

POLICIES

(Unabridged version)

Silver Springs Preschool

Offering programs for 3 and 4 year olds

A member of the Calgary Preschool Teachers' Association

Policies (unabridged version) Revised AUG 2016

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SECTION 1 – PHILOSOPHY and PROGRAM GOALS

1.1 Our Philosophy

Silver Springs Preschool firmly believes in the importance of play. Play is an integral part in every aspect of a child's development. It facilitates motor development, social competence, emotional development, self-control, confidence, creativity, scientific reasoning and abstract thinking.

1.2 Program Goals

- To provide a variety of learning opportunities which recognize the different learning styles of each individual child.
- To allow each child access to the learning opportunities provided at their own pace.
- To provide a fun, stimulating and nurturing environment.
- To provide children with the skills they will need to enter Kindergarten with confidence.
- To familiarize children with the rules, routines and structures they will encounter in Kindergarten.
- To give both children and their parents a sense of community.

SECTION 2 – ADMINISTRATION

2.1 Silver Springs Community Association (SSCA)

Silver Springs Preschool ("SSPS" or the "Preschool"), formerly Silver Springs Nursery School, was established in 1980 as a community-based parent cooperative program run by the Nursery School Advisory Committee (NSAC) now Preschool Advisory Committee (PSAC) as a standing committee of the Silver Springs Community Association ("SSCA").

The PSAC is made up of volunteers (parents of children in the Program) and is responsible for the general operations and staffing of SSPS. A member of the PSAC is appointed to serve as Director PSAC of the SSCA and act as a liaison between the two committees.

The Policies, budgets and amendments thereto shall be presented to the Board of Directors of the SSCA for approval by motion prior to implementation.

2.1.1 Responsibilities of SSCA

Licensing and Insurance

SSCA shall be named as the License Holder and as such shall be responsible to ensure that the License is renewed from year to year and to ensure compliance with the provisions of the License including General Liability Insurance, Municipal Zoning Approval and Building and Fire Approvals. The License Fee will be paid from the Budget of the PSAC.

Finances

The PSAC shall provide the office staff of the SSCA with original receipts for disbursements incurred in its operation. It is the responsibility of the SSCA to file an audited income tax statement with the Canada Revenue Agency.

As a community-sponsored program the PSAC will budget to operate on a break-even basis. However, in the event of a significant year-end surplus, recommendations will be made to the SSCA regarding its management; i.e. whether it should be incorporated into the SSCA general funds or retained in the PSAC operating budget. In the case of a deficit, the SSCA shall be responsible to cover the loss.

Advisory

The SSCA Board of Directors and staff shall be available to act in an advisory capacity to the PSAC in matters relating to bookkeeping and staffing. This is to ensure continuity of the Program, as the members of the PSAC may change annually. The PSAC will have autonomy to carry out the operations of the Preschool within the confines of the Budget and Policies.

Arbitration

Regarding disputes involving the SSPS, SSCA shall have authority under the *Arbitration Act*.

2.2 Preschool Advisory Committee (PSAC)

The PSAC is made up of parents of children in the Program and its function is to carry out the business of operating the Preschool including, but not limited to: the employment of staff (teachers and assistants and substitutes as required); monitoring of expenditures (budgets); decisions on discretionary revenues or expenditures (i.e. fundraising and special projects); Program monitoring; registration and advertising; development of policies; planning and organization of field trips and special events; and liaising with SSCA and parents.

2.2.1 Candidates

- PSAC members must have children attending Silver Springs Preschool. After a reasonable effort has been made to fill all executive positions on the PSAC Board and the Volunteer Coordinator concludes that an executive position cannot be filled, the PSAC Board members may fill the vacant executive position by appointing a willing candidate who has had a child attend the Silver Springs Preschool in the past two years or who will have a child attend the Silver Springs Preschool in the next two years.
- Can be filled by a minimum of five members of the existing PSAC, or more at the discretion of the PSAC.
- An attempt should be made to fill the position of Chairperson and Treasurer with a parent that has previously served on the PSAC.
- An attempt should be made to have a minimum of five three-year-old parents on the PSAC.
- The Volunteer Coordinator will recruit for unfilled positions during registration and at any point during the year when a position needs to be filled. If more than one person is interested in the same position, then the position should be filled by a parent from the three-year-old program if there are less than five members from the three-year-old program. If this does not apply then the Chair and Co-chair shall determine which individual will fill the role.

2.2.2 General Duties of all PSAC Members

- PSAC Members will attend 11 regular monthly meetings beginning in June before the upcoming school year and ending in June of such school year. Both the outgoing PSAC Members and the incoming PSAC members will attend the first scheduled board meeting of each new school term in June.
- PSAC for the current and upcoming term will meet in May for a social occasion, and in June for a regular meeting.
- Each PSAC member will prepare an orientation report for the new committee member. This will be passed on at the June meeting when both incoming and outgoing members are in attendance.
- Each member of the PSAC will maintain a three ring binder and other necessary files to be passed on to his/her successor. The binder will outline the yearly duties month by month; include minutes (two consecutive years) and any other information pertinent to the job.
- PSAC members shall ensure that all confidential and personal information is handled appropriately and in accordance with all applicable policies. When disposing of confidential or personal information records, these should be shredded.
- All PSAC members are to participate in Orientation Night scheduled in August/September and the Open House scheduled in January/February
- PSAC members are to participate in the Orientation Night and the Open House.
- PSAC members will fulfill the given executive committee position as listed below:

EXECUTIVE COMMITTEE

Chairperson
Co Chairperson
Treasurer
Program Coordinator
Registrar

2.2.3 PSAC Meetings

- Chairperson, Co-chairperson, and Treasurer from the previous year are encouraged to attend the August board meeting of the current year.
- PSAC meetings are held on the second Wednesday of each month starting at 7:00 p.m.
- Absences must be reported to the Chairperson in advance of the meeting.
- Meetings shall be conducted in accordance with the Roberts Rules of Order.
- If a PSAC member misses two (2) consecutive meetings, that member's position may be vacated and filled by someone else.

- Minutes of the PSAC meetings are to be distributed to PSAC members (electronically) by the Recording Secretary within ten days of a meeting being held as well as a copy posted outside of the classrooms.
- Minutes are to be reviewed in advance of each meeting.
- All PSAC meetings are open to parents of children enrolled in the Program, employed staff and SSCA members or staff.

2.2.4 Quorum and Voting Privileges

- 50% plus one (1) of the PSAC for regular meetings, and two-thirds for meetings involving budget and policies shall constitute quorum.
- For changes in budget and policies via electronically, 100% approval shall constitute quorum.
- Employed staff members are not eligible to vote.
- Room Parents are eligible to vote if they have attended the previous meeting.
- Parents are eligible to vote if they have attended the previous meeting.
- The Chairperson may vote if the vote is by ballot otherwise he/she will cast the deciding vote in the case of a draw.

2.2.5 Record Keeping

- A master copy of all minutes will be kept on file in the classroom filing cabinet along with the current Policies. A copy of all past Policies, budgets, and incident reports shall be retained for 10 years.
- Class lists going back five years will be retained to facilitate compliance with family registration policies.
- Complete student records will be maintained for two years to comply with Child Care Licensing Regulations. Complete student records beyond two years will be properly destroyed.
- A copy of the General Liability Insurance document shall be on file in the SSCA office.
- Receipts evidencing expenditures shall be filed with the SSCA office.
- Incident reports shall be filed in the classroom and with Alberta Child and Youth Services in accordance with legislation and Policy 5.5 Incident Reporting. The SSCA should be notified regarding all incidents requiring attendance by EMS.
- Comments, suggestions or complaints will be retained for up to two years.

2.2.6 Silver Springs Preschool Bank Account

Effective June 2012, the SSPS bank account has been consolidated with the SSCA bank account. Expenses incurred should be submitted to the SSCA office by filling out the proper forms and providing original receipts.

2.3 Parent Communication

2.3.1 Budget and Policies

- At Registration, parents will be advised that a copy of the PSAC Policies is available on the SSPS website. Before orientation night, parents will be emailed an electronic hyperlink to the PSAC Policies posted on the SSPS website. A complete policies and procedures package will also be posted outside of the classroom.
- A copy of the Budget for the upcoming year will be provided to parents upon request.
- A copy of the year-end financial report will be made available to parents upon request.

2.3.2 Summer Letter

It is PSAC policy to distribute a letter from the Chair to Preschool parents in the summer (advising of Orientation Night date and Program start dates, etc.) and at other times as warranted.

2.3.3 Room Parents

The Room Parent acts as a liaison to the PSAC and is available to bring concerns before the PSAC. Once a month during the school year, the room parent will be expected to send an e-mail to class parents to solicit feedback about the program. The room parent will then forward this feedback to the room parent coordinator to bring forward to the PSAC.

2.3.4 Parent/Teacher Interviews

Parent/teacher interviews for Preschool will be at the request of the parent(s) or the teacher.

SECTION 3 – PROGRAM OPERATION AND FEES

3.1 Term

- The SSPS class terms commence in September and end in June. An evening parent Orientation Night will be held in late August or early September.
- SSPS generally observes the Calgary Board of Education's calendar year regarding holidays (i.e. Christmas Break, Spring Break, Teachers' Convention, etc.). A list of statutory and school holidays will be provided on the website.

In order to allow the children to become acquainted and comfortable in the classroom, with their teacher and with a smaller group of children classes will begin on a split-entry basis. The entire class will meet together on the third scheduled class day.

- In the summer, the teachers will be given the list of children who will attend their class in the upcoming term, and will contact parents by telephone or email to advise them of the date of entry and to provide an opportunity to discuss any questions or concerns prior to the commencement of classes.
- Classes will generally be held until the third Friday in June.

