights AND bring Party Supplies twice

### **December**

- 2 × \$100 Fundraising deposits
  - One cashed immediately, the other dated January 1<sup>st</sup>
  - May be earned back through fundraising efforts
- 3 × \$100 Pledge bonds, undated
  - Parents must complete 3 Volunteer Duties/Cleaning Nights AND bring Party Supplies twice

### **January & February**

- 1 × \$100 Fundraising deposit
  - Cashed immediately
  - May be earned back through fundraising efforts
- 3 × \$100 Pledge bonds, undated
  - Parents must complete 2 Volunteer Duties/Cleaning Nights AND bring Party Supplies twice

### **March, April, & May**

- 1 × \$100 Fundraising deposit
  - Cashed immediately
  - May be earned back through fundraising efforts
- 2 × \$100 Pledge bonds, undated
  - Parents must complete 1 Volunteer Duty/Cleaning Night AND bring Party Supplies twice

### **June**

- 1 × \$100 Pledge bond, undated
  - Parents must complete 1 Volunteer Duty/Cleaning Night AND bring Party Supplies once

## *Withdrawal*

We require **one calendar month's notice** should you need to withdraw your child. If you have to withdraw your child from the program, please notify the President. A full or partial refund of tuition fees already paid will not be given under any circumstances.

Should you decide to withdraw your child before the new school year begins, notice is required in writing by July 31 or the September tuition fee will be cashed.

**The Registration Fee is not refundable.** Only uncashed cheques will be returned.

## *Child Care Subsidy*

The Alberta Government offers a child care subsidy for children who attend a licensed Nursery (Pre-school) program. Visit their website at <http://www.humanservices.alberta.ca/financial-support/15104.html> or call 1-877-644-9992 or 780-644-9992 within Edmonton, Monday to Friday from 7:30 a.m. to 8:00 p.m.

Parents are responsible for monthly tuition until such time as the child care subsidy is approved. As the subsidy is based on a student's attendance and only paid *after* the month has ended, parents are required to pay the first month's tuition and will receive a refund at the end of the year. In the event that you withdraw your child from the program, we require one month's notification (as above).

Volunteer and fundraising obligations remain the same.

## Health and Safety

### *Guidance and Goals*

At Caminitos Spanish Playschool we view Child Guidance as a positive approach to supporting growth and development in children.

Self-esteem is an important part of who we are as individuals. For positive self-esteem, children need to be comfortable with who they are, feel empowered, and develop a healthy sense of self: a sense that they are worthy of being.

We aim to provide an environment where each child feels supported and safe. It is in this environment where we guide children's behaviour using positive reinforcement and communication techniques. We are aware that children are unique individuals who react to feelings and stressors in different ways.

It is our job to recognize this and encourage: exploration of feelings, ways to problem solve, and to continue to develop a healthy sense of self. When a child feels supported, safe, and has developed a sense of self, they are more apt to try new things and feel comfortable exploring new ideas and places.

If we have any concerns regarding your child's development or behaviour we will certainly notify you so we can explore strategies and be consistent between Playschool and home.

## ***Communication***

### **Teacher Communication**

We believe that communication between home and school is an important element for a positive Playschool experience. Monthly Newsletters will be available explaining the activities of the up-coming month. Once you are registered, you will automatically be subscribed to our email list. You may also view the Newsletters on our website.

Please feel free to talk with any of our Teachers about any questions or concerns you may have with regard to your child or the class. If there have been any changes in your child's life, please let us know. Even the slightest of change can affect them.

If there is something that needs to be passed along to the Teachers that is not time-sensitive, please use the "Parent-Teacher Communication Notebook" that is available for each student. Prior to classes, our Teachers are focused on preparing for their day, and have limited time, especially before and after the morning class. There is only 45 minutes for them to clean up from the morning class and get ready for the afternoon class. And to try to eat their lunch! If you need to have a long conversation, please talk to them about scheduling an appointment. Or, email them at [teacher@caminitosplayschool.com](mailto:teacher@caminitosplayschool.com).

