



Early Learning for Young Children PARENT HANDBOOK

Toddlers
Playschool
Jr. Kindergarten/Pre K (English & French)
Kindergarten
Early Intervention
Outdoor Adventures
Kids Kamp
Family Supports
Adult Services (PDD)

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WELCOME TO **kcs ASSOCIATION** TEAM OF PROFESSIONALS

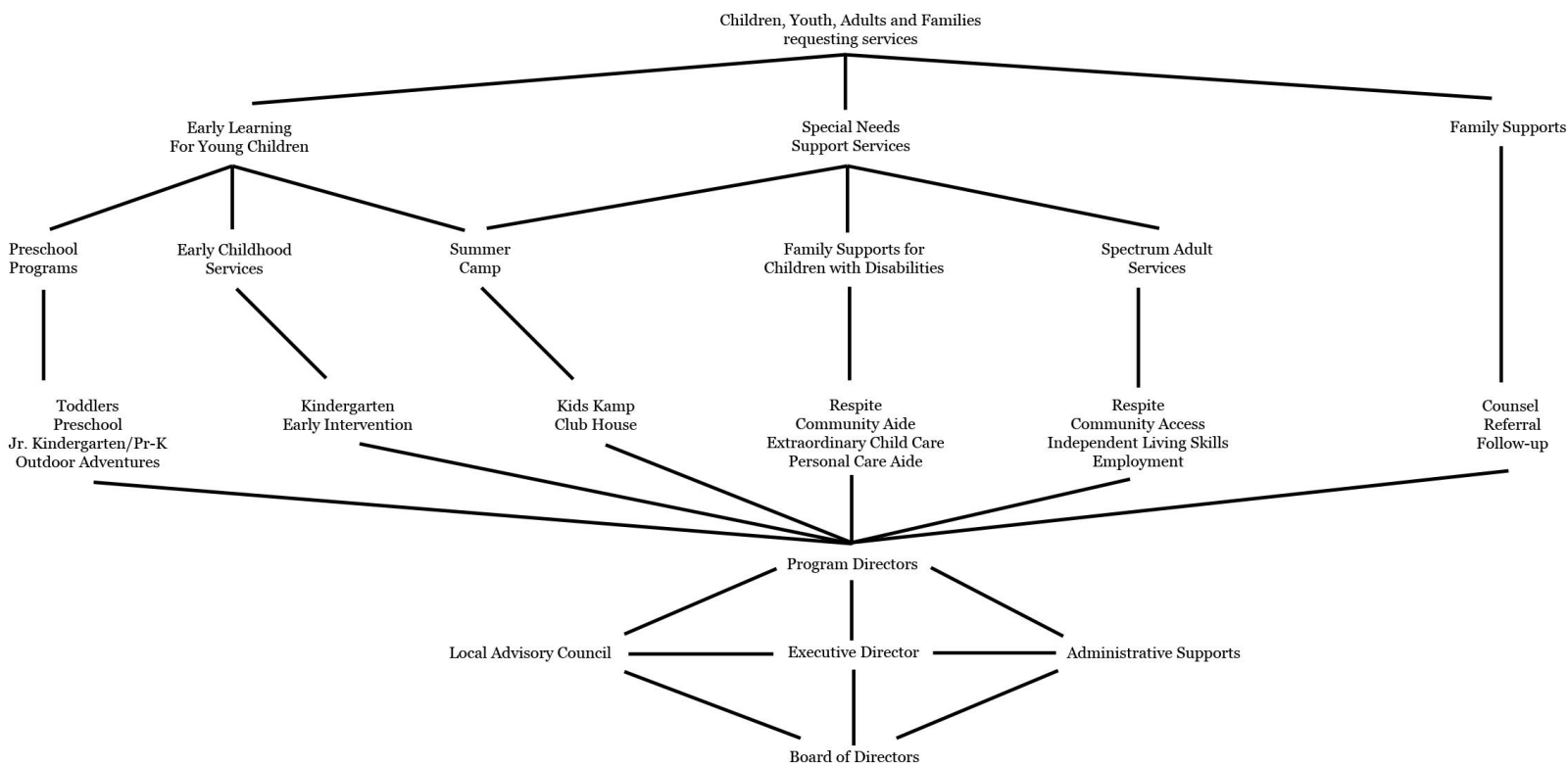
Board of Directors
Brad Wilson, President

Executive Director
Isabelle Joly

Bookkeeper
Connette Stein

Local Advisory Committee (LAC)
Parent and community volunteers whose efforts support our Centre

kcs Association Organizational Chart



Program Support

Throughout the year, we have practicum students from Red Deer College and H.J. Cody School. We also have work experience students from various service agencies in Central Alberta.

OUR ORGANIZATION

kcs Association provides a variety of programs and services to children, youth, adults and their families. Serving Sylvan Lake and the surrounding communities since 1978, **kcs** Association is staffed by a skilled & dedicated team of professionals. Together with parents, volunteers, community members and agencies, **kcs** Association supports the growth and development of all children, youth and adults.

OUR VISION

A community strengthened through achievements of its members of all abilities.

OUR MISSION

To meet the individual needs of children, youth, adults, and their families through collaborative partnerships, quality supports & services and by maintaining a skilled & dedicated team of professionals.

OUR PHILOSOPHY

We believe in:

- The uniqueness and dignity of each person
- The inclusion of each person with their own unique gifts & capabilities
- Supporting the person as an individual & the family as a whole
- Fostering connections of each person and their family with resources in the community
- Working with each person, their families and social networks to ensure safety and well-being
- Recognizing & appreciating the efforts of each person, their supporters and staff
- Teamwork & the importance of good communication
- Fun, laughter & play as the essential ingredients to positive learning & enhanced self-esteem

PROFESSIONAL STAFF

We are committed to maintaining a skilled and dedicated team of professionals. These professionals include:

- certified teachers
- staff trained in child development
- staff trained in rehabilitation
- health care professionals
- various specialists (speech language pathologists, occupational and physical therapists, etc.)

All staff must submit: a criminal record check, an intervention record check and have updated training in First Aid/CPR & Non-Violent Crisis Intervention.

Board of Directors

kcs Association is a non-profit society and charitable organization that is run by a volunteer Board of Directors. The Board sets the course of direction for the Association through its policies and procedures and looks after the financial and legal affairs of the Society. The Board meets on a monthly basis and also takes part in an annual retreat day. The Board facilitates the Annual General Meeting of Society members.