3.2 Fees

- Preschool fees (non-refundable registration fee) and tuition are to be reviewed bi-annually by the Executive. Any proposed changes by the current PSAC must be submitted to SSCA for approval by December 31 for the next school year.
- There is one non-refundable registration fee per child, which must be paid in full by credit card on the date of Registration.
- Payment of Preschool tuition can be in full payment or by automatic withdrawal using a voided cheque. The June tuition is collected in advance to cover start-up costs (i.e. consumable supplies) prior to the start of the term.
- The cost of the Program is calculated on a per school year basis. Although a monthly installment may be paid, that does not infer that the monthly cost for the Program is that amount. The Program fees are calculated by the cost, per child, to run the Program for the full school year.
- If a child is added to a class between the first and fourteenth of a month, the full tuition for that month will be paid. If a child is added to a class between the fifteenth and the end of the month, half of the monthly tuition amount will be paid for that month.

3.2.1 Payment Schedule

A void check for your monthly tuition payments is required. Payments will be withdrawn from your account on the first business day of each month.

If you register before June 1st, of the current year - the first withdrawal will be on first business day of June of the current year. This will be your prepayment of tuition for the following June. Subsequent withdrawals will occur on the first business day of each month from September through May of the current school year.

If you register after June 1st but before August 1st of the current year - the first withdrawal will be on the first business day of the month that follows the month of registration. This will be your prepayment of tuition for the following June. Subsequent withdrawals will occur on the first business day of each month from September through May of the current school year.

If you register after August 1st of the current year - the first withdrawal will be double the regular payment and will occur on the first business day of the month that follows the month of registration. This will be your prepayment of tuition for the following June as well as the regular tuition payment for the month that follows the month of registration. Subsequent withdrawals of the regular tuition amount will occur on the first business day of each successive month up to and including May of the current school year.

3.3 Non-Sufficient Funds (NSF) Payments

There will be a service charge for returned payments (whether cheque or automatic debit) to cover the current bank charge. The NSF service charge is currently set at \$25.

If more than one NSF payment is returned on behalf of a child in the school year the situation will be reviewed. Noncompliance may result in the withdrawal of the subject child from the Program.

SECTION 4 – REGISTRATION AND ENROLLMENT

4.1 Qualification

4.1.1 Community Membership

In order to qualify for enrollment in the Silver Springs Preschool, the family must have a valid Silver Springs Community Association membership at the time of registration and for the duration of their participation in the program.

4.1.2 Eligibility

- In order to ensure compliance with current legislation, the Preschool reserves the right to restrict enrolment of children who are at least thirty-two (32) months of age but not yet three (3) years of age until December 31 of the school year.
- Children must be the following minimum ages to be eligible for Preschool for the September start:
 - a) For the three (3) year old program, three (3) years of age by December 31 of that term, providing that each class does not exceed six (6) students who are not yet three (3) years of age as of September 1 of the school year;
 - b) For the four (4) year old program, four (4) years of age by February 28 of that term; and
 - c) Where a three/four (3/4) program is made available, four (4) years of age by June 30 of that term.
- Children must also comply with the following maximum ages to be eligible for Preschool for the September start:
 - a) For the three (3) year old program, children must be no older than four (4) as of September 1 of the current school.
 - b) For the four (4) year old program, children must be no older than five (5) as of September 1 of the current school year.
 - c) Special exceptions to maximum ages may be granted, upon the discretion of the Registrar and in consultation with the Preschool teachers.
- All children attending the Preschool must be toilet trained. Pull ups are not sufficient to indicate potty training and are not acceptable. It is not a good use of teacher time if required to change children and also leaves the other teacher with fifteen children and no additional support. Teachers give frequent bathroom reminders during the first month of school. In the event that a child has a urine

accident during class time, teachers will change the child the first time. If urine accidents recur, the child's parent will be called to change their child and the child will be asked to take a break from Preschool until they are accident free. The PSAC may, at its discretion, require that a child be withdrawn from the Program in the event that the child has two (2) or more accidental bowel movements during class time.

- It is strongly recommended that all children attending SSPS be immunized in order to protect the health and safety of all children attending the Preschool.

4.1.3 Program Unit Funding (PUF)

- Silver Springs Preschool is able to accommodate up to two (2) children per class who receive Program Unit Funding (PUF). Families registering a child who is qualified for PUF must indicate this during the registration process. When the maximum number of PUF students have been registered in a particular class, no further students accessing PUF will be accepted in that class. Your child's registration may be invalid if you fail to disclose his or her PUF at the time of registration as these spots will be allocated on a first come, first serve basis pursuant to the registration timelines set forth in this policy.

4.2 Registration Policies and Procedures

Registration dates and times for the upcoming term is determined by the PSAC. Registration is generally held in February.

The Program Registrars are the contacts for individuals regarding registration. Maximum enrollment allowed in the SSPS classroom is based on limits imposed by Licensing, and is not to exceed eighteen (18) for three (3) year olds, and twenty (20) for four (4) year olds. Minimum enrollment allowed in the Preschool will be at the discretion of the PSAC.

At the time of registration, families will register for a morning or afternoon class. Once teacher contracts have been signed and the classes are full, classrooms will be assigned by the Registrar and one other delegate.

Silver Springs Preschool welcomes children with PUF (Program Unit Funding). Please note however, that our policies provide for a maximum of 2 PUF children per class. When you register, please indicate in the comments section that your child is PUF funded. They will be registered in the order received. When the maximum has been reached in a class, no other PUF students will be accepted. Your child will not qualify for a spot at Silver Springs Preschool if you fail to disclose PUF funding at the time of registration and the maximum has been reached by registrants who have been forthcoming with this information.

Special exceptions may be granted at the discretion of the Registrar.

4.2.1 Pre-Registration

Prior to the general, open registration, the PSAC will hold pre-registration. Eligible families will be allowed to register with the following priority:

1. Current PSAC members.
2. Families of children currently in the program. This includes both current students and their siblings.
3. Families not currently registered in the Preschool who have had children attend SSPS in the last five years.
4. Residents of Silver Springs.
5. Any family not meeting any of the above criteria.

Registration will be on-going until such time as the classes are full.

4.2.3 Waiting Lists

Those on the waiting list will be offered enrollment as places become available, using the email address that appears on the Family's registration form, by the Registrar.

- Once a Family has been notified of a vacancy in a Program via email, the Family shall have 48 hours to respond to the email, after which point the vacancy will be offered to the next Family that appears on the waiting list, and then to each subsequent Family, until the vacancy is filled.
- If a Family fails to respond to an email notification under subsection 4.2.3(A) regarding a vacancy within the 48 hour time period, such Family shall retain their position on the waiting list and will be offered the next available vacancy; however, if a Family fails to respond to an email regarding a second vacancy within the permitted 48 hour time period, the Family shall be removed from the waiting list.
- A Family that is removed from the waiting list for failing to respond to a second notice of vacancy under subsection 4.2.3(B) may contact the Registrar to be placed back on the waiting list as a new registrant but shall not retain their original position.
- The Registrar shall have sole and unfettered discretion to make determinations with respect to this section.

4.3 Program Withdrawal

The Preschool reserves the right to dismiss a child from the Program because of the inability of a child or parent to adjust to the SSPS Program.

4.3.1 Prior to start-up date of school term

The Registrars will accept any canceled registration up to August 1 and the parent will forfeit only the non-refundable registration fee. A refund of the June tuition will be given to the parent.

After August 1 and up to September 1 the June tuition will not be refunded.

4.3.2 After start-up date of school term

- A child may be withdrawn from the SSPS at any time after the first day of school provided the Registrars are notified in writing and or electronically at least 30 days prior to the first day of the calendar month and the withdrawal has been confirmed. All payments after the withdrawal date will cease. June's tuition will only be refunded if the 30 days written notice is prior to March 1st. Failure to

provide 30 days written notice will result in the parent forfeiting June's tuition as well as the non-refundable registration fee.

- The parent will be refunded any paid tuition past withdrawal date.
- Exceptions to the above policy regarding refunds will be made where the child is withdrawn for medical reasons. In such case, a letter from a physician outlining the medical reasons for the withdrawal will be required by the PSAC.
- Exceptions may also be made where the child is dismissed from the Program pursuant to Section 4.3 hereof. All exceptions will be kept confidential.

4.3.3 Temporary Absence

Should a parent withdraw a child from class for a brief period (e.g. vacation), fees must be paid to maintain the child's place in the Program.

4.4 Switching Classes

Should a parent request a classroom change after initial registration but before Orientation in September, the Registrar may attempt to accommodate the classroom change subject to availability. Each child classroom change made as a result of parent request (including a waitlisted change) is subject to a \$25 administration fee per child.

Following Orientation in September, the Registrars will not accept parent requests for classroom change unless there are extenuating circumstances that need to be and can be accommodated. These circumstances are at the discretion of the Registrars and will be subject to a \$25 administration fee each time a change is made.

SECTION 5 – EMERGENCY INFORMATION AND CHILDREN WITH LIFE-THREATENING ALLERGIES OR CONDITIONS

In accordance with Licensing requirements, in each classroom will be maintained an updated and comprehensive binder (the "Portable Record") containing emergency information for each child. The Portable Record will accompany the class during all activities, whether on the Preschool Premises or not.

5.1 Emergency Contacts

In the event of emergency cancellation of classes in progress or any incident, parents will be telephoned to pick up their children. It is therefore essential to inform the Preschool of any change of address and/or phone number.

Parents will provide the Preschool with alternate addresses and phone numbers in case they are not available at the time of dismissal. These emergency phone numbers are kept in the Portable Record. Emergency Allergy Alert Forms, and Children with Allergies Release Forms will also be kept in the Portable Record.

In the event that information regarding a child changes during the Preschool year, parents are requested to advise the Preschool of such changes as soon as it becomes available.

5.2 Emergency Evacuation

In the event of an emergency requiring evacuation of the premises, children will be taken to:

Silver Springs Elementary School
7235 Silver Mead Road N.W.

