



Handbook for Parents 2011/12

La Pre-Maternelle La Coccinelle
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Communications Coordinator

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Website Administrator

Christie Webster

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SECTION 1: ABOUT OUR PRESCHOOL

A. Introduction

We are happy that you have chosen to enrol your child at La Coccinelle. We hope that the experience will be positive for both you and your child. Although this handbook will provide the answers to many of your questions, our teachers and Board are always available to discuss your concerns.

La Coccinelle is a non-denominational French immersion preschool in Northwest Calgary, Alberta with programs for 3- to 5-year-olds. We first opened our doors in 1981 and have been serving Calgary families for 30 years. Our preschool is run on a non-profit, co-operative basis by experienced teachers, a volunteer board and parent volunteers. We offer a carefully planned program of learning experiences for children in both structured and unstructured activities that contribute to their physical, social, intellectual, creative and emotional development. Children are encouraged to learn at their own pace through free play, games, music, preschool activities and crafts. In this fun environment the students are introduced to the French language through a daily routine with two responsive teachers.

La Coccinelle is a licensed preschool with Alberta Children and Youth Services. We are licensed for a maximum of 18 children in both the 3-year-old and 4-year-old classes. We are also a registered society and a charitable organization.

B. Our Philosophy

La Coccinelle is a French immersion preschool with a program based on teaching, nurturing and balancing the “whole” child. We value and foster cognitive, emotional and social development, as well as fine and gross motor development.

At La Coccinelle we endeavor to empower children and offer positive learning experiences through a variety of “guided” play opportunities. Choice and free play are important as children have a natural impulse to explore and create. They are naturally curious and want to learn. Play helps children learn, make friends and discover the world around them. Play is good for the body and for the mind. When children play, they learn more about themselves, other people and their environment. They become more creative thinkers who can cope with challenge and change. Research shows that children learn a great deal through play. This is why many educators and researchers refer to play as “the work of childhood.”

La Coccinelle will provide opportunities for children to develop:

- intellectually with opportunities to think, solve problems, communicate, and discover concepts;
- socially with opportunities to cooperate, negotiate, initiate interactions with peers and participate in groups;
- physically with opportunities to cut, draw, lace, dress-up, shake, dance, move and stretch;



- emotionally with opportunities for self-expression, to choose to take risks and to be successful; and
- creatively with opportunities to make choices, accomplish and create.

We strive to help children develop using the following approaches:

- The French component of La Coccinelle will immerse children into the language by gradual introduction through the use of songs, simple instructions and basic vocabulary (colours, numbers, shapes), using a monthly theme-based curriculum. For example, September’s theme may be “school and community safety”. This may include a visit to the fire hall, learning the colors of the traffic lights (in French!), and helping children choose healthy snacks and identify community members who help keep them safe and healthy. No expectations are placed on a child, as each child’s development is unique.
- The “circle time” is the stage for introducing new vocabulary and concepts. Each day the children are involved in a group activity, where they participate in creative learning and social interaction with their peers. It is a guided learning time, where we encourage each child to use his/her imagination.
- We follow a daily schedule from the child’s arrival at the school until the time he/she is picked up. Most children thrive on a consistent routine. The children quickly pick up and enjoy this routine, often keeping the teachers on track. This eases the separation from parents and caregivers, and also helps to prepare the child for the formal school setting.
- La Coccinelle’s program incorporates the concept of choice and free play. There are several opportunities each day for children to choose their own activities. However, all learning experiences are carefully planned. Each play centre — housekeeping, dramatic play, music, art, blocks and floor play, puppet, puzzles and manipulative toys, library — contributes to the “whole” child’s development (physical, intellectual, social, creative and emotional). The centers are planned so children can be involved in different kinds of play: functional play (running, pouring, dumping and repetition of movement), constructive play (art, blocks, building and creating) and dramatic play (the house corner and role-playing). We believe that when children make their own choices and are in control of their activities, play becomes meaningful and experiences foster learning.