Executive Director

The Board of Directors has hired an Executive Director to oversee and manage the every day operations of the Association on their behalf.

Local Advisory Committee

The Local Advisory Committee (LAC) consists of parents from the different programs and members of our community. They help out with activities like field trips, monthly newsletters, fund-raising etc. and act as a liaison between parents and the Board of Directors.

Administrator/Bookkeeper

The Administrator/Bookkeeper takes care of the daily administrative tasks of the Association and ensures all financial transactions are accurately and properly recorded.

Program Directors

Each program has a Program Director that is responsible for setting the curriculum and monitoring and evaluating individual progress. The Program Directors work together with the Principal/Executive Director to coordinate the Associations activities. They meet once a month to review all programs and services to ensure that they are working to meet the support and developmental needs of individuals.

COMMITTED TO QUALITY

kcs Association strives to ensure quality programs and services for children, youth, adults and families through:

STAFF DEVELOPMENT

As the ongoing training and development of staff is essential in providing exemplary programs and services, we are closed approximately one day per month for professional development. These days may be used for team development, in-service and training. Staff attend conferences and workshops periodically throughout the year.

ASSURING QUALITY PROGRAMS

Teacher Growth Supervision and Evaluation

In conjunction with Alberta Education, we have in place a Teacher Growth, Supervision and Evaluation policy. This policy ensures the pursuit of excellence by our teachers through professional growth related to their teaching responsibilities.

Annual Evaluations

Annual evaluations are done of:

- **kcs** Association programs, organization etc.- by parents and staff
- Executive Director- by Board and representatives from staff
- Program Directors- by Executive Director/Principal
- Developmental Assistants and Classroom Aides- by Program Directors



Program Reviews

- Alberta Education
- Early Learning & Child Care (Central Region CFSA)
- Family Support for Children with Disabilities (FSCD) Outcome Review
- Persons with Developmental Disabilities (PDD) Outcome Review
- United Way of Central Alberta Outcome Review

Professional Memberships

- Certified teachers - associate members of the Alberta Teachers Association (ATA)
- **kcs** Association - member of Alberta Independent School and College Association (AISCA) and the Chamber of Commerce
- Alberta Association for services to Children & Families(AASCF)
- Alberta's Promise
- Family Resource Canada
- National Association of Education for Young Children (NAEYC)

Acts and Governances

- Society Act
- School Act
- Family Support for Children with Disability Act
- Child Care Act
- Child, Youth & Family Enhancement Act
- Persons With Developmental Disabilities Community Governance Act
- Protection of Persons in Care Act
- Freedom of Information and Personal Privacy Act
- Privacy of Personal Information Act
- Health Information Act

GENERAL THINGS YOU NEED TO KNOW

CLASS DAYS AND HOURS

Toddler	Mon. and Wed.	9:00 - 11:30 a.m.
	Tues. and Thurs	9:00 – 11:30 a.m.
	Fridays	9:00 – 11:30 a.m.
Playschool	Mon. and Wed.	9:00 - 11:30 a.m. or 1:00 – 3:30 p.m.
	Tue. and Thurs.	9:00 – 11:30 a.m. or 1:00 - 3:30 pm
French Jr. Kindergarten/PreK	Tues. and Thurs.	9:00 – 11:30 a.m.
Jr.K/Pre-K	Mon., Wed., Fri.	9:00 - 11:30 a.m. or 1:00 – 3:30 p.m.
	Mon./Wed. or Tues/Thurs.	1:00 – 3:30pm
Kindergarten	Mon. - Fri.	9:00 - 12:00 p.m.
Outdoor Adventurers	Tuesday and Thursdays	1:00 – 3:30 p.m. October - June
Kids Kamp &	Mon. and Wed. or	9:30 a.m. -3:30 p.m.
	Tues./Thurs.	July – August
Early Intervention Family Supports Spectrum Adult Services	Mon. - Sun.	Year round (as services required)
PLEASE MAKE CHEQUES PAYABLE TO: <u>kcs Association</u>		

YEARLY SCHEDULE

The monthly newsletter includes the dates for upcoming special events, field trips and holiday closures. Additionally, white boards posted at building entrance announce current happenings. Daily schedules of class routines including play, gym, snack, circle, and music times are posted in each classroom.

ARRIVALS AND DEPARTURES

We ask that you please

- park in the spaces provided on the east side of the Community Centre
- please put boots on rack in the boot room at **kcs Association**
- walk your child to his/her classroom
- be sure that your child is dropped off and picked up promptly at set arrival and dismissal times
- contact the school if someone other than the usual or designated person will be picking up your child
- notify the office of any illness or absence
- respect the handicap parking zones

On arrival:

- sign your child in the “sign in/out” book
- assist in removing your child’s outer clothing and putting on indoor footwear, as needed
- notify the staff of your child’s presence

On departure

- tell the staff that your child is leaving the Centre
- take home any items in assigned mailbox
- sign your child out in the “sign in/out” book

These procedures are in place to ensure the health, safety and supervision of your child as well as to assist with the operation of our programs. Please keep in mind that staff need adequate time to prepare for and to receive your child so we ask that **arrivals be no earlier than 10 minutes prior** to class time.

UNAUTHORIZED PERSONS POLICY

An ‘Unauthorized Person’ is anyone who is not clearly stated on the registration form and/or any person who is incapable (intoxicated, medicated, etc.) of caring for your child. It is important for **kcs Association** staff to know who is authorized to pick up your child thus the ‘alternative pick-up’ person listed on the registration form must be kept up-to-date. If an unauthorized person arrives to pick up your child access will be denied. Your child will remain under the supervision of **kcs Association** staff until an authorized person arrives for pick up. Authorized persons are required to show picture identification.

Note: Biological parents cannot be designated as unauthorized persons without clearly stated legal documentation on file. These individuals can be deemed as ‘unauthorized’ by **kcs Association** staff if they are incapable (intoxicated, medicated, etc.) of caring for your child.

STRATEGIES FOR GUIDING BEHAVIOUR

At **kcs** Association, we understand the nature of young children's tremendous level of curiosity and the need to test and explore things. The role of staff is a supportive one in assisting the child developing their sense of self in connection with others. Staff follows an active approach of observing and modifying the environment, as needed, so that children can be successful.