5.3 Medical Emergency

In the event of a medical emergency in the classroom, the teacher will:

- Assess the extent of the injury or in the case of an adverse allergy reaction, consult the Portable Record for the doctor-prescribed emergency plan and follow any instructions
- At the teacher's discretion, call 911
- Contact parents or alternate contact person
- Accompany the child in the ambulance to the hospital if required, if the parents cannot be reached
- Designate an alternate adult to assist in supervising the children remaining in the class
- Prepare, or request the teacher assistant to prepare an incident report.

5.4 Life-Threatening Allergies or Conditions

Silver Springs Preschool will take all precautions, which are practical and reasonable to protect children enrolled in its classes who have known life-threatening allergies or medical conditions.

These precautions include, but are not limited to:

- Attempting to eliminate food allergens (i.e. peanuts and nuts) from the classroom
- Bring appropriate medication and medical information on field trips (i.e. in the case of bee-sting, food allergies or medical condition).

The parent or caregiver who enrolls a child with a known life-threatening allergy or medical condition must recognize that the responsibility for the safety and well being of the child lies first and foremost with the parent. Parents of these children will be asked to follow these procedures:

- Ensure the teacher and teacher's assistant are aware of the child and allergy or medical condition and medical procedure
- Sign the release form entitled, Children with Allergies. This form will be available from the Registrars at the time of registration
- Provide an alternate snack or ensure each day that the snack is appropriate for your child
- Provide documentation, Emergency Allergy Alert Form, from the child's physician stating the allergy or condition, the name of the medication, the dosage of the medication, and warning signs that indicate when medication is necessary

- Ensure that the medication is in the classroom at all times and travels with the child on out of class activities and check expiry dates of medication and injectors and replace them as necessary
- Provide the student with a Medic Alert bracelet or other suitable identification if applicable.
- Provide teachers with a complete list of life-threatening allergenic foods or substances.

The Preschool reserves the right to refuse enrolment in the Program or to dismiss a child from enrolment in the program if it is of the view that the Preschool is unable to safely and effectively manage the child's allergy or medical condition. Concerns regarding allergies or medical conditions may be discussed with the teacher or PSAC as required.

5.5 Incident Reporting

Silver Springs Preschool is required to immediately report any incident listed below that occurs while a child is attending the program or any other incident that occurs while a child is attending the program that may seriously affect the health or safety of the child within two (2) days of the incident's occurrence to the local licensing office using the appropriate forms.

The following incidents must be reported:

- an emergency evacuation;
- unexpected program closure;
- an intruder on the program's premises;
- a serious illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight;
- an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight;
- the death of a child;
- an unexpected absence of a child from the program (i.e., lost child);
- a child removed from the program by a non-custodial parent or guardian;
- an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer;
- the commission by a child of an offence under an *Act* of Canada or Alberta; and/or
- a child left on the premises outside of the program's operating hours.

SSPS will submit to the local licensing office an annual summary of all incidents that have been reported in the program.

SECTION 6 – DISCIPLINE

6.1. Discipline Policy

The Preschool respects each child and his or her level of development, individual personality and their family and cultural influences. The Preschool strives to prevent difficult discipline problems from arising by providing an environment that is comfortable for children in a group setting and provide activities, which allow for freedom of choice.

Many different play centers and activities are offered, which keep children busy and happy and allow them to interact in a constructive and stress free manner. Adults in the classroom will always model acceptable behavior to children.

The program has a set daily routine but allows for flexibility. Clear guidelines are provided to children so that they know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive way. Children are given time to respond to expectations.

On occasion, children may become frustrated. When a child's behavior becomes unacceptable or unsafe, discipline is a necessary part of guidance. In these situations, teachers may use a variety of strategies depending on the child and the situation. Our goal is to encourage children to develop respect, self-control, self-confidence and sensitivity in their social interactions during their time at preschool. Any disciplinary action that is taken must be reasonable in the circumstances. The following strategies may be applied to assist the child:

- Expectations and Limits – Setting up clear, easy to understand expectations. Repeat them as many times as necessary throughout the year. Limits are explained and defined in a classroom situation and children are made aware of the behavior expected towards others. Children will be reminded on an individual basis and may be spoken with one-on-one when needing some guidance and reminding of expected behaviours.
- Redirection — When a child is experiencing frustration in a situation, that child will be directed toward another activity where the child may experience more success.
- Reinforcement — Through praise and encouragement, children will learn that acceptable behavior is far more rewarding. Young children learn quickly that positive attention is far more fulfilling than negative attention. In a classroom setting, the praise of their teachers and approval of their peers is often the only reinforcement necessary to maintain a high level of self-esteem. Acceptable behavior is encouraged at all times and such behavior is rewarded with praise.
- Problem Solving – A child may be asked to help solve a problem with the teacher or with other children, depending on the situation. A teacher will facilitate this process as the children return to a positive play situation.
- Have a “Think Time” — A child may be removed from a play situation or equipment if the child is having difficulty resolving a conflict with the situation or with another child. This will occur if attempts to redirect the child were unsuccessful. The child will be directed to a quiet area (i.e. the hallway with the doors open or another area within the classroom) and accompanied by an adult to discuss the problem and to allow the child an opportunity to regain composure and when the child feels ready, to return and play in an appropriate manner. The child is given sufficient time to amend the behavior and no time period is allocated to this.
- Parent/Guardian Assistance – A parent/guardian may be asked by the teacher to attend school with his or her child as part of a strategy that has been agreed to with the parent/guardian to improve child's behavior.
- Call Home – Upon agreement with a parent/guardian, if a specific behaviour persists that is unacceptable in the classroom and could be harmful to others, the teacher may call the parent to pick up his or her child and remove the child from the class immediately.

All children will be treated with respect. At no time will Preschool Staff act aggressively towards a child. If necessary, the child will be moved to a safer area, until they are reassured and calmed and can be incorporated back into the play situation. Physical

punishment, verbal or physical degradation or emotional deprivation is not allowed. SSPS will not deny or threaten to deny any basic necessity and will not use any form of physical restraint, confinement or isolation.

Parents will be notified verbally if any disciplinary action is taken with their child. In the case of repeated incidents of aggression and disobedience, the teacher will contact the parents via phone or email to discuss the child's behavior problems in the classroom. Together the teacher and parent/guardian will determine what action should be taken to remedy the situation, and will develop an action plan that includes goals, expected outcomes and a timeline to achieve the outcomes. This action plan will be detailed in a written letter and reviewed/approved by both teachers(s) and parents(s). If the child's negative behavior persists and if the goals and outcomes are not met within the timeline, another meeting with parents will be called to discuss the situation and seek further solutions.

If the general atmosphere of the classroom is continually disrupted by a particular child after all steps are taken, or if the Preschool feels it cannot meet the needs of a particular child, the Preschool reserves the right to withdraw a child from the Program.

The above Discipline Policy shall be communicated to all parents, staff, and, where developmentally appropriate, children.

6.2. Discipline Procedures

i. Documentation

- a. Any time the discipline policy or situation arises around discipline in the classroom, the teachers will document this information in a special folder. Some examples of items that will be documented include:
 - Any type of situation that fits into the examples above in our discipline policy
 - Any information provided by parents that parents felt was relevant to share and may affect behaviours in the class (parents separating, family moving, dog died, etc)
 - Any positive behaviour changes that were once documented as otherwise
 - Any strategies that were employed to change behaviour – whether they worked or not
 - Discussions with parents about behavior or discipline issues
 - Any phone conversations, emails or meetings that occur before or after school hours around a child's behavior and discipline
- b. This folder should remain at all times with the portable documents. Teaching Staff, Executive Board Members and Licensing Officers are the only individuals who can access or review these folders.
- c. Each child that has information documented in this folder should be done on a separate sheet of paper to protect each family's privacy.
 - This information can be made accessible to parents if they formally request to see this information.
 - At the end of the year, each sheet of paper will be attached to the individual child's record and will be maintained as per licensing requirements for two years. After two years, this information will be shredded along with other paper records.

- d. All incidents documented in the folder should be dated and initialed by the staff member that is documenting the incident.
- ii. Reporting
- a. Any incident that has been recorded in the folders will be reported on a yearly basis to the Licensing Officer. Exceptions are incidents listed under 5.5, which would be reported immediately.
 - b. The Licensing Supervisor will review each of the folders on a regular basis to ensure proper documentation of any disciplinary incidents and to ensure strategies have been put in place to resolve issues with children.
 - c. The Licensing Supervisor is responsible for reporting to the Program Coordinator any incidents that have occurred and are not resolved. The Program Coordinator is responsible to inform the PSAC board members as necessary.
 - d. If a child is withdrawn from the program, the Licensing Supervisor will notify the Licensing Officer for information purposes only.
- iii. Who is Responsible
- a. **Teachers** are responsible for:
 - i. Ensuring the discipline policy is followed and strategies are implemented in accordance with outlined policies
 - ii. Frequent and open communication with parents
 - iii. Ensuring all incidents are properly documented in folder
 - iv. Providing regular updates to the Licensing Supervisor regarding implementation of discipline policy
 - v. Immediately reporting multiple incidents regarding discipline to the Licensing Supervisor
 - b. **Licensing Supervisor** is responsible for:
 - i. Reviewing document folder on a regular basis
 - ii. Providing guidance and support to teachers on discipline issues
 - iii. Reporting any ongoing discipline issues to the Program Coordinator
 - iv. Reporting any severe discipline incidents to the Licensing Officer for information purposes

SECTION 7 – FIELD TRIPS AND SPECIAL EVENTS

It is PSAC policy to send home, ahead of time, a Field Trip Notice and/or a Consent Form signed by the teacher, describing the details of any field trip. The signed Consent Form portion must be returned to the teacher by the date requested in order for that child to participate in the field trip. Alternate activities will not be provided for children who do not take part in the planned activities.

It is the responsibility of each parent to make sure their child is transported safely to the field trip site unless alternate arrangements have been made by the Preschool.

A Special Person's Night will be held once a year in the evening, and a Father's Day BBQ will be held once a year in the early evening. Regularly scheduled classes will be canceled on those days for the class(es) involved in that evening's event.