Here are some examples of what children learn from various play activities offered at La Coccinelle:

Activities	Learning
Dress-up, dramatic play	Social skills Creativity Imagination and self-expression
Circle time, listening, talking, reading, writing	Language and literacy skills



Art, music, literature, dance	Art appreciation Creative expression Physical coordination
Puzzles, blocks, manipulative toys	Science and math concepts Eye-hand coordination Spatial awareness Problem solving
Games and physical activity	Physical skills Analytical thinking and cooperation

C. Our Program

Our Classes

1. Three-Year-Old Program

Children must turn three prior to the beginning of the school year to register in advance. Due to licensing requirements, children may not start the program until they have reached their third birthday (i.e. a child with a November 1st birthday would not enroll or attend until then). **Children who are not toilet trained will not be able to enter the program until they are trained.**

Program Days: Tuesday and Thursday
Program Hours: Morning: 9 a.m. to 11:15 a.m.
Afternoon: 12:45 p.m. to 3:00 p.m.

2. Four-Year-Old Program

Children must turn four years old by March 1st of the school year in which they wish to enroll.
Program Days: Monday, Wednesday and Friday
Program Hours: Morning: 9 a.m. to 11:15 a.m.; or:
Afternoon: 12:45 p.m. to 3:00 p.m.



Class Schedule

Morning Classes	Afternoon Classes	Activity
9:00-9:20	12:45-1:10	Free Play
9:20-9:30	1:10-1:20	Clean up and transition to circle time
9:30-9:50	1:20-1:40	Circle Time: calendar, show and tell, songs, vocabulary, special themes
9:50-10:00	1:40-1:50	Craft or Discovery (eg; Science, Math)
10:00-10:20	1:50-2:10	Bathroom Break
10:20-10:35	2:10-2:25	Snack time (NUT-FREE)
10:35-11:00	2:25-2:50	Story time; games
11:00-11:15	2:50-3:00	Prepare to go home. Au revoir!

Fees

Details on the current cost of registration and monthly tuition fees are found on our website, <http://www.la-coccinelle.ca>.

The Board, at its sole discretion, has the authority to set the program tuition fees and make changes to fees for the upcoming school year.

A non-refundable registration fee must be submitted prior to registration being finalized to ensure a child's place in the preschool. Additionally, all post-dated tuition fee cheques (including a combined cheque dated September 1st for September and June fees) must be submitted prior to registration being finalized.

Please note that in the instance of an NSF cheque where a payment does not clear, the parent is responsible for covering any banking fees incurred by the preschool.

Withdrawal

One calendar month written notice (via email to registrar@la-coccinelle.ca) is required to withdraw. This means that notice must be given one month before the first of the month in which the child will be withdrawn (e.g. if a parent wishes to withdraw a child on November 10th, the

parent must give written notice by October 1st). The child may attend school during the one-month notice period.

The combined cheque for September and June fees is non-refundable after September 1st, unless the school does not accept the student.

If a child is registered for September, the parent must provide written notice before August 1. After August 1, the one-month notice period operates and the September fees are non-refundable.

Stay-At-Home Parent Subsidy

La Coccinelle participates in the Alberta government's *Stay-at-Home Subsidy Program*. Under this program, eligible parents can receive up to \$1200 per year for each preschool age child who is registered in our preschool. Information on the subsidy program is available online at <http://www.child.alberta.ca/home/1167.cfm>. Interested parents are also encouraged to contact the Child Care Subsidy Office of the Calgary and Area Child and Family Services Authority for information on the application process and eligibility criteria.

Subsidy application forms are available online at <http://www.child.alberta.ca/home/1166.cfm>, or by contacting:

Calgary and Area Child and Family Services Authority:
Child Care Subsidy Office
#300, 1240 Kensington Road NW
Calgary, AB T2N 3P7
Reception: 403-297-6100

The allowable combined family income for this subsidy is high — in the neighborhood of \$75,000 gross — and it can even go higher depending upon the number of children you have. Don't automatically assume you can't qualify. Our best advice is to apply if you think you may qualify. To be eligible:

- at least one parent stays at home to care for preschool age children and does not work or go to school for more than 20 hours per week;
- family's combined gross monthly income and family structure qualify;
- children are of preschool age (six years and under) and not yet attending Grade 1;
- the preschool children are registered in an approved early childhood development program; and
- funding is not being provided through the childcare subsidy or kin childcare funding programs.