Interventions are made when a child requires extra support work. Interventions include: redirecting play activity, separating the child from the problem, pre-planning, modeling, and role playing appropriate behavior. The team works with parents to develop strategies and provide help as needed.



DISCIPLINE POLICY

kcs Association defines discipline as: 'training or instruction used in order to help a child understand expectations for positive social interactions and to learn self control by reinforcing safe and socially acceptable behaviors'. Centre staff may use redirection, modeling, verbal and/or visual cues, giving time away from the group and/or activity or may assist the child with specific choices, as is reasonable for the circumstances. Centre staff will not deny or threaten to deny any basic necessity. Any act of physical or verbal degradation or emotional deprivation is not allowed. Corporal punishment-spanking-is not permitted at our Centre. Child guidance/discipline plans for children, whose ability to understand and learn self-control is impaired because of a developmental delay or disability, shall be developed based on the child's individual needs.'

If a child requires behavioral support while at the Centre, he/she is assisted in taking some time away from the situation in order to calm down. The amount of time away will depend on the child. A staff member then speaks with the child giving an explanation of why such behavior is not acceptable. The child will be allowed to return to the group or activity after indicating to the staff member that he/she is ready. Staff will monitor and support time away.

PROVISION OF SNACK

kcs Association will provide a snack-time once during a preschool class. Snack items are the responsibility of the parent(s). **kcs** does keep extra snack items on hand to be issued if necessary. Staff will inform parents if additional snacks are needed for a child and/or if alternative snacks are required due to allergies in the class. If a child does have a special diet, due to health concerns, extra snack items, supplied by the parent can be kept in the class to be used as needed.

Whether you are providing food for your own child or for the whole class, safety is a priority. To reduce the risk of choking, small, hard, or round foods are not allowed as they can block a child's airway. Please grate or finely chop hard vegetables and fruits, remove pits from fruit and cut grapes into quarters. Wieners must be cut into length wise spears. Please Note: **kcs** Association is a nut safe zone.

Peanut/Nut Safe Policy and Allergy Guidelines

We are a peanut/nut safe-zone. This means that no peanuts/nuts or products that say may contain are allowed in our Centre. This is for the protection of children who experience life threatening reactions. This can occur when peanut/nut residue on somebody's hands contacts a surface that the allergic person then touches.

Allergies are posted and all food and snacks that come into our Centre must be carefully chosen and monitored. You may be given a list of foods that cannot enter the Centre and a list of the substitutes that may be brought instead.

CLOTHING

Please make sure that your child comes to school dressed in clothes that are for play. This means clothing that is easy for your child to put on and take off. Velcro shoes or slip on runners and elastic waist pants are recommended for toddlers and playschoolers, with increased challenges as they get older.

It is important to:

- have a complete change of clothes appropriate for the weather
- label all items to help staff keep track of clothing
- keep a pair of indoor footwear at the Centre
- send belongings in a clearly marked bag or backpack

FIELD TRIPS AND SPECIAL EVENTS

kcs ensures that appropriate supervision for the children's safety, well being and development are maintained at all times. For field trips and special events, **kcs** will add extra supervision through the use of Early Intervention Assistants and/or through parent/family volunteers. If you volunteer to help with a field trip or special event you are making a commitment to work with **kcs** staff toward the safety and development of the children. You will be instructed as to supervision requirements, safety risks involved, extra strategies to connecting with staff and others, etc.

If for some reason, you are unable to fulfill your commitment to assist with these activities please work with the teacher to make sure that other arrangements are made for the supervision of the children. (Note: In order to be a driver for a field trip or special event you will need to check the liability insurance requirements-see permission statements of your child's registration form).

SCHOOL CLOSURE

The Centre will be closed on the following holiday periods: **Holidays**

- Labour Day(September)
- Thanksgiving Day(October)
- Remembrance Day(November)
- Christmas Break (2wks)(Dec./Jan)
- Family Day(February)
- Spring Break/Easter(1wk)(March/April)
- Victoria Day(May)
- Canada Day(July)
- Heritage Day(August)

Professional Development Days

There will be no classes on designated professional development days (once/month). These days are scheduled on Tuesdays/Thursdays in order to ensure there are equal number of class days on both Monday/Wednesdays and Tuesday/Thursdays.

Severe Weather Closure

We obtain the temperature from the local weather networks. The Centre will be closed under the following conditions:

- Temperature of -35 degrees Celsius with or without wind chill
- Closures due to severe conditions
- Buses are not running
- All unscheduled closures will be announced on local radio stations 105.5 FM and Z99 between 7:00 and 8:00 a.m.

EMERGENCY EVACUATION PLAN

Community Centre:

In case of emergency, children at the Community Centre will:

1. exit out of the Centre through the main north doors/exit led by the staff person in charge, carrying portable emergency records, first aide kits and any needed medications
2. ensure that all children are evacuated by having a staff member check the washrooms, closets, and play areas
3. key staff will notify the fire department or other emergency personnel
4. assemble on the sidewalk along the west side of the C.P. Blakely playground
5. conduct a roll call to make sure all the children are accounted for
6. proceed to the Alliance Church.
7. parents will be notified to pick up their children as soon as possible

It is the policy of the Centre to practice a fire drill once a month. To help deal with emergency situations, **kcs** posts emergency contact lists by each of the phones in the Centre.

NOTIFICATION OF TERMINATION / WITHDRAWAL

Parents are required to give one month's notice to the main office in advance of termination or to give one month's fees in lieu of notice.

SUSPENSION/DISMISSAL

We will work to pursue all possible avenues to prevent suspension or dismissal from the program. Should a child's behavior endanger the safety of the child or others and if the child's parents/guardians refuse supports to assist the child in dealing with these behaviors, then the following procedures apply:

- concerns regarding a child will be brought to the attention of the parents/guardian
- every attempt will be made to resolve the problems by the Staff, the Program Director and the Executive Director
- if the resolution is not possible, the Executive Director reserves the right to dismiss the child from our Programs
- written notification of such dismissal will be given to the parents/guardians
- parents may appeal this decision to the Board of Directors

PARENT-STAFF COMMUNICATION

In maintaining a child-based and family-focused Centre, we are here to work in partnership with you. Together for children, we are always available by phone or in person to discuss any concerns.