SECTION 8 – PARENTAL DUTIES AND RESPONSIBILITIES

8.1 Volunteer Duties

Silver Springs Preschool is a partial parent-cooperative program. We require that each parent that has one or more children registered in the Program commit to one of the following Specific Duties as outlined in Appendix A:

- (i) volunteer as a member of the Preschool Advisory Committee (PSAC) as such positions are described in sections (A) through (L) of Appendix A; or
- (ii) commit to one of the following Special Duties as described in Appendix A:
 - a. One Clean-up Night and one other Special Duty; or
 - b. Two Clean-up Nights.

Preference for parental duties will be solicited during on-line registration and the Volunteer Coordinator will have final discretion regarding assignment of Specific Duties.

8.2 Classroom Volunteer

- Volunteers will be permitted in the classroom during class times at the discretion of the teachers.
- All parents, family members, or caregivers wishing to volunteer in the Silver Springs Preschool classrooms must undergo an electronic police background information check (e-PIC). The Calgary Police Service (CPS) has online procedures for obtaining electronic police information check at www.policeinformationcheck.calgarypolice.ca
- E-PICs will be considered valid for Preschool purposes for two (2) years from the beginning of the school year in which they are obtained.
- Other non-program, occasional visitors to the classroom (e.g., family from out of town) may be permitted to stay at the discretion of the classroom teacher and will only be permitted to stay with the children when the teacher or teacher's assistance are present.
- Unless specified (i.e. field trips or special events), parent volunteers in the classroom are not mandatory, however, the preschool may require a parent or caregiver of a child under (3) three years of age to remain in the classroom if required to meet Licensing requirements related to child-to-adult ratios. In cases in which Licensing requirements cannot be met due to a shortage of parent volunteers, the Preschool class shall not proceed until such Licensing requirements are met.
- If parents wish to volunteer in the classroom, they may sign up for specific days. Room Parents will provide a sign-up sheet at the beginning of each month.
- Due to licensing restrictions, younger siblings are not allowed in the classroom on volunteer days.

8.3 Snacks - SSPPS is Nut Free Environment!

- Children are to bring their own snack and drink to school each day. Please send only a small nutritious snack that they can consume in 10 minutes or less. All snacks should be in re-useable containers, labeled with your child's name, and

placed in the child's own snack bag. The snack is recommended to contain at least two food groups; i.e.: fruit, grains, meats and/or meat alternatives and dairy (see examples below). A small drink may also be included.

- The Preschool does not have a refrigerator, so please do not send food items that may spoil. Ice packs may be used to keep them cold.
- **NO NUTS PLEASE!** Please ensure that the snack does not contain or has not been in contact with NUTS or PEANUTS or their oils. Nuts and peanuts (even trace amounts) can cause severe and/or life-threatening reactions in certain children. All parents must ensure that their child's snack is free of any kind of peanuts or nuts, due to children in the program with severe, life threatening allergies. Please read labels carefully, and send nothing that "may contain" peanut, peanut oils or other nuts.
- Please inform us of any food sensitivities or allergies, as well as the type and severity of reactions. Although we strive to be a nut free zone, we cannot guarantee this to any parent or child. This means that parent and child must still use reasonable caution regarding snacks, and any child with life threatening allergies **MUST** have an EpiPen, supplied through a prescription from their physician. The EpiPen must always be in the class with the child, and be stored away by the staff during the class time.
- All staff are certified in Child Safety First Aid, and know the steps necessary to act in the event of serious allergy reactions. Please refer to our Emergency Procedure for further information. Silver Springs Preschool will accept **NO LIABILITY** for exposure to any food allergen a child may be inadvertently exposed to in the preschool classroom.
- Child Care Licensing requires that all snacks sent with children meet their requirements for both nutrition and safety. All snacks should be prepared- apples cored and sliced, oranges cut or peeled, grapes need to be cut in half, pits removed from plums, carrots thinly sliced. If you send milk as a beverage it must be kept cold with an ice pack.
- Examples of acceptable snacks include:
 - Crackers and cheese cut up fruits, container of yogurt, properly prepared vegetables or a small healthy home baked muffin.
 - Drink: water, juice or milk. Please do not send juice boxes with your child.
 - Snacks high in sugar (i.e. cookies, cupcakes, rice-krispie squares, etc.) should be reserved for special events such as birthdays and Christmas only.
- Parents are welcome to bring in a special snack on a child's birthday for everyone if they wish but all children are still required to bring their own snacks on those days.
- The following foods are prohibited: nuts and seeds, hard candies, caramels/toffees, chewing gum, jelly beans, popcorn, gum drops and snacks made with toothpicks and skewers.

8.4 Arrival and Departure

Parents are responsible for ensuring their children arrive for class on time and are then promptly picked up following class dismissal.

Sign-In: Parents are required to record their child's attendance and the time they dropped off and picked up their child at the beginning and end of each class.

Before Class: Please arrive five minutes prior to class time. Children must not be dropped off and left with the teachers prior to these times as it interrupts class preparation time. Children arriving later than five minutes after the start time can cause a disruption to the class.

After Class: Parents are responsible for ensuring their child is picked up promptly at the end of class. Teachers are only in the classrooms fifteen minutes after the end of class and it is not their responsibility to care for children after class.

If a child is not picked up within ten minutes following class dismissal, emergency contacts will be called and the child will be taken to the SSCA office to wait to be picked up.

- If you anticipate that you will be late, please contact the Preschool classroom and make other arrangements for someone to pick up your child. Children can become very upset if they are not picked up at the regular time.
- In cases of repeat tardiness, the PSAC will be notified for consideration of the appropriate resolution. Extreme cases may result in dismissal from the program.

8.5 Supervision

Staff supervise children's play at all times, both indoors and outdoors, at ratios consistent with or smaller than those outlined in this Policy document and the Alberta Child Care Regulations. Children are directly supervised by staff and volunteers in the classroom at all times. Furniture and classroom equipment is positioned so that the entire classroom and therefore children can be monitored at all times. Headcounts are conducted when children move throughout the premises. Staff are advised by parents of who is able to drop off and pick up children. Staff are in regular, direct communication with parents regarding any behavioural concerns of children and work with the parents mitigate any concerns and/or manage the situation. If behavioural concerns continue to arise, staff follow the SSPS discipline policy outlined in this document.

Staff will conduct a visual assessment of the indoor and outdoor physical areas of the program prior to children arriving, to ensure the area is safe and ready for play. Staff also ensure that all children are accounted for when the preschool program is both on and off the premises through the use of accurate attendance sheets and random periodic headcounts throughout the course of the day. The developmental needs of the children are also taken into consideration and the room is set up in such a way that the preschool aged children are given some freedom to exercise some independence and play with their peers, while being fully supervised. In this manner SSPS promotes child safety through constant supervision.

Staff work directly with parents and other aides, if required, to provide strategies for a successful environment for children with developmental needs.

Please refer to section 8.4 of this Policy document for information on arrival and pick up procedures. Further detailed information on arrival and pick up procedures is available to parents in the Orientation package handed out at the start of the school year.

Parents are required to acknowledge and agree to the policy on Supervision upon registration into the preschool program.

8.6 Potential Health Risk/Illness

In order to ensure the health and safety of all children attending the preschool, if the teacher assesses through observation and has reason to believe that a child is exhibiting signs or symptoms of illness, the teacher will ensure that

- The child's parent(s) arrange for the immediate removal of the child from the program premises; and
- A child may return to a program if the teacher is satisfied that the child does not pose a health risk to other children. A parent may provide to the teacher a physician note or a parent can report to the teacher that the child has been symptom-free for a period of not less than 24 hours.

Signs or symptoms of illness exhibited by a child include the child:

1. Vomiting, having a fever that is measured by teacher feeling child's forehead, diarrhea or a new or unexplained rash or cough,
2. Requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
3. Having or displaying other illness or symptoms the teacher knows or believes may indicate that the child poses a health risk to persons on the program premises.

Staff will maintain a list documenting children who are ill, which will include:

- Name of child;
- Date the child was observed to be ill;
- Name of staff member who identified the child was ill;
- Time the parent was initially contacted;
- Name of staff person who contacted the parent;
- Time the child was removed from the program; and
- Date the child returned to the program.

The teacher will first contact the parents or caregivers to remove the child from the program. If the teacher is unable to reach the parents, the emergency contacts for the child will be contacted. If the teacher is unable to reach the emergency contacts, the teachers will ensure that the child remains supervised at a safe distance away from the other children in the class until the child has been picked up.

Parents are required to acknowledge and agree to the policy on Potential Health Risk /Illness upon registration into the preschool program.

SECTION 9 – EMPLOYMENT

9.1 Hiring

The Executive Committee shall be responsible for hiring and terminating teachers and teacher's assistants (including substitute teachers). The Executive Committee consists of the Chair, Co-chairperson, Program Coordinator, Treasurer and Register. The

Committee shall in its discretion, determine how to review resumes, conduct interviews, draft offer letters, investigate concerns, and terminate teaching staff. A standard Police Clearance shall be required before newly hired teaching staff may commence teaching in the classroom.

9.2 Qualifications

The following is a listing of minimum qualifications for each position. The Hiring Committee will make a decision based on the individual resume, interview, references and input from existing full-time teachers.

As of September 2012, all staff are required to have a minimum of Level 1 – Child Development Assistant certification. In addition, one in four staff are required to have Level 2 – Child Development Worker or Level 3 – Child Development Supervisor certification.