Our Teachers are trained to recognize challenges in students' learning and behaviour. They may give suggestions of ways to help your child should they identify behaviours that could benefit from some extra support during the school year. Caminitos is an inclusive program and encourages open communication between parents and the Teachers. Any observations brought to parents about their student are done so with positive intentions. Recommendations about extra support for a student are to ensure that your child gets the most benefit out of their preschool years, and to prepare them as much as possible for full time school.

Should you want to meet with our Teachers to discuss learning or behavioural challenges, please pre-arrange these types of meetings for after 3:00 as the school day is quite busy for our Teachers and they would like to give parents their undivided attention.

### **Board Communication**

Please note that the vast majority of communication from the Playschool Board takes place electronically via email and as updates to the webpage or Facebook. To this end, ensure that the Playschool has your correct email address.

Only one parent will be automatically subscribed to our mailing list. If BOTH parents want to receive the emails, please have the other person sign up via the Contact Us page on the Caminitos website (<http://www.caminitosplayschool.com/contactus>).

If you need to reach anyone on the Board, you may call (587) 487-7506, or send an email to any of the addresses below.

President	<a href="mailto:director@caminitosplayschool.com">director@caminitosplayschool.com</a>
Vice President	<a href="mailto:vp@caminitosplayschool.com">vp@caminitosplayschool.com</a>
Treasurer	<a href="mailto:treasurer@caminitosplayschool.com">treasurer@caminitosplayschool.com</a>

Secretary	<a href="mailto:secretary@caminitosplayschool.com">secretary@caminitosplayschool.com</a>
Registrar	<a href="mailto:register@caminitosplayschool.com">register@caminitosplayschool.com</a>
Fundraising & Volunteer Coordinator	<a href="mailto:volunteer@caminitosplayschool.com">volunteer@caminitosplayschool.com</a> <a href="mailto:fundraising@caminitosplayschool.com">fundraising@caminitosplayschool.com</a>
Webmaster	<a href="mailto:webmaster@caminitosplayschool.com">webmaster@caminitosplayschool.com</a>
General Inquiries	<a href="mailto:info@caminitosplayschool.com">info@caminitosplayschool.com</a> <a href="mailto:board@caminitosplayschool.com">board@caminitosplayschool.com</a>

## *Security*

Your child’s safety is a primary concern to us. Please see “Drop off & Pick Up” for safety precautions.

In addition, Caminitos Playschool participates Lock Down Safety Drills and Fire Drills in conjunction with Mill Creek School.

## *Health Regulations*

A child’s optimum growth, development, and learning are dependent on many factors. An important factor is their state of health. The following policies are intended to minimize the health risks in caring for your child in a group setting, while maintaining flexibility to respond to individual situations.

The primary purpose of this health policy is to protect, maintain, and improve the health of each child in Caminitos and that of the program staff.

Remember, children are best cared for at home when ill.

Parents must provide Caminitos staff with an emergency contact person (phone number and address) who is available during the day so they may be contacted to be made aware of a situation and can pick up the child on short notice.

Caminitos Playschool Society asks that parents use reasonable discretion when bringing your child to the program when they are ill. If you feel your child will not be able to become actively involved in the program, then they should remain at home.

If your child has been diagnosed with an infectious illness, please inform the Caminitos Playschool Society President as soon as possible so that he/she can contact the program staff and parents of the other children so they can be informed of the possible risks involved, if any.