We are happy to have informal meetings any time at parent request. In the Kindergarten, report cards are given three times per year: the beginning, middle and end of the year.

In order to help us provide the best possible education and care, we ask that you:

- phone us if your child will be absent with the reason for their absence
- let us know of any illness or communicable disease
- keep your child at home if your child, due to illness, is unable to participate in the full day's routine including outdoor play
- inform us right away of any changes to work, home or cell phone numbers so that you can be reached at all times
- let us know immediately of any concerns, problems or ideas
- close entrance doors behind you
- observe the smoke free environment

PROGRAMS FOR CHILDREN

Diversity

We strive to be sensitive to and to include a variety of cultures, families, individuals and abilities. We strive to teach children to respect differences as well as to value

their own unique qualities. We want to assist children to function successfully in a multicultural and multi-dimensional society.

MODEL FOR LEARNING

CHILD-CENTRED FOCUS AND LEARNING THROUGH PLAY

A developmental and child-centered focus is maintained by all programs with emphasis on each of the areas of SPICE - Social, Physical, Intellectual, Creative and Emotional development when considering the needs of each child. These goals are adapted to meet the needs of each developmental age group as well as the needs of individual learners.

Toward meeting the development goals of SPICE, **kcs** Association programs provide opportunities so that children will develop:

Socially

- Develop personal responsibility and independence
- Learn to express feelings in socially acceptable ways
- Practice meaningful communications

Physically

- Gain confidence in small and large motor activities
- Use and experiment with equipment and materials
- Develop understanding of their bodies in relation to space

Intellectually

- Gain problem-solving skills
- Understand similarities and differences in people and environment
- Develop the ability to work independently and with others

Creatively

- Explore a variety of media in language, music and the arts

Emotionally

- Develop a secure sense of self in relation to others
 - Explore feelings and expression of feelings
-

TEACHER AS FACILITATOR

The Teacher's role is to facilitate the child's learning by:

- using open-ended questioning to facilitate language and understanding
- providing structure through projects, themes and by setting learning objectives
- ongoing evaluation and adaptation of curriculum
- allowing for an active learning environment
- playing with children and encouraging exploration

RESOURCE TEAM

Our combined staffs of teachers and specialists are equipped to identify learning strengths and challenges. Individual programs are developed and coordinated with classroom staff.

FIELD TRIPS

Parents will be notified about upcoming field trips through class newsletters/calendars. In order for children to participate on field trips, **kcs** Association must have written consent the child's parent/guardian. Field trips are a valuable and integral part of the programs at **kcs** Association. Field trips appeal to children's natural curiosity and expand their understanding of concepts learned in the classroom. For instance, by visiting a farm, children learn first hand about the jobs, equipment, and care of the animals. Not only do they develop understanding but they also experience a connection with the larger community.

PROGRAMS

TODDLER PROGRAM

The Toddler program is for children ages 21 months to 39 months with a maximum of 10 children per class. The program runs Monday and Wednesday; Tuesday and Thursday; and Friday mornings from 9:00 – 11:30 a.m., starting in September and ending in June.

Activities Provided

The Toddler program provides a supportive early education and intervention environment. It aims to support the development of:

- sensory - motor abilities
- gross and fine motor coordination
- communication
- social and self-help skills

Toddlers will be able to experience various art and craft activities, circle time which consists of singing songs, doing action songs and dances, and a story. The children will have free play where they can play in various centers and experience learning through play and develop socialization skills.

Supplies Needed

Parents are required to supply:

- their child's snack, juice will be provided
- a sipping cup with their child's name on it for their child's use only
- a complete change of clothes
- 2 diapers, if their toddler is in diapers
- 2 -3 changes of underwear and outer clothing if the child is toilet training
- a pair of labeled indoor shoes



PLAYSCHOOL

The Playschool program is for children who are 3 to 5 years of age with a maximum of 17 children per class. Classes are offered two days a week, either morning from 9:00 - 11:30 a.m. or afternoons from 1:00 - 3:30 p.m., Monday/Wednesday or Tuesday/Thursday.

The Playschool, through a play based learning approach, offers opportunities for children to develop their:

- social skills by interacting with peers and caring adults
- sense of pride in their own individuality
- communication abilities
- creativity through various arts and crafts
- knowledge of music
- enhance their motor skills through fine motor & visual motor activities, gross motor activities and outside play to address sensory needs to enhance learning maximize

Parents are welcome to attend and participate in the program with their child on their special days. Feel free to talk to your child's teacher regarding your child's program and progress. An allergy list will be posted.

JUNIOR KINDERGARTEN & PRE-KINDERGARTEN (English & French)

kcs Association offers a **combined Jr. Kindergarten and Pre-Kindergarten**. Children, who are **4 years old** (as of December 31st) will learn together in an enriched, integrated setting. The program runs Monday, Wednesday, & Friday mornings and afternoons; and Tuesday-Thursday afternoons.

In preparation for Kindergarten, the program focuses on a number of key skill areas which are supported by speech, occupational and physical therapists and **kcs** Association's Early Intervention team, namely

- reading readiness via visual and auditory discrimination activities
- math readiness with counting, graphing and patterning skills
- arts and crafts - exploration of a variety of media
- music and drama experiences

FRENCH Jr. KINDERGARTEN

The French Jr. Kindergarten gently introduces children to the French language and culture through play, singing songs, stories and games. This program helps familiarize children with French before going onto full-immersion.

KINDERGARTEN

According to the 'Win Win Program' (developed by Brent Galloway, Justin Rindal, & Bev Friesen) achieved if 10 areas are met:

- 1/ Students learn better when class sizes are smaller.
kcs Association caps the Kindergarten class at 15.
- 2/ Students learn better with an integrated and interactive curriculum based around the student needs and interests.
At **kcs** Association, we use cooperative learning, role-playing, games, discovery learning, field trips, and centers. This makes the curriculum more interactive and hands on.
- 3/ Students learn, when they have the help they need.
During center time, the student will get 1-1 help from the teacher.
At **kcs** Association, we work very closely with the Early Intervention team and the parents to access help needed.

4/ Students learn best when they are empowered to be the best they can be.

At **kcs** Association, the children take turns being the helper of the day. They are empowered with techniques to solve social conflicts.