Preschool Teachers

- A diploma from a two year program in Early Childhood Development and Education or an equivalent
- Minimum level 1 – Child Development Assistant certification
- A valid First Aid/CPR certificate

Preschool Teacher's Assistant

- Reasonable experience with pre-school children
- Minimum level 1 – Child Development Assistant certification
- A valid First Aid/CPR certificate

Substitute Teachers

- A diploma from a two year program in Early Childhood Development and Education or an equivalent or five years of experience as a teacher's assistant at the Silver Springs Preschool
- A valid First Aid/CPR certificate

Substitute Assistant

- Reasonable experience with pre-school children

9.3 Contracts

9.3.1 Preschool Teachers

- All Preschool teachers are required to sign a contract for each school term.
- In the event that PSAC elects to renew the Preschool teacher's contract for a further year, the new contract shall be negotiated prior to May 15 during the current contract or as soon thereafter as reasonably possible.
- All teaching contracts are subject to change based on enrollment status.
- The teacher's contracts will specify the Salary, Benefits and Duties.
- Either party to a current contract shall have the right to terminate the contract upon giving one month's prior notice in writing to the other party. This notice is to be given to the Program Coordinator or Chairperson.

9.3.2 Preschool Teacher's Assistants

- All Preschool teachers' assistants are required to sign a contract prior to the commencement of the Program in September.
- In the event that PSAC elects to renew the Preschool teacher's assistant contract for a further year, the new contract shall be negotiated prior to May 15 during the current contract or as soon thereafter as reasonably possible.
- All Preschool teachers' assistant contracts are subject to changes based on enrollment status.
- The Preschool teacher's assistant contracts will specify the agreed upon Salary, Benefits and Duties.
- Either party to a current contract shall have the right to terminate the contract upon giving two weeks prior notice in writing to the other party. This notice is to be given to the Program Coordinator or Chairperson.

9.3.3 Short-term Substitute Policy

- In the event a teacher is unable to work, the Program Coordinator will recruit a substitute from the current Silver Springs Preschool staff.
- If none of these teachers are available, the Program Coordinator will recruit a substitute from the list of qualified substitutes already on the payroll of the Silver Springs Preschool. The rate of pay shall be determined at the discretion of the Program Coordinator to a maximum of the average rate paid to current teaching staff. This rate may vary from year to year.
- If none of these qualified substitutes are available, the teacher's assistant will be asked to step into the teacher role provided they take on the primary teaching role and responsibilities and have a parent volunteer in the classroom assisting them. Details pertaining to an increased rate of pay for these assignments shall be outlined in his or her employee contract.
- In the event that a teacher's assistant is ill or absent, the Program Coordinator may call a parent substitute volunteer to fill in. These parents will be called from the list of parent substitutes for teacher's assistants. This volunteer role goes beyond the role of the regular parent in-class volunteer and includes responsibilities relating to the set up and take down of the classroom under the teacher's direction. Parent volunteer substitutes will be provided with an honorarium in the form of a \$25 gift certificate from a local merchant.
- Parent volunteer substitutes will be recruited at the start of each school year (usually at orientation night) and the extra responsibilities of this role will be clearly communicated to them.

- It is the teacher's responsibility to advise the SSCA office regarding payroll adjustments when they are absent and to inform the office on what date the teacher's assistants should have the increased wage difference.

9.4 Salaries and Benefits

All details pertaining to salaries and benefits of the teaching positions will be included in each individual PSAC contract. These contracts will be kept in the PSAC administrative file located in the SSCA office and will be the responsibility of the Program Coordinator.

9.5 Duties

The following is a list of duties and responsibilities that pertain to each position.

9.5.1 Teacher(s)

- Plan and prepare an age-appropriate program for each class.
- Follow the requirements laid out in the Silver Springs Preschool Policies and/or by the Alberta Children and Youth Services Licensing Department.
- Ensure a safe environment for the children.
- Oversee the duties of the Preschool teacher's assistant(s) and ensure they are carried out as required.
- Be available at mutually convenient times to discuss with any parent or group of parents specific problems regarding the children or parent participation.
- Consult with the PSAC in regard to the daily operation of the Program.
- Be responsible for the supervision and safety of the children during school hours, both on school premises and on field trips.
- Keep a daily attendance record of children.
- Ensure that a fire drill is carried out monthly and fill out appropriate forms confirming this.
- If necessary, recommend the temporary or permanent withdrawal of any child for reasons of health or any other just cause.
- Help to plan and be on hand for parent orientation sessions, Special Person's Night, Father's Day BBQ and any other special school function. The regularly scheduled class time for the group involved in Special Person's Night on a given evening will be canceled.
- Attend PSAC meetings as required. Provide reports and discussion points to Program Coordinator.
- Spend one day following the term's end to conduct inventory of supplies and make recommendations for further purchases.
- Spend at least one day prior to year's beginning in the class to organize supplies, equipment, teaching aids, etc.
- Attend conferences or seminars with financial assistance from PSAC in order to maintain the excellence of the Preschool Program.
- Participate in the evening orientation programs during the pre-school start-up week.
- Address discipline issues following the Silver Springs Preschool discipline policy.
- Advise the Program Coordinator when you are going to be absent so that a substitute can be arranged.

9.5.2 Preschool Teacher's Assistants

- Follow the teachers' directions and assist them in their duties.
- Help prepare the classroom and planned activities for the day.
- Set-up and dismantle gym equipment on required days.

- Help to set-up, dismantle and be on hand for parent orientation sessions, Special Person's Night and any other special functions. The regularly scheduled class time for the group involved in Special Person's Night on a given evening will be cancelled.
- Attend PSAC meeting as required.
- Spend one day following the term's end to conduct inventory of supplies and make recommendation for further purchases.
- Spend at least one day prior to the school year's beginning in the class to organize supplies, equipment, teaching aids, etc.
- Attend conferences or seminars with financial assistance from PSAC in order to maintain the excellence of the Preschool Program.
- Assist in presenting a general overview of the Program's goals to the new board at the start of the school year.
- Advise the Program Coordinator when you are going to be absent so that a substitute can be arranged.

9.6 Non-Competition and Non-Solicitation

9.6.1 Non-Competition

All teachers and Teacher Assistants who are employed by SSPS will gain a knowledge of the SSPS' registrants and their parents and caregivers, which would injure the SSPS if used for competitive purposes.

Except and to the extent the PSAC gives its prior written consent to the contrary, which consent may be withheld in the PSAC's sole discretion, teachers and teacher assistants are not permitted, during their employment with SSPS or for a period of twelve (12) months following termination of their employment with the SSPS (whether such termination is occasioned by the teacher or teacher assistant, or by the SSPS, with or without cause, or by mutual agreement) to carry on, be engaged in, concerned with, interested in, advise, or permit the teacher or teacher assistant's name or any part thereof to be used or employed in a business which is the same as or competitive with the business of the Silver Springs Preschool.

9.6.2 Non-Solicitation

The teachers and teacher assistants shall not, for a period of 12 months following the termination of their employment with the SSPS (whether such termination is occasioned by the teacher or teacher assistant, or by the SSPS, with or without cause, or by mutual agreement), hire or take away or cause to be hired or taken away any employee who was in the employ of SSPS during the 12 months preceding such termination.

SECTION 10 – PRIVACY CODE

Consent and Use of Information

Personal information is collected, used and disclosed under the authority of the *Personal Information Protection Act* (Alberta) and *Personal Information Protection and Electronic Documents Act* (Canada). Personal information is collected from children and their parents for registration in the Preschool and will be used for contact purposes regarding emergencies, class activities, Preschool fundraising and volunteering opportunities.

Personal information is also collected to update and maintain contact information for registration purposes. Medical information is required to be posted and/or stored in the classroom for safety and emergency situations. Alternative contact information will be used only when a parent cannot be contacted.

On request, and subject to applicable Privacy legislation, an individual will be permitted to access their personal information. Information is securely stored and destroyed in accordance with current Privacy Legislation. Currently registration information regarding children attending the Preschool is retained for five (5) years to facilitate the Preschool's policy regarding registration of family members. Financial and administrative information is retained for ten (10) years to comply with Provincial and Federal legislation. For further information, please refer to the Preschool's Privacy Policies, which are attached as Appendix B to this Policy Document.

SECTION 11 – DISSOLUTION

In the event that Silver Springs Preschool is dissolved, and after payment of all indebtedness of the Preschool, the remaining funds, investments and other assets shall become the property of the Silver Springs Community Association.

SECTION 12 – WEBSITE

The Silver Springs Preschool website shall be administered and maintained by the Website Administrator, based on information provided by PSAC members and teachers. The website may contain: school year calendars, newsletters, policies, SSPS mission, teacher biographies, information on classes offered, registration, fees, location and contact for the Registrar. The website shall not contain names, photos or other personal information about the students.

APPENDIX A

Specific Duties of Each PSAC Member

A) Chairperson

(Executive Position)

Key Function: Senior facilitator for meetings, activities and issues requiring attention by PSAC.

Approximate Hours: 15-20 per month. Chairperson role is best suited for parents that wish to have significant involvement within the Preschool.

- member of the Executive Committee
- Conducts and chairs all PSAC meetings
- Sets agenda for all PSAC meetings and ensures all matters are attended to in a timely manner
- Determines guidelines for meeting procedures and reports
- Keeps informed of, and oversees, all Preschool activities
- Ensures government mandated forms are completed and mailed in due course
- Compiles caregiver orientation packages and distributes before the school year
- Co-ordinates the Orientation Night
- Speaks on behalf of the Preschool at Orientation Night and at the Open House
- Keeps current and updated lists of PSAC members
- Responsible for the Summer Newsletter to parents
- Monitors and informs parents of the presence of contagious illnesses at the Preschool
- Ensures all vacant PSAC positions are filled
- Maintains Board and Executive Volunteer contact list and distributes to Board, teachers, and SSCA
- Compiles Annual Report at the close of each executive term
- Holds executive authority to make emergency decisions, in consultation with the Co-chairperson
- Develops continuity and succession planning strategy for PSAC from year to year
- Sets time, location and books facilities for PSAC meetings

B) Co-Chairperson

(Executive Position)

Approximate Hours: 1-5 per month

Key function: Acts as a liaison for the SSCA Board of Directors and assist the Chairperson as necessary, including but not limited to chairing meetings in the absence of the Chairperson.