In addition to the above, please note the following:

1. Program staff will greet each child and will be available to discuss with the parent any health problems or concerns. Parents are responsible for informing the staff of any medications being administered at home in case of a reaction during class time.
2. Parents are required to keep their child at home if they are displaying **ANY** of the following:
  - (a) Fever (38 degrees or higher, especially if persistent)
  - (b) Diarrhea or vomiting

- (c) Undiagnosed rash/skin irritation
  - (d) Communicable diseases (other than a mild cold)
  - (e) Lethargic or irritable
  - (f) Persistent pain
  - (g) Persistent coughs (especially if choking or vomiting occur)
3. If a child arrives to the program and a staff member notices any of these symptoms during the program, the staff will immediately contact the parents or the person listed as their emergency contact if the parents cannot be reached, and arrange for that child to be taken out of the program. While waiting for parents to pick up an ill child, a primary staff member will ensure that the child is removed to a quiet place in the classroom and will directly supervise the ill child.
  4. If your child has a communicable disease, you must observe quarantine regulations, as set by Alberta Health Services, for 24 hours since the last symptom. The following are signs that indicate a possible communicable disease:
    - (a) Earache
    - (b) Vomiting
    - (c) Fever
    - (d) Cough
    - (e) Unusual drowsiness
    - (f) Loss of appetite
    - (g) Sore throat
    - (h) Red or runny eyes
    - (i) Headache
    - (j) Irritability
    - (k) Rash
    - (l) Runny nose with yellow or green discharge, and
    - (m) Diarrhea.

We believe that this policy will protect the children attending the Caminitos program as well as staff, from further exposure to illness, and will aid the sick child in making the quickest recovery possible.

Staff members shall speak directly to parents when their child is ill, describing in detail the child's symptoms and the actions taken by staff.

## **Allergies**

Allergies can be very severe. Please remember we are a **PEANUT and TREE NUT FREE** site. If your child has a serious allergy we require an EPIPEN to be kept on site. We will have you sign a "Medication Authorization Form" allowing us to administer medication. Please see the "Medication Administration Policy" for more information.

**If your child requires oral medicine for allergies (or other medical conditions), please fill out the "Medication Authorization Form" and be sure to clearly explain all the details to program staff as to when the medicine should be given, how, and what its purpose is.**

In case of a medical emergency, the Teacher will contact 911 and then the parents. Parents shall be responsible for any cost incurred.

In the event of a student having anaphylactic allergies, all parents will be notified of this allergy in order to prevent even the slightest allergic reaction.

## **Medication Administration Policy**

**Caminitos staff will not administer medication without parental consent and the "Medication Authorization Form" being completed by the parent.**

All prescription medications must be brought in their original pharmacy containers showing the physician's name, patient's name, and date of issue, and shall be administered according to label instructions. Non-prescription medications (i.e. cough syrup) must bear a pharmacy label and will be administered with parental consent in

accordance to the medication procedures for a period up to 3 consecutive days. After three days, the parent will be required to take the child to the doctor.

**Medication will not be accepted via lunch boxes, etc.; it must be handed to Caminitos staff upon arrival to the program. All medications will be stored out of reach of the children, and all non-emergency medications shall be stored in a locked container.**

No outdated medication will be administered; staff will check expiration dates prior to administration. Staff must enter the amount of medication administered and the time on the "Medication Authorization Form", along with their initials. Caminitos program staff may refuse to administer medications that they do not have the expertise or confidence to administer (i.e. injections or suppositories, etc.).

## *First Aid and Accidents*

### First Aid

One fully equipped first aid kit will be kept in the classroom; another first aid kit will be taken anytime the class leaves the school grounds. Please ensure that you have signed the appropriate consent form to allow the Playschool staff to administer first aid to your child.

### Accident Procedures

In the event that a child is involved in an accident while attending the program, the following measures will be implemented:

1. First aid will be administered immediately.
2. If an ambulance is required for immediate medical attention, a staff member will accompany the child. The child's parents will be notified immediately. Portable emergency information (i.e. name, address, and phone number of the family physician, etc.) will accompany the child to the nearest medical facility. All costs incurred for use of the ambulance will be the responsibility of the parents.
3. An "Incident Report" form will be completed and signed by the attending staff member, witness, parent, and the Playschool President. **The incident will be immediately reported to licensing staff by telephone, fax, or e-mail.** A copy will also be placed in the child's file for the remainder of the school year.

In case of a medical emergency, the Teacher will contact 911 and then the parents. Parents shall be responsible for any cost incurred.