In order to apply for the Stay-at-Home Parent Subsidy, parents may be asked to provide a brief letter from La Coccinelle confirming their child's enrollment. Once a child is registered at our



preschool and the registration fee is paid, we will be able to supply parents with this letter. Please request this letter from the Treasurer at treasurer@la-coccinelle.ca.

At the end of each month, La Coccinelle will submit a confirmation of enrollment for each subsidized child to the Child Care Subsidy Office. Payment by the Alberta government will then be made on behalf of eligible parents directly to La Coccinelle.

Due to the non-profit status of La Coccinelle, it is impossible to defer payment of monthly program fees until subsidy payments are received from the Alberta government. Therefore, we require that all eligible families pay the full program fees each month in the usual manner. Reimbursements to eligible families will be made throughout the preschool year.

Volunteer Parent Helper and Ami(e) du Jour

For each child enrolled, a parent or significant adult is required to spend time in the classroom as a volunteer "Parent Helper". Parents of children in Monday/Wednesday/Friday classes are required to attend 7 or 8 times per year. Parents of children in Tuesday/Thursday A.M classes are required to attend 4 or 5 times per year. Parents of children in Tuesday/Thursday P.M. classes are required to attend 5 or 6 times per year.

On the day that you are Parent Helper, your child is the **Ami(e) du Jour!** This is a very exciting and important day for your child. They are the teacher's helper and are given special roles and responsibilities, and it is their turn for show and tell. The children look forward to this day when they can shine!

While the Parent Helper is most often a parent, a close relation, nanny or someone special to your child can also fulfill this role. It is a special day for your child when someone close to them is the helper. However, please tell anyone who is going to volunteer in your stead that his or her duties are to assist the teachers. It is not a special one-on-one time with your child but a time to participate in their school class.

You are not required to be bilingual so please do not feel uncomfortable when participating as the Parent Helper.

Sign up for Parent Helper days will be done online, prior to school starting. Please remember that if you are unable to attend on your assigned days you are responsible for finding someone to replace you. The easiest solution is to swap days with another parent in your class. If you are unable to swap days with someone, contact your Classroom Volunteer Coordinator who will assist you in finding a replacement.

Basic responsibilities of the Parent Helper are:

- Arrive 10 minutes prior to class time (8:50 AM for morning class or 12:35 PM for afternoon class). The teachers need your help during this time to set up the classroom;



- Assist the teachers in the day-to-day class routine. Please ask if you are unsure of what you can do;
- Assist in the preparation of crafts;
- Assist in snack time; and
- Help tidy up the classroom (sweep floor, wipe tables, clean snack area).

Most importantly have fun! Feel free to interact with the children and engage them in conversation about their play. This is an important learning experience for them and we believe that both the children and you as parents or caregivers share in this learning.

Our provincial license prohibits the attendance of siblings on your Parent Helper days, as no child and emergency records are on file for siblings in the classroom.

Please note that if there is no Parent Helper for a scheduled class, the class may be cancelled.

Your presence in the classroom is welcome on days other than your Parent Helper days. **However, if you wish to visit the classroom outside your scheduled days, please speak with the teachers at least 2 days in advance. We need to ensure we are always in compliance with the space requirements under our license.**

Child Discipline Policy

Staff will help children understand, where developmentally appropriate, the type of behaviours that are unacceptable at preschool. While our philosophy at La Coccinelle is to focus on prevention of inappropriate behaviour, children will be disciplined in the following circumstances:

- Hurting other students;
- Destroying classroom material or the work of other students; and/or
- Behaviour that is constantly disruptive to the classroom atmosphere and learning process.