- member of the Executive Committee
- Organizes the PSAC Board Christmas party and year-end party with the Volunteer Coordinator
- Coordinates the Open House
- Chairs PSAC meetings in absence of the Chairperson
- Attends relevant government meetings
- Acts as the liaison between the SSCA and the PSAC
- Serves on the SSCA Board of Directors and drafts a written monthly summary to the PSAC activities for the SSCA Board of Directors
- Presents policy revisions to the SSCA Board of Directors
- Holds executive authority to make emergency decisions, in consultation with the Chairperson

C) Program Coordinator

(Executive Position)

Key Function: *To manage the human resource activities and licensing requirements of the Silver Springs Preschool.*

Approximate Hours: *2-3 per month.*

- Member of the Executive Committee
- Acts as a liaison between the teachers, assistants, PSAC, and SSCA
- Oversees all matters pertaining to PSAC staffing
- Ensures completeness of teachers' and assistants' payroll information
- Responsible for procuring substitute teachers as necessary and payment of same
- Responsible for orientation of substitute teachers and assistants
- Keeps on file in the administrative filing cabinet and/or posts in the classroom:
 - List of substitute teachers with resumes
 - Applications and resumes for teachers and assistants
 - Staff certificates (i.e. CPR, etc.)
- Ensures teacher professional days are attended
- Ensures all necessary licensing requirements pertaining to staff are kept. (e.g. CPR and First Aid)
- Administers school survey every two years
- Audits the Preschool policies against the Alberta *Child Care Licensing Regulations* to ensure compliance every two years.
- Ensures that the role of Preschool Licensing Supervisor is assigned to one of the teaching staff and that contact information has been updated with the Licensing Office, as required. Contact information should be provided for the Program Coordinator and Licensing Supervisor, as main contacts for the Licensing Office.

D) Treasurer

(Executive Position)

Key Function: *To oversee the finances of the organization and to prepare and monitor the annual budget.*

Approximate Hours: *4-5 per month, with increased time requirements for annual budget preparation in March and April*

- Member of the Executive Committee
- Acts as liaison between PSAC and SSCA with respect to all financial matters
- Monitors and reviews all financial transactions on a monthly basis against budget
- Prepares and presents financial statements to the PSAC every month based on SSCA prepared accounting records
- Provides guidance to the Chairperson with respect to additional funding requests
- Coordinates preparation and presentation of annual budget to PSAC and SSCA Board of Directors for approval
- Ensures approved annual budget is communicated to PSAC and SSCA, and filed appropriately in the classrooms
- Makes available cheque requisition forms and expenditure forms
- Ensures a term deposit is maintained in an amount approximately equal to the deferred income (June tuition)
- Prepares and distributes official tuition receipts (for current and previous year enrollment)
- Basic accounting knowledge is an asset

E) Registrar

(Executive Position)

Key Function: *Handles registration preparation, coordinates registration, and handles new student and withdrawal requests throughout the year*

Approximate Hours: *5-20 per month. Registrar role is best suited for parents that wish to have significant involvement within the Preschool.*

- Member of the Executive Committee
- Oversees and implements registration for Preschool students
- Organizes and updates class lists, teachers' classroom lists and emergency contact lists
- Coordinates and updates waiting lists, withdrawal lists and student records (including allergy, medical and incident report forms)
- Ensures that parents enrolling children with severe or life-threatening allergies or medical conditions receive the Children with Allergies release form and/or the Emergency Allergy Alert form and/or the Medication Administration Record form
- Provides the Chairperson, Co-Chairperson, Program Coordinator, Co-Registrar, Treasurer, SSCA office staff, and room parents with a current copy of all class lists and informs them of any class changes as required
- Keeps registration files up-to-date, dates all termination of registration forms
- Coordinates and contacts caregivers of wait listed students by telephone when registration becomes available
- Coordinates with the SSCA office staff to return post-dated cheques and refunds to parents of withdrawing student
- Coordinates with the SSCA office staff to ensure all documents have been submitted by parents prior to the start of the school year (i.e. PAD Forms)
- Responsible for maintaining and updating web based registration program as required

F) Marketing and Communications

Key Function: *Coordinates advertising and marketing opportunities for the preschool.*

Approximate Hours: *1 per month*

- Work with Chairperson, Registrar and Website Administrator to arrange for Open House and Registration advertising
- Responsible for the Registration and Open House advertising
- Oversees Preschool participation in local community newspapers, including coverage of special events (Winter Fun Day, etc.)
- Arranges for the distribution of flyers, posters, brochures, as needed to increase the exposure of the Preschool (materials placed on community bulletin boards, etc.)
- Works closely with the Website Administrator to relay information regarding important dates or activities with respect to the Preschool.

G) Recording Secretary

Key Function: *Maintains accurate minutes and records for all PSAC activities, particularly policy decisions made in meetings and keeps the policy and procedure manual current over the course of the year.*

Approximate Hours: *1-3 per month*

- Records and distributes minutes of the monthly PSAC meetings to Board members and teachers within ten days of each meeting
- Files minutes of the meetings in the classroom filing cabinet
- Posts minutes of all meetings on the Preschool bulletin board(s)
- Posts a complete copy of the Policy manual outside the classroom

- Picks up mail from the SSCA office to distribute it as required
- Types correspondence, forms and revised Policies etc., as required by the PSAC
- Is responsible for maintaining and updating the most recent copy of the Preschool Policy document, reflecting changes to policies that have been implemented during the current year
- Ensures that current Preschool Policies are posted on the Preschool Website and distributed upon request
- Is responsible for record keeping (see section 2.2.6)

H) Purchaser

Key function: *Orders and purchases classroom supplies for the teachers.*

Approximate Hours: *2-4 per month*

- Coordinate and maintain shopping list of supplies required for the classrooms from teachers
- Oversees clarification of quantities, time sensitivities, particulars and suitable substitutes, if items are unavailable
- Purchases and delivers all orders in accordance with Preschool budget
- Organizes the Children's Christmas gifts with the Field Trips Coordinator
- Maintains records of Preschool supply expenditures
- Submits original receipts for reimbursements to main office and keeps a copy for reference
- Provides a verbal monthly report to the PSAC Executive on expenditures
- Presents a report of the summer stock-up costs to the PSAC Executive at the September Board meeting
- Maintains and controls list of on-going inventory

I) Fundraising Coordinator 1

Key Function: *Coordinating the fundraising needs of PSAC.*

Approximate Hours: *24 Hours per campaign, shared between two Fundraisers in the spring and fall.*

- Coordinates all of the fundraising needs of the Preschool (i.e. fall and spring campaigns.)
- Is assisted by parent volunteer fundraisers with the various aspects of the fundraising campaigns

J) Fundraising Coordinator 2

Key Function: *Coordinating the fundraising needs of PSAC.*

Approximate Hours: *24 Hours per campaign, shared between two Fundraisers in the spring and fall.*

- Coordinates all of the fundraising needs of the SSPS (i.e. fall and spring campaigns.)
- Is assisted by parent volunteer fundraisers with the various aspects of the fundraising campaigns

K) Field Trip Coordinator

Key Function: *Coordinates school field trips to assist the pre-school teachers.*

Approximate Hours: *2 per month*

- Arranges for field trips to community resources away from the Preschool and arranges for bus transportation as required (as requested by teachers)
- Arranges for Santa Claus for the Christmas parties

- In charge of providing an honorarium and/or thank you card signed by the children for special visitors or helpers, where no fee is charged (i.e. Santa). The same procedure will apply to special or guest speakers for Parent's Nights. All honorariums must have PSAC approval and be of a consistent amount.
- Coordinates with Purchaser for any supplies on behalf of field trips
- Assists the Purchaser with the Children's Christmas gifts
- Has payments ready in the form of a cheque for special guests and busing
- Responds to any special issues or areas of concern, such as environmental issues, etc.
- Confirms special guests and field trips one week prior to the event
- Confirms availability of the gym for special guests and events.

L) Volunteer Coordinator

Key Function: *Coordinate volunteers, ensures that all volunteer positions are filled and organizes volunteers for clean-up nights.*

Approximate Hours: *4 hours at the start of the year and 2 per month going forward*

- Responsible for management and supervision of volunteers and volunteer activities
- Handles vacancies in PSAC positions should vacancies arise
- Assigns volunteer roles in the summer and communicates volunteer selection to parents via email
- Informs parents via email reminders of volunteer duties throughout the year
- Ensures copies of the parent volunteer assigned roles are supplied to the PSAC members and teachers.
- Ensures volunteer lists are posted beside the telephone, inside each entry to the Preschool classrooms, and the SSCA office
- Sets up chairs and tables before each PSAC meeting
- Set up and tear down of the Orientation and Open House Night
- Organizes, supervises and attends clean-up nights
- Coordinates the purchase of supplies for all clean-up nights (including dry cloths)
- Organizes the PSAC Board Christmas party and year-end party with the Co-Chair

Special Duties Job Descriptions

O) Scholastic Book Coordinator

Key Function: *Coordinates and oversees the Scholastic Book Campaign*

Approximate Hours: *4-7 per month*

- Prepares and distributes a letter to caregivers in September introducing the program
- Picks up, sorts and distributes each edition of the scholastic order form to teachers
- Collects money and order forms, then orders books and distributes books to each student as ordered
- Manages all funds payable to Scholastic Canada Ltd.
- Coordinates with teachers the use of scholastic credits and certificates

P) Room Parent

Key Function: *To act as a classroom liaison between teachers and parents*

Approximate Hours: *2 at the start of the school year and ½ hour per month going forward*

- Provides mode of active communication between teachers and parents
- Prepares class calendars each month for sending out to all parents and teachers, based on information provided by teachers
- Prepares a sharing day schedule, incorporating child birthdays, prior to start of school year
- Reports names of parent volunteers on the class calendar posted outside the classrooms as determined by the Volunteer Coordinator
- Informs parents by email of information needed on short notice
- Attends Orientation Night to ensure parents have provided current emergency contact information to the Preschool and that parents have reviewed the orientation package.
- Organizes and coordinates collecting funds for gifts for teachers at Christmas and end of the year
- Coordinates with teachers for special events (e.g. Christmas concert, Mother's Day, Special Person's Night, etc.)
- Assists the Fundraiser Coordinators in the Spring and Fall Fundraising Campaigns
- Attends PSAC meetings if desired (attendance is optional)