## *Fire and Emergency Plans*

To ensure the safety of all children, fire drills will be practiced periodically throughout the school year. If an actual emergency necessitates the evacuation and closure of the Caminitos Playschool, the children will be taken to a predetermined relocation site with the rest of Mill Creek School. The parents will be contacted immediately and asked to pick up their child at the relocation site as soon as possible. The predetermined relocation site is currently **Ritchie Community Hall**, located at **7727 98 Street**.

In case of a fire or medical emergency, parents must have on file with the Playschool an alternate emergency contact person (phone number and address). If program staff are

unable to reach you, they will then contact your 'emergency contact person' and they will be appraised of the situation and be asked to pick up your child.

Caminitos Playschool will have the children practice two different escape routes in the event of a fire drill or evacuation. The children will learn the proper procedure to exit from both the Playschool classroom and from the gymnasium.

## Evacuation Procedures

### Fire

1. IN CASE OF A FIRE DRILL: an alarm (or whistle) will be sounded by the Playschool staff.  
IN CASE OF A FIRE: the person detecting the fire will sound the alarm.
2. The Playschool Teachers will pick up the Daily Attendance Record for the classroom and the Emergency Contact Folder. The Playschool Teachers will calmly lead the children to the nearest exit and out of the building. The Playschool staff will escort the children to the predetermined relocation site by the shortest and safest route at least 100 feet away from the school.
3. TO BE CARRIED OUT BY THE LAST STAFF MEMBER LEAVING THE CLASSROOM: be sure and check all play areas and cubicles and close all windows and doors.
4. The Playschool staff will ensure that the Daily Attendance Record coincides with the number of children present.
5. IN CASE OF A FIRE: the Playschool staff will attempt to contact all parents immediately to advise them of the situation. If the parents cannot be notified, attempts will be made to reach their emergency contact person.
6. The Caminitos President will notify parents later that day (or evening) to update them on the current events and if classes will resume on the next scheduled program day.

### Lockdown

1. The Playschool Teachers will lock the doors to the classroom. No person will be admitted in or out of the classroom until the Lockdown has ended.
2. The Playschool staff will ensure that the Daily Attendance Record coincides with the number of children present.
3. The Playschool staff will attempt to contact all parents immediately to advise them of the situation. If the parents cannot be notified, attempts will be made to reach their emergency contact person.
4. The Caminitos President will notify parents later that day (or evening) to update them on the current events and if classes will resume on the next scheduled program day.

### *Closure*

If the Playschool needs to be closed unexpectedly, each family will be contacted by phone.

## Appendix

This appendix contains various forms that parents may need to use over the course of the school year:

### ***Medication Authorization Form***

- Must be completed for any medication to be administered at Playschool

### ***Drop Off/Pick Up Consent Form***

- Must be completed for any person not listed on Emergency Contact List to pick up your child





## Medication Authorization Form

Medication will only be administered if it has been prescribed by a qualified physician, is in its original container, and the following form is completed.

I, \_\_\_\_\_, authorize \_\_\_\_\_  
 (Parent's name) (Care provider's name)

to administer \_\_\_\_\_ to my child \_\_\_\_\_  
 (Medication) (Child's name)

with the following instructions:

Dosage: \_\_\_\_\_

Time(s): \_\_\_\_\_

Special Instructions (i.e.: on full/empty stomach, etc.): \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

### Medication Administration Record:

Date	Time	Medication	Amount Administered	Provider Initials



# Caminitos Spanish Playschool

## Drop off and Pick up Consent

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

Attention: Maestra(s)

Please be advised that my child, \_\_\_\_\_

will be dropped off / picked up by \_\_\_\_\_

(relation) \_\_\_\_\_

on the following day(s):

- Today only
- Monday / Wednesday mornings
- Monday / Wednesday afternoons
- Other(s): \_\_\_\_\_

If there are any questions and/or concerns, please contact me/us at:

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Other: \_\_\_\_\_

Thank you,

\_\_\_\_\_  
(Print Name / Signature)