Any child disciplinary action taken will be reasonable in the circumstances and will not:

- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation;
- Deny or threaten to deny any basic necessity; or
- Use or permit the use of any form of physical restraint, confinement or isolation.

The teacher and teacher's aide will intervene when unacceptable behaviour occurs and will:

- Remind the child that the behaviour is inappropriate and clarify appropriate behaviour;
- Use proximity and touch to assist children in regaining self-control. The adult may move close to the child and use physical touch in a manner that assists the child in regaining self control but does not hurt, physically restrain or confine the child; and
- Redirect the child to other more appropriate activities.



If a child is persistently disruptive in the classroom and becomes difficult for the teachers to manage or if a child hurts other children in a manner that causes concern for the teachers the teachers will contact the Chair or Vice-Chair about the problem behaviour.

The staff and Board will discuss the problem behaviour and the parents will be notified about any concerns. The staff and Board will discuss whether further steps need to be taken with respect to the problem behaviour.

The following steps may be used in managing the behaviour:

- The Board may develop a plan with a timeline in attempting to correct the problem behaviour; and
- Parents of the child may be contacted and asked to attend all of the child's classes for a period of time to work with the teacher in correcting the problem behaviour.

If the behaviour cannot be managed or corrected in a reasonable period of time to be determined by the Board and the Board and teacher(s) are of the opinion that the child's behaviour continues to disrupt the classroom to an extent that is counterproductive to classroom learning, the Board may choose to advise the parents that the child must be removed from the school. Also, if a child injures another child in such a manner that causes concern for the safety of the other children, even if the behaviour occurs only once, the Board has the option and may choose to advise the parents that the child must be removed from the school.

Parents will be required to sign this policy prior to their child attending the school.

Pick-Up and Drop-Off

Try to be on time, not too early and not too late, and stay with your child until the classroom door opens to signify preschool beginning. Only children of Parent Helpers should be in the room before opening time.

Saying good-bye is easy for some children; for others there is a natural fear of being left by their mother or father, even when it is just for a few hours. The teachers are experienced in handling separation anxiety of both the parents and the child, and will be happy to discuss coping strategies.

Do not be late when picking your child up at the end of class. To be the only child left at school can be very traumatic. The pre-school hours of operation are part of La Coccinelle's license and teachers are not permitted nor are they able to provide before and after school care for children.

Only the authorized parent(s) or others identified by the parents can pick up a child. The registration materials on file for your child lists other authorized persons. Under no circumstances will a child be released to anyone not on the signed registration form. Please contact registrar@la-coccinelle.ca in the event the changes or updates to pick up information are required for your child.

Nutrition and Snacks

Children are required to bring a nutritious snack each time they come to preschool. “Nutritious” means food consistent with *Canada’s Food Guide*. Food items that are from at least two different food groups is suggested. Water is available in the classroom but they may also bring a drink if they wish. We suggest a reusable drink container.

Children should not bring juice boxes as they are often not finished, prone to leaking, and place an added obligation on the preschool to bring them to a recycling facility.

Children must be seated at all times while eating and drinking. To help reduce the risk of choking, some foods are prohibited because they are hazardous and difficult to modify, or hazardous and a poor source of nutrients. Food that is prohibited includes:

- nuts and seeds
- hard candies
- caramels/toffee
- jellybeans
- chewing gum
- popcorn
- snacks made with toothpicks or skewers.

In the event a child has forgotten his or her snack, water and crackers/cookies will be made available to satisfy the child’s appetite.

Please remember that **La Coccinelle is a NUT FREE school!**

Children’s Records

La Coccinelle will maintain an up-to-date record of your child, which must contain the following information:

- Your child’s name, date of birth and home address;
- A completed registration form;
- The parents’ names, home address and telephone numbers;
- The name, address and telephone number of at least two people who can be contacted in case of an emergency;
- The particulars of any health care provided to your child, including your written consent for staff to administer first aid and arrange other treatment in the event of an emergency;
- If your child requires emergency medication (e.g., Epi-pen), your written consent for staff to administer the medication;
- Any other relevant health information about your child, including child immunizations and allergies, if any.