5/ Students learn better when their learning styles are Addressed.

At **kcs** Association, every child is treated as an individual. Therefore, every child deserves a program to meet their needs. All Kindergarten children are evaluated by the EI staff to help establish learning styles.



6/ Students learn best when there are fair and logical consequences for inappropriate behavior and when there is recognition for positive behavior.

At **kcs** Association, we try to catch children being good. We work hard focusing on the things they are doing right and model appropriate behavior.

7/ Students learn best when the physical space accommodates their needs.

At **kcs** Association, the Kindergarten has centers and tables for group work. The centers meet a variety of needs such as fine motor, sensory needs, gross motor, creative, intellectual learning. At the Community Centre, we also have access to the gym.

8/ Students learn best when there is a 'team' approach to teaching and learning.

At **kcs** Association, we have an open door policy for parents. We work very closely with the classroom aides and the Early Intervention Program Director. Case conferences are also offered to all special needs students.

9/ Students learn better with fewer transitions.

At **kcs** Association, Kindergarten classes run Monday-Friday mornings to assist children with establishing a daily routine and helping to cope with the transition from home to class.

SPECIAL PROGRAMS

OUTDOOR ADVENTURES

This weekly program lets children look at different elements of nature through their own eyes. Each week a different theme is explored through circle time, center play, story time, crafts, outdoor play, and field trips. The program is open to all children ages 3 to 6 years old. Class size is limited to 10 children.

Outdoor Adventures is offered October through June
Class runs Tuesday-Thursday afternoons 1:00 - 3:30 p.m.

Children are required to bring indoor shoes, nut-free/safe snack, and appropriate outdoor clothing.



KIDS KAMP

Kids Kamp is a summer program that provides an enriched learning environment in which to enhance the skill development of children ages 3 to 6 years of age (up to 7 years for children with developmental delays). Kamp runs Monday/Wednesday or Tuesday/Thursday – 9:30am – 3:30pm.

These provide:

- developmental and recreational experiences
- continuity for the pursuit of developmental goals in a fun and interactive environment with peers
- opportunities for children to express themselves creatively and improve on social, problem-solving and developmental skills throughout the summer

Children need to bring lunch & snacks, running shoes, outdoor clothing, sun-screen and bug spray.

SPECIALIZED SERVICES FOR CHILDREN, YOUTH, ADULTS & FAMILIES

kcs Association, in partnership with various community agencies, strives to foster the well-being of each individual and his/her family. Supportive services to children and families include (but not limited to):

- Referral
- Assessment
- Advocacy
- Program development
- Direct intervention
- Respite

These services are provided within 'in-Centre' classes, in-home and/or within the community depending on individual's needs and the needs of their family. These various services are provided through the following programming:

1. Early Intervention Program
2. Family Supports Program
3. Spectrum Adult Services

EARLY INTERVENTION PROGRAM

This program, in partnership with Alberta Education, serves children with exceptional learning needs. These include: gifted, mild to severe delays or difficulties including physical, mental, emotional, social or behavioral needs.

a). Classroom Component

The expectation for each preschool child is to extend play skills, interact with each other, and to increase responsibility and independence. This component is based on a small group approach in which most of the programming is presented through play - based activities. Each day provides opportunities to learn in small (2-3) or large (10 - 20) group activities. Learning experiences happen throughout the daily routine, for instance:

- Undressing at Arrival
- Free Play
- Circle Time - songs, preschool skills, motor skills, language concepts, listening to stories

- Music Class - choosing partners, peer interaction, music concepts
- Bathroom Schedule - increasing independence
- Centre Time - structured opportunities to use language and develop social skills
- Gym or Outside time - to increase coordination, balance, movement, and cooperative play
- Dressing at Departure time

b) Therapy, Specialists and Adaptations

kcs Association works with various supports in meeting the needs of children.

These supports include:

- Speech-language pathologists-as needed
- Occupational therapist-as required.
- Physical therapist is present as required.
- Psychologist-as required.

Specific skills are worked on individually and within the group to promote optimum development. Adaptations are made for the specific needs of each child to build on his/her strengths and to integrate the child fully into the activities.



c) Home Visits and Case Conference

kcs Association holds case conferences, in addition to in class attendance. This is to assist the learning team to work together to determine a plan that identifies and fosters the pursuit of the child's learning goals. Programming may be provided depending on the needs of the child.

Members of the learning team may include: parents, teacher(s), speech-language pathologist, physical, and occupational therapists, Developmental Assistant, Early Intervention Director, psychologist etc. Case conferences are held throughout the year, depending on the needs of the child.

The developmental assistants will attempt to meet with the parents on a daily basis and/or through a communication book.

If it is the child's last year in the program, the Director will provide information to the parents regarding schools being considered for the following year to help make a smooth transition to the next school year.

d) Individual Program Plan (IPP)

Each child with exceptional learning needs will have his/her own IPP. The IPP is the plan of specific, measurable goals for each developmental area as determined by the child's learning team. This plan is generally put together in the fall and regularly monitored for progress throughout the year.

e) Role of the Developmental Assistant

It is the responsibility of the assistant to implement the child's Individual Program Plan (IPP) under the direction and supervision of the teacher. Staff work together to share ideas

for program development, problem solving, developing specific strategies, discussing progress, and reviewing goals.

FAMILY SUPPORTS FOR CHILDREN WITH DISABILITIES

This program works in partnership with Family Supports for Children with Disabilities (FSCD) It supports families in obtaining services for their children (under 18 years) who are deemed eligible. Services may include (but are not limited to):

- Temporary respite
- 24 hour respite
- Care for a child if the parents are at work, school etc.
- Assistance with daily personal care
- Assisting a child in participating within the community programs
- Assisting with behavior management

The Family Supports Program works with parents, using their FSCD 'Fee for Service Agreement' to coordinate services for their child. The program provides and trains support workers who will provide the needed services. It helps families identify other supports and/or services within the community.

ADULT SERVICES

This program works in partnership with Persons with Developmental Disabilities (PDD) Community Board to provide staffing supports to adults with developmental disabilities. The focus of the programming is based on Optimal Individual Supports as determined through 'My Support Plan'. Services may include (but are not limited to):

- Community Access
- 24 hour respite
- Independent Living Skills
- Work Preparation & Placement

FEES AND FUND-RAISING

Your involvement in the Centre is needed to provide the best quality programming for your child. You will receive information on fund-raising events in the newsletter and through special flyers. Your support is essential.