(Q) Clean-up Night

Key Function: *Ensuring the preschool is regularly sanitized in compliance with provincial licensing rules*

Time Commitment: *approximately 2 hours each scheduled evening*

- Involves light cleaning and sanitizing of the toys and equipment in the classrooms
- Clean-up nights take place at the preschool in the evenings and occur four times a year in the fall, winter, spring and at the end of the school year
- Ideal for dual working parents
- Clean-up nights is a group function

(R) Laundry Person

Key Function: *Ensuring preschool's laundry is regularly washed in compliance with provincial licensing rules*

Time Commitment: *approximately once per month per volunteer (10 times per year)*

- Involves taking home a bag of washing machine safe laundry at the end of each week to clean and sanitize.
- Returning the laundry promptly to the preschool
- Position is shared between 3 to 4 volunteers
- Specific to the 4 year old program

(S) Baking

Key Function: *To assist the teachers in the classroom on baking days*

Time Commitment: *5 volunteer days between Sept-Jan*

- Volunteering in the classroom to assist the teachers on the class scheduled baking days
- Specific to the 4 year old program

(T) Playdough

Key Function: Make fresh playdough in compliance with provincial licensing rules
Time Commitment: approximately once per month per volunteer (10 times per year)

- Upon teacher's request, ensure fresh playdough is made using the recipe and ingredients supplied by the preschool.
- Shared between 3 to 4 volunteers per classroom

(U) Toy Cleaner

Key Function: Ensuring preschool's toys are regularly sanitized in compliance with provincial licensing rules

Time Commitment: approximately once per month per volunteer (10 times per year)

- Involves taking home a bag of dishwasher safe toys at the end of each week to clean and sanitize.
- Returning the toys promptly to the preschool
- Shared between 3 to 4 volunteers

(V) Recycling Person

Key Function: Ensure throughout the year that preschool recyclable materials are regularly collected for disposal at a designated municipal depot

Time Commitment: approximately once per month per volunteer (10 times per year)

- At the end of each week a volunteer is responsible for collecting recyclables from recycling bins for deposit at local recycling depots
- Shared between 3 to 4 volunteers
- Specific to the 3 year old program

(W) Scrapbook Person

Key Function: Assemble a mini scrapbook for each 4 year old child for the end of the school year.

Time Commitment: approximately 15 hours per year depending on person

- Works with teachers to gather information regarding the various events and fieldtrips and names of children in the 4 year-old program
- Collects photographs from the class photographer throughout the year
- Mini scrapbooks are supplied by the preschool
- Specific to the 4 year old program

(X) Class Photographer

Key Function: To take pictures at special events and fieldtrip days throughout the year.

Time Commitment: Approx 10 volunteer days/per year

- Volunteer in the classroom during special events and field trip days
- Responsible for developing the photographs, labeling the back with event/fieldtrip information, and sending receipts to the SSCA office for reimbursement of the cost for photo developments.
- Distributing the photographs to the Scrapbook Person throughout the year.
- Specific to the 4 year old program

APPENDIX B

Privacy Policies

SILVER SPRINGS PRESCHOOL EMPLOYEE AND VOLUNTEER PRIVACY POLICY

At the Silver Springs Preschool (the "Preschool") we are committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Policy describes the personal information that we collect from or about you, how we use and to whom we disclose that information.

This Privacy Policy covers only those activities that are subject to the provisions of Canada's federal and provincial privacy laws, as applicable.

The Preschool has adopted a series of Privacy Policies in order to address the specific privacy concerns of certain groupings of individuals. This Privacy Policy applies to the personal information of all individuals who seek to be, are or were employed by or volunteered with the Preschool (collectively, an "employee" or "volunteer", as the case may be). For all other individuals, please see our "*External Privacy Policy*" or our "*Website Privacy Policy*" for activities related to our websites.

If you are unsure of which Privacy Policy applies to you, please contact our Privacy Officer for more information.

What is Personal Information?

For the purposes of this Privacy Policy, personal information is any information about an identifiable individual, other than the person's business title or business contact information when used or disclosed for the purpose of business communications.

What Personal Information do we Collect?

We collect and maintain different types of personal information in respect of our employees and volunteers, including the personal information contained in:

- resumes and/or applications;
- references and interview notes;
- photographs and videos;
- offer letters and employment contracts;
- payroll information forms; including but not limited to social insurance number, and paycheque deposit information;
- wage and benefit information forms; and
- beneficiary and emergency contact information forms.

In addition to the information contained in the examples listed above, we may also collect identification information such as name, home address, telephone, personal email address, date of birth, employee identification number and marital status, and any other information that is voluntarily disclosed by you.

As a general rule, the Preschool collects personal information directly from you. In most circumstances where the personal information that we collect about you is held by a third party, we will obtain your permission before we seek out this information from such

source (such permission may be given directly by you, or implied from your actions, such as, for example, when you provide a name of a reference on your resume).

Why Do We Collect Personal Information?

The personal information collected is used and disclosed so that we may conduct our activities, including operating our school, and so that we may establish, manage or terminate your employment or volunteer relationship with us. Such uses and disclosures include:

- determining eligibility for initial employment/volunteering, including the verification of references and qualifications;
- administering pay and benefits;
- processing work-related claims (e.g. workers' compensation, insurance claims, etc.)
- establishing training and/or development requirements;
- conducting performance reviews and determining performance requirements;
- assessing qualifications for a particular job or task;
- establishing a contact point in the event of an emergency (such as next of kin);
- complying with applicable labour or employment laws;
- compiling directories and telephone lists; and
- conducting criminal record checks and/or confirming status of driver's license, where appropriate.

Monitoring

The work product of the Preschool's employees and volunteers, whether in paper record, computer files, or in any other storage format belongs to us, and that work product, whether it is stored electronically, on paper or in any other format, and the tools used to generate that work product, are always subject to review and monitoring by the Preschool.

In the course of conducting our business, we may monitor employee and volunteer activities (including internet usage, and e-mail) and our property. This is not meant to suggest that all employees or volunteers will in fact be monitored or their actions subject to surveillance. It is meant to bring to your attention that such monitoring *may* occur and *may* result in the collection of personal information from you. When using Preschool equipment or resources, employees and volunteers should not have any expectation of privacy with respect to their use of such equipment or resources.

How Do We Use and Disclose Your Personal Information?

We may use or disclose your personal information:

- for the purposes described in this Privacy Policy; or
- for any additional purposes that we advise you of, and where your consent is required by law, we have obtained your consent.

We may use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

When Do We Disclose Your Personal Information?

We may share your personal information with our employees, volunteers, contractors, consultants and other parties who require such information to assist us with managing

our relationship with you, including: third parties that provide services to us or on our behalf (e.g. external payroll processing).

Further, your personal information may be disclosed:

- as permitted or required by applicable law or regulatory requirements;
- to comply with valid legal processes such as search warrants, subpoenas or court orders;
- to protect the rights and property of the Preschool;
- during emergency situations or where necessary to protect the safety of a person or group of persons;
- where the personal information is publicly available; or
- where required by law, with your consent.

Notification and Consent

The privacy legislation does not generally require the Preschool to obtain your consent for the collection, use or disclosure of personal information for the purpose of establishing, managing or terminating your employment or volunteer relationship. In addition, we may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

To the extent that your consent is required, we assume that, unless you advise us otherwise, you have consented to the collection, use and disclosure of your personal information as explained in this Privacy Policy.

Where your consent is required for our collection, use or disclosure of your personal information, you may, at any time, subject to legal or contractual restrictions and reasonable notice, withdraw your consent. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to our Privacy Officer.

How is Your Personal Information Protected?

The Preschool endeavors to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access, copying, use, modification or disclosure. Resumes, information regarding salaries, benefits, work-related claims, emergency contacts, criminal record checks and driver's license checks (if applicable) are stored in the Silver Springs Community Centre Office, and the Chair, Co-Chair, Program Coordinator, Treasurer and Privacy Officer have access to these records. Other Personal Information is securely stored and destroyed according to Privacy Legislation. All files will be shredded when destroyed.

Updating Your Personal Information

It is important that the information contained in our records is both accurate and current. If your personal information happens to change during the course of your employment or volunteer relationship, please keep us informed of such changes.

In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question.

Access to Your Personal Information

You can ask to see your personal information. If you want to review, verify or correct your personal information, please contact our Privacy Officer. Please note that any such communication must be in writing.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with your personal information. If you require assistance in preparing your request, please contact our Privacy Officer.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

In the event that we cannot provide you with access to your personal information, we will endeavor to inform you of the reasons why, subject to any legal or regulatory restrictions.

Inquiries or Concerns?

If you have any questions about this Privacy Policy or concerns about how we manage your personal information, please contact our Privacy Officer by telephone, in writing or by e-mail. We will endeavor to answer your questions and advise you of any steps taken to address the issues raised by you. If you are dissatisfied with our response, you may be entitled to make a written submission to the Privacy Commissioner in your jurisdiction.

Privacy Officer

We have appointed a Privacy Officer to oversee compliance with this Privacy Policy, ensure compliance with privacy laws, and to respond to requests by individuals for access or correction of their personal information. The Privacy Officer is also responsible for developing and updating privacy policies, and addressing training and awareness requirements. The contact information for our Privacy Officer is as follows:

**Phone: c/o Silver Springs Preschool
403-286-3710**

Email: sspsprivacyofficer@shaw.ca

Revisions to this Privacy Policy

The Preschool, may from time to time make changes to this Privacy Policy to reflect changes in its legal or regulatory obligations or in the manner in which we deal with your personal information. This Privacy Policy was last updated on July 31, 2011.