Field Trips

From time to time, La Coccinelle offers special experiences such as field trips and in-class guests. You will receive a notice form well in advance of any out-of-class field trip. The field trip notice form will include date, start and finish time, where and how the children are traveling to and from the activity, and who is joining the group. Parent help is welcomed and usually necessary on all field trips. You must consent in writing to a child's participation in all field trips.

Toilet Training

Children **must be** toilet-trained to attend La Coccinelle. Should a child's clothing become wet or soiled while in attendance, parents will be contacted to come and change the child during class.

Spare Clothes and Classroom Shoes

The classroom has limited space for storage. Please keep a change of clothing in your child's backpack at all times. Your child is required to wear indoor shoes (closed-toe and covered heel recommended) in the classroom. Please label the shoes with your child's name and store them on the shelf provided.

Toys

Children are asked to leave their toys, jewelry, and treasured items at home. When your child is Ami(e) du Jour, he/she may bring something special to show the rest of the class.

School Closures and Cancellations

La Coccinelle will close and school will be cancelled under the following conditions:

- If the temperature reaches -40° C, including wind chill, as reported by the local news;
- If the adult to children ratio cannot be met due to the absence of the teacher, teacher's aide and/or Parent Helper; and
- In all other cases, the teacher and the Chair or Vice-Chair must be in agreement before a class cancellation can occur.

Attempts will be made to notify parents of any unscheduled school closures.

Communication with Parents

File folders are provided in the classroom for each child in order to pass on information to parents and for storing take-home crafts. A bulletin board located outside the classroom door will



keep you informed of daily activities including upcoming meetings, school activities, and field trips.

If you have any concerns about your child, please talk to one of the teachers directly. Please feel free as well to contact any member of the Board. Their names and contact information are provided on the preschool's website at <http://www.la-coccinelle.ca>.

Communication with parents on routine school business will also be conducted through email. A monthly electronic bulletin will be distributed through the communications coordinator including vocabulary, songs and teaching points from the current curriculum.

Registration

Please visit the website for current registration procedures.

Unfortunately, we are unable to provide tours of the preschool to interested families during class time. We encourage all interested parents to attend our open house held each winter. Please visit the website for specific dates.



SECTION 2: Parent Responsibilities and Information

A. Membership

La Coccinelle operates as a parent-run cooperative. As parents of children registered at La Coccinelle, you become members of the organization upon your child's enrollment and cease to be members once you no longer have a child in the program. The teachers, as paid employees, are automatically members while in the employment of La Coccinelle.

B. Volunteer Requirements

As a co-operative, the success of our preschool depends largely on parent involvement. Our teachers are the only paid members of the preschool. We recognize that many of you have special skills and you are invited to share these skills through our parent volunteer program.

All parents are required to volunteer in the following ways with the preschool:

- Classroom parent helper. This is mandatory for all parents. See the section "Volunteer Parent Helper and Ami(e) du Jour" above; and
- Play dough making. Parents are required to make play dough once per year. The play dough recipe is included in the registration materials and is also posted on our website. Sign up for Play Dough making will be done online, prior to school starting; and
- Toy wash. Parents are required to attend a toy washing session once per year. Sign up for toy washing sessions will be done online, prior to school starting.

Examples of other volunteer positions include:

- Member of the Board of Directors;
- Class Volunteer Coordinators (1 coordinator per class, 4 in total);
- Scholastic Book Parent;
- Special committee members;
- Fundraising activities; and
- Field trip volunteer.

A description of the various volunteer positions, including the roles and responsibilities of the Board members, is attached as Appendix A. If you are interested in one of these positions, please contact chair@la-coccinelle.ca.

C. Staff Positions

La Coccinelle employs two paid teachers.



D. Criminal Records Check

Our preschool license requires that each paid staff member and each volunteer who has unsupervised access to children, *other than a parent volunteer*, must be an adult and must provide La Coccinelle with a criminal records check, including a vulnerable sector search.