SOCIETY MEMBERSHIP

kcs Association is a non-profit Society incorporated under the Society's Act. All families registered with **kcs** Association are invited to pay \$25 to be a member of our Society. Society members receive discounts on fees and field trips. This annual fee is non-refundable.

FEES & FUNDRAISING

Please see attached fee schedule on registration form.

**Please make all cheques payable to
kcs Association**

FUNDRAISING FEES

Each family is required to submit \$260.00 in fundraiser (FR) fees for the full school year.

Payment of the FR fee may be by:

- added payment to monthly fees \$26.00
- post-dated cheque dated June 1st the end of program year
- 1 cheque for \$260.00 paid in Sept
- 2 cheques for \$130.00 each paid in Sept and Jan.

This FR fee can be "worked back" in numerous ways:

- Fund-raising (Net) and/or
- Volunteer service at \$10.00/hour and/or
- Meetings - LAC, Parent Meetings at \$10.00 a meeting

Tracking of the fund-raising and volunteer service will be done by the LAC Liaison. The totals will be submitted to the Centre at the end of the year at which point the Centre will return any monies owed to families. If discrepancies arise, **kcs** Association will use the LAC records as official records.

PARENTS AS PART OF OUR TEAM

OPEN DOOR POLICY

We believe that, together, we can make a difference. You understand your child best. In partnership with you, we can provide the best possible experience for your child.

With our open door policy, you are welcome anytime. We will work with you and your child to deal with separation in order to foster your child's greater independence, so please talk with your child's teacher about your needs.

* **Please Note:** In order to visit your child's class or to volunteer at the Centre, all parents/family members are required to submit a **Criminal Record Check** that has been done within an 8 week period prior to your child being enrolled at the Centre. Criminal Record Checks must be renewed every 3 years.

LOCAL ADVISORY COMMITTEE (LAC)

If you have additional time, outside your child's classroom, we would welcome your participation on LAC. LAC sets its direction each year with the help of Program Directors and teachers. Some of

the ways that the LAC is involved in supporting our programs include:

- Classroom parties
- Field trips
- Christmas concert
- Floats for local parades
- Fund-raiser events
- New initiatives
- Community activities
- Work bees

We value your talents and interests and invite you to join in whatever areas you can.

RESOURCES FOR EDUCATION

kcs Association strives to aid parents in attending conferences, workshops, and purchasing resource materials that assist in understanding and enhancing the development of their child. Our Centre has a rich supply of parenting resources and information. Please be sure to advise us of materials that we can add to our collection.

HEALTH AND SAFETY

PARENT GUIDE TO ILLNESS

The following chart is given as a guide to common early childhood diseases and illnesses that may be encountered in a group setting. Your child's physician or local community health services can provide you with more detailed information. Routine early childhood immunizations and good hand-washing practices prevent many of these illnesses. -

Information summarized from Alberta Health Services Guide to Communicable Diseases.

Illness Name and Signs	Time from exposure to onset	Infectious period when spread
<u>Chicken Pox</u> Low grade fever, achy and fussy, rash	2-3 weeks	1-2 days before to 5 days after onset of the rash
<u>Pink Eye (conjunctivitis)</u> White part of eye looks red, may have pus and feel itchy	24-72 hours	Until antibiotics have been taken for 24 hours
<u>Fifth Disease</u> Very red rash that starts on cheeks and spreads to arms and rest of body, may have low grade fever	4-20 days	Greatest up to 2 weeks before rash appears, not infectious after appears
<u>Hand, Foot and Mouth Disease</u> Fever, ulcers in mouth and blisters on hands, feet and buttocks	3-5 days	For the length of the illness, about 7-10 days
<u>Impetigo</u> Rash especially face, around mouth and nose, and arms and legs	1-3 days	From the time sores appear until 24 hours after starting antibiotic treatment
<u>German Measles</u> Fine, raised pink rash, appears on face, neck and spreads to trunk, swollen glands and achy joints	14-21 days	7 days before rash appears (up to ½ infections occur without rash) and at least 4 days after
<u>Measles</u> Moderate to high fever, red runny eyes, nose and cough, child appears very ill, dusky red blotchy rash that begins on face and spreads to body	6-21 days after being in contact with someone who has the measles	From 1-2 days before feeling sick until 4 days after rash appears
<u>Baby Measles</u> Sudden onset of fever, fever disappears and rash appears, rash that starts on trunk and spreads	10 days	Unknown
<u>Mumps</u> Fever, swollen glands, difficulty swallowing	15-18 days	6-7 days prior to swelling and up to 9 days after swelling appears
<u>Whooping Cough (Pertussis)</u> Begins with runny nose and cough, cough is often worse at night, can cause shortness of breath	7-20 days	From onset of cough until your child has had 5 full days of erythromycin or 3 weeks from start of coughing or until coughing stops
<u>Scabies</u> Intense itching, especially at night, tiny blisters on elbows, hands, wrists, arm pits; small raised areas then wavy, grey-white burrows	2-6 weeks in persons with no previous exposure 1-4 days after re-exposure	Until mites and eggs destroyed by treatment
<u>Scarlet Fever</u> Fever with sore throat and headache, may have red, swollen lips, fine pinkish red, raised, rough rash	1-3 days	Until 24 hours after antibiotics completed; up to 2-3 weeks if not treated

ILLNESS AND PROGRAM ATTENDANCE

A child with the following symptoms will not be allowed to participate in kcs Association Programming. If the symptoms develop while the child is 'In-Centre' parents will be required to immediately remove the child:	A child may return to kcs Association programming when:
The child has a fever of 38.8 C	The child's fever has remained below 38.8 C for 24 hours without medication
The child is vomiting or has diarrhea	The child has been symptom free for 24 hours
The child has a new unexplained rash or cough, sore infected eyes, or signs of any contagious disease	The child has been examined by a doctor and has received written medical clearance
The child has any bacteria/parasite related condition	The child has been examined by a doctor and has received written medical clearance

ACCIDENT AND ILLNESS PROCEDURES

In the event of injury, the procedure will be as follows:

- a qualified staff will administer first aid, if required
- the parent, or if parent is unavailable, emergency contact person will be contacted immediately
- an ambulance will be contacted, if required
- the child maybe transported to one of the medical clinics in Sylvan Lake or to the emergency ward of Red Deer Regional Hospital, depending on the severity of the injury

In the event that a child falls ill while in the care of **kcs** Association, the procedure will be as follows:

- the child will be comforted by a staff member on her/his mat with a blanket in an area where he/she can be isolated from the other children, if required, and still be observed by staff
- parents will be contacted immediately and if unavailable then the emergency contact will be notified
- the child will be kept comfortable in the isolated area until the contacted person arrives.
- an ambulance will be called, if required
- the child will be transported to a local medical clinic or Red Deer Regional hospital if needed

In the case of a disagreement between a parent and staff member whether or not a child is ill, the Principal/Executive Director (or designate) shall make the final decision. It is the parent's responsibility to make alternative arrangements for their child.