Interpretation of this Privacy Policy

Any interpretation associated with this Privacy Policy will be made by our Privacy Officer. This Privacy Policy includes examples but is not intended to be restricted in its application to such examples, therefore where the word "including" is used, it shall mean "including without limitation."

This Privacy Policy does not create or confer upon any individual any rights, or impose upon the Preschool any obligations outside of, or in addition to, any rights or obligations imposed by Canada's federal and provincial privacy laws, as applicable. Should there be, in a specific case, any inconsistency between this Privacy Policy and Canada's federal and provincial privacy laws, as applicable, this Privacy Policy shall be interpreted, in respect of that case, to give effect to, and comply with, such privacy laws.

SILVER SPRINGS PRESCHOOL EXTERNAL PRIVACY POLICY

At the Silver Springs Preschool (the "Preschool") we are committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Policy describes the personal information that we collect from or about you, how we use and to whom we disclose that information.

This Privacy Policy covers only those activities that are subject to the provisions of Canada's federal and provincial privacy laws, as applicable.

The Preschool has adopted a series of Privacy Policies in order to address the specific privacy concerns of certain groupings of individuals. This Privacy Policy applies to the personal information of all individuals, unless the personal information is related to our websites (such information is dealt with in our "*Website Privacy Policy*") or is related to an individual who seeks to be, is or was employed by or volunteered with the Preschool (such information is dealt with in the Preschool "*Employee and Volunteer Privacy Policy*").

If you are unsure of which Privacy Policy applies to you, please contact our Privacy Officer for more information.

What is Personal Information?

For the purposes of this Privacy Policy, personal information is any information about an identifiable individual, other than the person's business title or business contact information when used or disclosed for the purpose of business communications.

What Personal Information do we Collect?

We collect and maintain different types of personal information regarding of the individuals with whom we interact. This includes:

- contact and identification information, such as your name, address, telephone number and e-mail address;
- school registration information, such as your or your child's name, and birth date;
- application information such as, child's previous report cards, assessment information and previous school records;
- extracurricular registration information, such as your or your child's preferences and interests;
- emergency medical information, such as your child's allergies or other medical conditions that you believe are important for the Preschool staff to know about;
- product and service related information concerning the products and services that we provide to, or receive from, you;
- your comments, suggestions and feed-back and any other information requested by or provided to you.

As a general rule, the Preschool collects personal information directly from you. In most circumstances where the personal information that we collect about you is held by a third party, we will obtain your permission before we seek out this information from such sources (such permission may be given directly by you, or implied from your actions).

Why Do We Collect Personal Information?

The Preschool collects personal information to enable us to manage, maintain, develop and conduct our activities, including operating our school, including:

- to establish, maintain and manage our relationship with you and your child;

- to be able to review our operations so that we may understand your requirements and expectations of Silver Springs Pre-School and so that we may work to meet or exceed those requirements and expectations;
- to properly respond to medical emergencies;
- to be able to review the products and services that we obtain from you so that we may work with you and so that you may understand our requirements for such products and services;
- to be able to comply with your requests (for example, if you prefer to be contacted at a business or residential telephone number and advise us of your preference, we will use this information to contact you at that number);
- to protect us against error, fraud, theft and damage to our goods and property;
- to enable us to comply with applicable law or regulatory requirements; and
- any other reasonable purpose to which you consent.

How Do We Use and Disclose Your Personal Information?

We may use or disclose your personal information:

- for the purposes described in this Privacy Policy; and
- for any additional purposes for which we have obtained your consent to the use or disclosure of your personal information.

We may use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

When do we disclose Your Personal Information?

We may share your personal information with our employees, contractors, consultants and other parties who require such information to assist us with managing our relationship with you, including third parties that provide services to us or on our behalf.

Further, your personal information may be disclosed:

- as permitted or required by applicable law or regulatory requirements;
- to comply with valid legal processes such as search warrants, subpoenas or court orders;
- to protect the rights and property of the Preschool;
- during emergency situations or where necessary to protect the safety of a person or group of persons;
- where the personal information is publicly available; or
- with your consent.

Your Consent is Important to Us

It is important to us that we collect, use or disclose your personal information where we have your consent to do so. Depending on the sensitivity of the personal information, your consent may be implied, deemed (using an opt-out mechanism) or express. Express consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from your action or inaction. For example, when you enter into an agreement with us, we will assume your consent to the collection, use and disclosure of your personal information for purposes related to the performance of that agreement and for any other purposes identified to you at the relevant time.

Typically, we will seek your consent at the time that we collect your personal information. In certain circumstances, your consent may be obtained after collection but prior to our

use or disclosure of your personal information. If we plan to use or disclose your personal information for a purpose not previously identified (either in this Privacy Policy or separately), we will endeavor to advise you of that purpose before such use or disclosure.

As indicated previously, we may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required to do so by applicable law or regulatory requirements.

Choice/Opt-Out

You may change or withdraw your consent at any time, subject to legal or contractual obligations and reasonable notice, by contacting our Privacy Officer using the contact information set out below. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to our Privacy Officer.

We assume that, unless you advise us otherwise, you have consented to the collection, use and disclosure of your personal information as explained in this Privacy Policy.

How is Your Personal Information Protected?

The Preschool endeavors to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access, copying, use, modification or disclosure. Personal information of children enrolled in our programs and their parents will be stored in a locked filing cabinet in the Preschool classroom. The classroom itself is locked when not in use, and the Silver Springs Community Centre is locked and alarmed when not in use. Personal information will be accessible to the Preschool Chair, Registrars, teachers and teachers' assistants. These hard copies of personal information will be retained for five (5) years in order to facilitate our registration policies regarding enrollment of family members. In addition the names and addresses of children enrolled in the Preschool programs and their parents will be stored on the home computers of the Chair, Co-chair, Treasurer and Registrar(s) and will be used for the purpose of creating mail-out labels. These computers are password-protected and the homes are locked when not in use. The electronic information regarding children enrolled in the Preschool's programs and their parents will be deleted at the end of the School year, except in cases where registrars or co-registrars remain in their roles for the following year.

Updating Your Personal Information

It is important that the information contained in our records is both accurate and current. If your personal information happens to change during the course of our relationship, please keep us informed of such changes.

In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question.

Access to Your Personal Information

You can ask to see your personal information. If you want to review, verify or correct your personal information, please contact our Privacy Officer. Please note that any such communication must be in writing.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with your personal information. If you require assistance in preparing your request, please contact our Privacy Officer.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

In the event that we cannot provide you with access to your personal information, we will endeavor to inform you of the reasons why, subject to any legal or regulatory restrictions.

Inquiries or Concerns?

If you have any questions about this Privacy Policy or concerns about how we manage your personal information, please contact our Privacy Officer by telephone, in writing or by e-mail. We will endeavor to answer your questions and advise you of any steps taken to address the issues raised by you. If you are dissatisfied with our response, you may be entitled to make a written submission to the Privacy Commissioner in your jurisdiction.

Privacy Officer

We have appointed a Privacy Officer to oversee compliance with this Privacy Policy, ensure compliance with privacy laws, and to respond to requests by individuals for access or correction of their personal information. The Privacy Officer is also responsible for developing and updating privacy policies, and addressing training and awareness requirements. The contact information for our Privacy Officer is as follows:

Phone: c/o Silver Springs Preschool 403-286-3170

Email: sspsprivacyofficer@shaw.ca

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Interpretation of this Privacy Policy

Any interpretation associated with this Privacy Policy will be made by our Privacy Officer. This Privacy Policy includes examples but is not intended to be restricted in its application to such examples, therefore where the word "including" is used, it shall mean "including without limitation."

This Privacy Policy does not create or confer upon any individual any rights, or impose upon the Preschool any obligations outside of, or in addition to, any rights or obligations imposed by Canada's federal and provincial privacy laws, as applicable. Should there be, in a specific case, any inconsistency between this Privacy Policy and Canada's federal and provincial privacy laws, as applicable, this Privacy Policy shall be interpreted, in respect of that case, to give effect to, and comply with, such privacy laws.

APPENDIX C

Police Security Clearance Policy

SILVER SPRINGS PRESCHOOL POLICY FOR POLICE SECURITY CLEARANCES

The Silver Springs Community Association is committed to the provision of sound, safe and healthy programs in our community. In order to maintain the highest standards of safety, all regular visitors and volunteers in the Silver Springs Preschool will be required to undergo a Police Security Clearance Check ("Police Check"). This is a mandatory process for all parents and caregivers who wish to volunteer in the preschool classroom. In order to make this process as efficient and convenient as possible, we will be administering these Police Checks through the Silver Springs Community Association ("SSCA") main office.

Procedure:

- Complete both sides of the "Consent to Search and Disclosure of Personal Information" form in blue ink. One applicant signature is required on the Information side, three signatures are required on the Consent side. This form will be given to you at the SSCA main office when you are ready to apply for the clearance (i.e., it cannot be picked up earlier).
- Two pieces of identification will be photocopied and attached. Valid ID is: **one piece of photo ID** (*driver's license, passport, citizenship card, photo ID from a registry office*), and **one other government issued ID** (*birth certificate, provincial health care card, social insurance card*)
- You are not required to pay a fee for this form to be submitted on your behalf.

Security clearances can be completed Mondays, Tuesdays, or Wednesdays anytime between 9:00 am and 4:00 pm during the school year

Please note:

- These security clearances are not transferable between organizations. We are not permitted to photocopy or distribute the police clearances, nor can we accept volunteer clearances performed by other organizations. A copy of this Preschool Security Clearance Policy is available in the SSCA main office.
- Security Clearances are generally valid for two consecutive school years, unless circumstances arise in which the Preschool deems it prudent to have Police Checks done more frequently. If you have a child returning to the preschool, or a sibling who has attended in the past year, and you have already completed a Security Clearance for the 2009/2010 school year you are not required to complete another form.

However, if a year has lapsed between one child, and the current 2011/2012 year, you will be required to submit for clearance again.