While parents are not required to provide criminal records checks, it is nonetheless the policy of La Coccinelle that no volunteer, parent or otherwise, shall have unsupervised access to children. This means, for example, that *only* the teachers shall take children to the bathroom and volunteers, including parents, cannot be left in a position whereby they would be left unsupervised with children.

E. Confidentiality

Any information shared by the teachers to parent volunteers must be kept confidential and not discussed outside the classroom under any circumstances. Parent volunteers should avoid making any statements about a particular child, including his or her own, a teacher, or the program in front of the children or parents. Any questions or concerns can be discussed with the teachers or Board outside of classroom time.



SECTION 3: Health and Safety Policies

A. Health information

Details pertaining to your child's health are required on registration. This includes your child's Alberta health care number, important medical information, allergies, emergency medication requirements and emergency contact numbers. In addition, you will be required to provide written consent for the staff to arrange emergency medical care should the need arise, and administer emergency medication (e.g., Epi-pen) if prescribed. This information is kept in a prominent place in the classroom, as well as in a portable file for all off-site activities.

B. Health and Medical Emergency Care

Do not bring sick children to school. If your child has any health problems, please inform a teacher. A child who cannot participate in preschool activities or who exhibits the following symptoms is considered too sick to attend school:

- Diarrhea or vomiting
- Fever of 38° C or more
- Persistent cough, sneezing, runny nose
- Infected nasal discharge, e.g., thick, colored nasal drainage
- Infected eyes
- Rashes that are unidentified or that have not been diagnosed by a physician
- A communicable disease, e.g., chicken pox, mumps, whooping cough

Please keep children at home for 24 hours after symptoms end.

A child who has been prescribed antibiotics may not return to the preschool until he/she has been taking the medication for at least 24 hours.

Whether or not a child should be in class is at the discretion of the teachers. Please respect their decision and take your child home and/or seek medical attention.

If an accident, serious illness or other medical emergency occurs at preschool, the staff will administer first aid and arrange medical care, as required. Parents will be contacted immediately. If the staff is unable to contact the parents, the emergency contacts will be notified.

If a child needs to be rushed to the hospital by ambulance, a staff member will accompany the child. Parents will be responsible for covering the cost associated with transporting their child by ambulance in an emergency situation where the staff deems ambulance transportation to be appropriate.

Our default medical center is:



The Alberta Children's Hospital
2888 Shaganappi Trail NW
Calgary, Alberta
T3B 6A8
Main Switchboard: 403-955-7211

C. Supervised Care for Sick Children

If a child becomes sick while at preschool, but does not require emergency medical treatment, the child will be kept as far away as is practicable from the other children until a parent arrives. A special mat for resting shall be provided and a staff member will directly supervise the child.

D. Administration of Medication

Routine medication will not be administered due to the short time children are present in our program. In the case of an emergency situation, emergency medication (for example, Ventolin and Epi-pen) will be administered according to the labeled directions with written consent of the parent.

E. Communicable/Contagious Diseases

Please immediately report any contacts your child has had with a communicable/contagious disease to the staff so notice can be sent out to other parents. This can include but is not limited to conjunctivitis (pink eye), head lice, chicken pox/shingles, measles, mumps, whooping cough and meningitis. Sick children must be kept at home until such time that there is no longer a risk of infecting others and until they have been symptom free for at least 24 hours. Children may require a doctor's note to return to preschool.

Where a staff member knows or has reason to believe that a child may be suffering from a communicable/contagious disease, the child's parent will be notified immediately and the child must be removed from the preschool premises immediately. Depending on the nature of the illness, the preschool may have a legal obligation to report the illness to the health authorities.