A child can return to the program if the child's parent provides written notice from a physician indicating that the child does not pose a health risk or if **kcs** is satisfied that a child no longer poses a health risk to other children, caregivers, or staff (for example, the child has been symptom free for 24 hours). **kcs** Association tracks all incidents, accidents, and illness on special forms in order to monitor trends, review areas of needed staff in-service, etc. These reports are reviewed by the staff member, the supervisor, the parent and the Executive Director. **kcs** Association is under government regulation to report incidents of a serious nature or illness trends to Regional CFSA and/or Health authorities.

ADMINISTERING MEDICATION

kcs Association staff will only administer medication to a child under the following conditions:

- a physician prescribed the medication
- the child's name is on the prescription
- the prescription is given to the Centre by the parents or by authorized medical personnel
- the prescription is current
- the prescribed medication is in its original container
- only the dosage and time on the label will be administered

A record will be kept of the name, dose and time of all medications administered by staff as well as the name of the staff administering the medication. Prescribed procedure will be followed to support asthmatic children with daily contact with the parents with regard to the child's condition and with record checks and reviews to support changes. Medication will be tagged and put in the locked cabinet except for epi pens and asthmatic medication which will be kept up high in the individual child's medication box in a designated place.

SAFETY

Providing safety is a priority. We want to take a moment to assure you that we have many ways to look after the safety of your child.

We have the following practices in place:

- Children will only be released to an authorized adult
- All staff are trained in CPR and First Aid. This training is updated regularly.
- We are inspected for fire safety and fire drills are held regularly.
- All toys and equipment are selected with safety in mind and are checked daily and maintenance done as necessary,
- Potential staff placements are required to have a Completed Criminal Record Check done within 8 weeks of beginning employment at the Centre and a Vulnerable Sector Check (completed within 6 months prior to beginning employment). Both checks are to be renewed every 3 years.

PEANUT SAFE/ALLERGY GUIDELINES

We are a peanut/nut safe-zone. This means that we strive to keep our environment safe from foods containing peanuts/nuts or that say 'may contain nut products'. This is for the protection of children who experience life threatening reactions. This can occur when peanut/nut residue on somebody's hands contacts a surface that the allergic person then touches. Allergies are posted so that snacks that come into a classroom can be carefully chosen and monitored. You may be given a list of alternative snacks that may be brought into the classroom to replace foods/food products that produce allergic reactions in children.

SUN SAFETY

In order to protect your child from the intense rays of the sun, please be sure to send the following to the Centre with your child:

- sun hat
- sun screen
- sun glasses (are recommended)

REPORTING ABUSE

Everyone who has a reason to believe that a child has been or is likely to be physically, sexually, emotionally abused and /or neglected is legally responsible to report the matter to Regional Child & Family Social Services Authority. Therefore, if **kcs** Association staff have reason to believe that a child is being or is likely to be abused and/or neglected; we are obligated to report this.



REGISTRATION-EMERGENCY FILE
Please Print Clearly

1. Child/Youth Full Legal Name _____
First Middle Last

Permanent Address: _____

2. **Health Care No.** _____ Male Female

3. Date of Birth ____/____/____ Birth certificate submitted Yes No **All Classes except Toddlers must submit**
Year Month Day

4. Mother's Full Name _____

Home Phone: _____ Work Phone: _____ Cell: _____ e-mail: _____

5. **Home Address** _____ Postal Code: _____
Street/Box number Town Province

6. Father's Full Name _____

Home Phone: _____ Work Phone: _____ Cell: _____ e-mail: _____

7. **Home Address:** _____ Postal Code: _____
Street/Box number Town Province

8. Rural Address: _____ Postal Code: _____
(If different from above) Township, Site

9. Alternate Pick-Up

a. If someone other than yourself will be picking up your child, please state who that will be:

Name: _____ Relationship to child: _____

Phone # _____ cell# _____

b.* Please name anyone who may **NOT** pick up your child:

Name: _____ Relationship to child: _____

10. Emergency Contact:

If you cannot be reached, in the case of an emergency, please name 2 persons who live nearby and can be contacted to pick-up your child, on you behalf:

Name: _____ Name: _____

Address: _____ **Address:** _____

Phone: _____ Phone: _____

Relationship to child: _____ Relationship to child: _____

Program Registration - Please indicate your preference with an X:

Note: Camp Days- Subject to Changes

<input type="checkbox"/> Toddler M/W 9:00-11:30am	<input type="checkbox"/> Pre-K/Jr. Kindergarten MWF 9:00 -11:30am
<input type="checkbox"/> Toddler T/Th 9:00-11:30am	<input type="checkbox"/> Pre-K/Jr. Kindergarten MWF 1:00-3:30pm
<input type="checkbox"/> Toddler Fri. 9:00-11:30am	<input type="checkbox"/> Pre-K/Jr. Kindergarten T/Th 1:00-3:30pm
<input type="checkbox"/> Playschool M/W 9:00-11:30am	<input type="checkbox"/> French Pre K /Jr. Kindergarten T/Th 9:00-11:30am
<input type="checkbox"/> Playschool M/W 1:00-3:30pm	<input type="checkbox"/> Kindergarten Mon.-Fri. 9:00-12:00pm
<input type="checkbox"/> Playschool T/Th 9:00-11:30am	<input type="checkbox"/> Outdoor Adventres Oct./Jun. T/Th 1:00-3:30pm
<input type="checkbox"/> Playschool T/Th 1:00-3:30pm	<input type="checkbox"/> Kids Kamp July-Aug. M/W-T/Th 9:30-3:30pm