F. Emergency Evacuation

The emergency evacuation route is posted in the classroom. In the case of an emergency, such as a fire alarm:

1. A teacher and Parent Helper will evacuate the children from the building through the fire exit located in the classroom or alternatively out the side basement door of the building;
2. If safe to do so, the Teacher will remain behind and will check the hallways, restrooms and classroom to ensure no children have remained in the building;



3. The Teacher will gather equipment near the emergency exit. Equipment includes: daily attendance sheet, Portable Record, emergency medication, preschool cellular phone, and blankets (if necessary);
4. The Teacher will close the door once she has evacuated the building;
5. Staff will take roll call outside, at the specified meeting place, on the northwest corner of the lawn;
6. A staff member will call for emergency help or leave the premises to seek assistance once all the children are safely evacuated and appropriately supervised;
7. Staff will phone parents as soon as it is safe to do so;
8. No one is to re-enter the preschool or the building until proper authorities have deemed it safe to do so.

La Coccinelle will have fire drills throughout the year, for each class. The Teachers will prepare the children for these and ensure the children understand the emergency evacuation procedures where developmentally appropriate.

G. Non-Smoking Policy

La Coccinelle requires that no person smoke on our program premises. Further no staff member shall smoke at any time or place where childcare is being provided. For the purposes of this policy, our program premises include not only the classroom, but also the exterior areas including the outside entrance and sidewalk. At no time shall anyone smoke where children in the program may observe their smoking.

APPENDIX A

Board of Directors and Volunteer Job Descriptions

1. Board of Directors' Positions

Chair

The chair presides over monthly Board meetings, and prepares and circulates an agenda prior to the meetings. Board members should advise the Chair of additional agenda items. Should time permit, new business not on the agenda will be discussed at the end of the evening. The Chair:

- is responsible for ensuring that other committee members are carrying out their duties and is available to help with difficulties as they arise;
- arranges and chairs the Annual General Meeting and Parent Orientation Session;
- is available to discuss parental or teacher concerns;
- is a designated signing authority for the Association;
- must immediately inform the Board of Directors of any changes to enrolment throughout the year;
- is responsible for obtaining substitute teachers in the event that the teacher is absent;
- is responsible for conducting a yearly performance review of all professional staff in accordance with their contracts; and
- shall maintain a binder of all monthly committee reports, Association correspondence, parental concerns, newsletters etc.

Vice-Chair

In the event that the Chair is absent or unable to perform their duties the Vice-Chair assumes those responsibilities. The Vice-Chair:

- is responsible for the fund-raising activities of the Association, and in cooperation with the Board of Directors, identifies and co-ordinates all fund-raising;
- is responsible for assigning duties to the Fundraising Helpers and any other fundraising committees of the Board;
- is a designated signing authority for the Association;
- together with the Chair is responsible for annual performance evaluations for professional staff; and
- together with the Treasurer files Revenue Canada forms relating to the Association's tax status and fund-raising.



Secretary

The Secretary records the minutes of all meetings of the Association and distributes them to all Board Members and posts one copy in the class and one on file. The Secretary:

- is responsible for typing of all Association correspondence;
- notifies Corporate Registry of all amendments to the Association By-Laws;
- types curriculum prepared by teacher monthly and arranges duplicating, and distributes to all parents; and
- types a newsletter after monthly board meeting and duplicates and distributes to all parents.

Treasurer

The Treasurer is responsible for maintaining the financial records of the Association, which may be examined by any member of the Board or by any other person the Board grants permission at a mutually agreed upon time. The Treasurer:

- pays all charges incurred by the school in accordance with approved spending policies;
- deposits all monies received by the Association and issues receipts for same;
- presents a statement of receipts and disbursements and budget projections on a monthly basis;
- presents a financial statement at the Annual General Meeting;
- is a designated signing authority of the Association;
- responsible for paying all professional salaries in accordance with signed contracts, ensuring applicable employment deductions are made and remitting them to Revenue Canada prior to the 15th day of the month following the deductions;
- responsible for issuing T4s, Employment Records and Registered Charity Information Return annually or as required, and issues registered charity receipts to donors; and
- maintains 7 years of annual financial records.

To facilitate continuity of this position, the Treasurer requires a commitment from September 1st to August 31st (this is the financial year).

Registrar

The Registrar prepares and supervises the annual registration for all classes. Once registration dates have been established by the Board of Directors, the Registrar will review and update all forms and correspondence. The Registrar:

- arranges volunteers to be present during Open House days prior to registration to provide information;



- records the current message on the school voice mail providing appropriate information to the time of year (vacancies, date of Open House). Checks the voice mail on a regular basis (depending on time of year) and returns calls in a timely fashion;
- responsible for maintaining information in the classroom as set out in our licensing requirements;
- shall review all applications to ensure that the required information is complete and follow up with registrants to obtain any missing information;
- shall deliver all fees collected to the Treasurer;
- will maintain current class lists with parent and child's name, address and phone number ensuring that board members and teacher have up-to-date copies;
- responsible for notifying the teacher, Craft Coordinator, and Special Events Coordinator of all birthdays;
- ensures that a copy of each child's registration is filed in the class and that exceptions are noted (i.e.: no immunizations);
- shall immediately notify the Board of Directors of any changes to enrolment;
- with the assistance of the Classroom Volunteer Coordinators, will provide each new parent with the following:
 - Handbook for Parents
 - List of Board Members
 - Schedule of class activities
 - Copy of last newsletter

To facilitate continuity of this position, the Registrar requires a commitment from January 1st to December 31st.

Assistant to Registrar

The Assistant Registrar assists the Registrar in any capacity required. The Assistant Registrar:

- will collect the Volunteer Forms (required as part of registration) from each family and coordinate the assignment of Board and Committee Members;
- inform people of their volunteer assignment;
- responsible during the school year for assigning new people to volunteer positions where needed;
- ensure a Class Volunteer Coordinator is assigned to each class;
- become the Registrar for the next school year.

Communications Coordinator

The Communications Coordinator prepares and submits advertising material to local newspapers or newsletters as directed by the Board;

- is responsible for the annual promotion campaign of La Coccinelle which begins prior to the Open House and continues at some level until the school year begins;



- is responsible for the preparation of whatever advertising is deemed needed and ensures it is distributed;
- implements an email or phone alert to inform parents of emergencies, class cancellations or other important information;
- receives email addresses from the Registrar and maintains the email list; forwards emails on behalf of the Board (e.g. events, fundraising, scholastics);
- formats monthly newsletter from material received from the teachers; if possible, converts to PDF format to forward to families and to the Website Coordinator to post on the web, prints a few copies to be made available at the school;
- prepares monthly sign-in sheets from the information received from the Registrar.

Website Administrator

The Website Administrator is responsible for maintaining and updating the website. The timely update to the website may include the following:

- updating the school calendar;
- updating the online volunteer calendar;
- posting of any school photos;
- posting of each month's board minutes;
- posting of the newsletters;
- posting of any other messages sent out by the Communications Coordinator;
- updating and posting registration documents;
- updating contact information of board members;
- changing the Parent's password at least once per school year;
- continually adding/creating new sections or additions to the website; and
- creating additional copies of the school's audio CD as required.

Special Events Coordinator

The Special Events Coordinator is responsible for coordinating field trips, special events and in class visitors. They will book the appropriate dates and rooms with the Church. As well, the Special Events Coordinator is responsible for keeping volunteers informed of upcoming events as suggested by the teacher. They will post sheets asking for extra parent helpers for special events (e.g. Halloween, Christmas, Valentines, and Easter) and monthly birthday parties.

2. Volunteer Positions

Classroom Volunteer Coordinators (1 coordinator per class, 4 in total)

Classroom Volunteer Coordinators remind parents in advance of their upcoming Parent Helper days and encourages volunteers to sign up as Parent Helpers as soon as possible. It is the Classroom Volunteer Coordinators' responsibility to ensure that there is a Parent Helper signed-up for each class and that each family has volunteered an appropriate number of times based on



the number of children in the class. As children are added or leave the class throughout the year, the Registrar notifies the appropriate Classroom Volunteer Coordinator that the calendars need to be amended (i.e. covering for a parent that has left or opening up Parent Helper days for a new parent).

Scholastic Book Parent

The Scholastic Book Parent works with the teachers to distribute Scholastic order forms to parents, place the orders, and receive the filled orders and provide them to parents.