Please make all cheques payable to **kcs Association**

Registration fee - \$25 dollars per Family
(non-refundable)

Total submitted - _____

Parent/Guardian Signature

Date

kcs Association
REGISTRATION
PERMISSION FORM

Child/Youth Full Name: _____
First Middle Last

PERMISSION STATEMENTS

Please check your response to the following:

<ul style="list-style-type: none"> • I wish to volunteer as a driver on field trips 	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<ul style="list-style-type: none"> • If so, I have \$1,000,000 insurance for driving 3 children/youth and for more than 3 \$2,000,000 million liability insurance in place and a copy of this insurance provided. 	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<ul style="list-style-type: none"> • <u>Permission is granted for photographs of my child</u> to be used for promotional purposes in: • Newspapers • Promotional Materials • Website • Social Media (Facebook) 	<input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> NO

POLICY STATEMENTS

- **kcs** Association agrees to ensure that my child is cared for to the best of the staff's ability. However, the **kcs** Association staff will not be liable for any accidents, injury, sickness or disease that may occur to my child while in the care of the **kcs** Association.
- **kcs** Association is committed to keeping the personal information you share with us confidential. In Summary ~ we obtain your consent when we collect, use or disclose your personal information
 - ~ we only use the information for the purposes we discussed with you
 - ~ we allow you access to your information as needed
- My signature below indicates that:
 - I have read and agree to the terms and conditions outlined in the Parent Handbook.
 - The information I have provided **kcs** Association with regard to my child is true.

 Parent/Guardian Signature

 Date

kcs Association WELLNESS FORM

1. Child Full Legal Name: _____
First
Middle
Last

FAMILY INFORMATION

2. Parent's Marital Status: Single Married Separated Divorced Other
3. Names and Birth Dates of other children: _____

4. Mother's Place of Work _____ **Circle:** Part-time / Full-time
5. Father's Place of Work _____ **Circle:** Part-time / Full-time

HEALTH INFORMATION

6. Doctor's Name: _____ Phone Number: _____
7. Previous Doctor's Name: _____ Phone Number: _____
8. Are your child/youth health records on file at Alberta Health Services Community Health Centre?
 Yes No
If No, where are your child's health records located? _____
9. Are your child/youth immunizations up to date? Yes No
 If No, please state reason _____
10. Please give the name of person and type of therapy that your child has previously or is currently receiving:
- a) Name: _____ Therapy: _____ Phone: _____
 ___ has previously seen ___ is seeing ___ is on waiting list ___ has applied to see
- b) Name: _____ Therapy: _____ Phone: _____
 ___ has previously seen ___ is seeing ___ is on waiting list ___ has applied to see
11. Are there any health problems or concerns that the teacher should know about? Yes No
 If yes, please provide information here: _____

12. Does your child/youth have any allergies (food, medication, or other)? Yes / No If yes, please note:
 Allergy: _____ Triggers/Reaction: _____ Treatment: _____
 Asthma: _____ Triggers/Reaction: _____ Treatment: _____
 Eczema: _____ Triggers/Reaction: _____ Treatment: _____
 Will your child need to be medicated at school? Yes No
 If yes, please fill out medical form from your child's teacher.
13. Has your child/youth had? Please check with an X any of the following that apply:
- | | | | |
|--------------------------------------|--|---|---|
| <input type="checkbox"/> Mumps | <input type="checkbox"/> Red Measles | <input type="checkbox"/> German measles | <input type="checkbox"/> Croup |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Scarlet Fever | <input type="checkbox"/> Whooping Cough | <input type="checkbox"/> Diphtheria |
| <input type="checkbox"/> Pneumonia | <input type="checkbox"/> Bronchitis | <input type="checkbox"/> Tonsillitis | <input type="checkbox"/> Polio |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> Seizures | <input type="checkbox"/> Ear Aches | <input type="checkbox"/> Frequent Colds |
14. Sleep / Toileting / Eating Problems? Yes No _____
15. Problems at birth? Yes No _____
16. Have you ever had your child/youth hearing tested? Yes No _____

kcs Association Program Fees & Fundraiser

1. Society Membership:

- **kcs** Association is a non-profit society. All are invited to become members of the society which gives families discounted rates on program fees, field trips, etc.
 - Annual Membership \$25.00/yr Non-Refundable

(Note: Registration fees paid will be transferred to the Society Membership when the child begins classes in the fall; the registration fee for children not engaging in programming is non-refundable).

2. Program Fees:

Toddler Program:

Members	2 Classes per week	\$97.00/month
Members	1 Class per week	\$48.00/month

Playschool:

Members	2 Classes per week	\$93.00/month
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Jr. Kindergarten:

Members	3 classes per week	\$136.00/month
Members	2 classes per week	\$93.00/month

Kindergarten:

Members	5 Classes per week	\$99.00/year
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Outdoor Adventurers:

Members	2 Classes per week	\$93.00/month
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***Fees subject to change**

***All Non-Members will pay an extra \$25.00 per child per program**

3. Fundraising:

- Fundraiser Fee - \$260.00/family per school year
- For children enrolling after September 30th the following formula will be used to determine the FR amount:

$$\frac{\text{\# of months attending kcs program} \times 26.00}{10 \text{ months of full year program}}$$

- Method of Payment
 - added to monthly fees (\$26/month)
 - Post-dated FR cheque dated for June 1
 - 1 cheque for \$260 paid in September
 - 2 cheques for \$130 each (paid in September & January)
- FR may be worked back through:
 - Net fundraising (eg. Fall Raffle) and/or
 - Volunteer work (\$10/hr) and/or
 - Meetings (\$10/meeting for LAC, planning an event, etc)
- Note: Tracking of the Net fundraising and/or volunteer service will be done by LAC liaison. The totals for the year will be submitted to the Center at the end of the year at which point the Center will return any moneys owing to families. If discrepancies arise, **kcs** Association will use the LAC records as the official records.
- Note: Parents who volunteer to help with an event must give at least 48 hours notice if they are unable to attend or must find someone to replace them at the event. **Failure to do so will result in these event hours (x2) being put against FR.**

I have read the above Program Fees & Fundraising Policy of **kcs** Association and agree to follow these requirements.

Name – Please Print

Date

Signature