

WELCOME to VIVO's Little Kids, Active Learners Preschool!

Little Kids Active Learners Preschool is an exploratory learning environment for ages 3 to 5 years and where the intentions are to focus on the individuality, ability, diversity and uniqueness of each child. We are dedicated to supporting their developmental path through exploring their interests, supporting them in finding their sense of self and community, respecting their voice and spirit and by authentically learning alongside them to strengthen their early learning journey. In turn, we hope to help children emerge with healthy social emotional development during their time with us. We use diverse books, age appropriate toys and tools, loose parts, the outdoors, different environments, our community experiences, technology and our personal discoveries to empower each child. We value and encourage children to ask questions and encourage building independence to source out information about their interests. We are committed to "Raising Healthier Generations" (Vivo, 2018) through physical activity through the access of Vivo's current amenities, the outdoors, education on healthy eating and age appropriate physical activities that support the fundamental movement skills of children.

We are an Alberta Childcare licensed facility within the Vivo Community Hub. The LKAL Preschool Philosophy is connected to the Principles and Matter to Be Considered stated in the Early Learning and Child Care Act.

Vison and Value

Vivo is a charity, that means your support goes further than the classroom! Vivo strives to meet and serve the physical, mental, social and emotional well-being of each individual that joins the Healthier Generation movement. Little Kids, Active Learners Preschool, is a part of the initiative to raise Healthier Generations and provides continual opportunities for children to explore, engage and develop to his or her capable self. Your program initiates building on physical literacy skills, support and growth in cognitive development and enhancement of social, emotional well-being alongside qualified, compassionate and experienced staff.

Little Kids Active Learners:

- Provides a socially/physical active program for children between the ages of 3 and 5.
- Focus is on social/emotional growth, compassion for diversity, physical literacy, early learning, self-confidence and the building of independence.
- Provides an opportunity for all children to become aware of their own self.
- Helps children obtain physical growth and performance by improving coordination of large and small muscle groups.
- Provides a playful atmosphere that incorporates crafts, music, local outings, outdoor play, interactive play and engagement with creative and educational toys at a developmentally appropriate level.
- Fosters development of the child's interests so the child can initiate their own activities, learn to ask questions and discover answers and use language to comprehend and make explanations.
- Provides opportunities for active living as a foundation for a healthy life.
- Fosters the development of Fundamental Movement Skills which are essential to developing each child's body, mind and emotions. Exposure to fundamental movement skills in structured and unstructured age appropriate activities are the first building blocks of physical literacy. It's critical to give children an active start through fun play and a variety of movement activities.
- Fundamental Movement Skills include throwing, catching, jumping striking, running, kicking, jumping, agility, balance and coordination

Programming

Program Design

Monthly Planning is curated around the interests of the children. Teachers inquire and listen about themes and desires of play. These interests are woven into crafts, physical activity, early literacy, theater and early learning numeracy, early learning science experiences and PLAY!

Routines are often flexible that encourage choice from the children. Switching indoor and outdoor activities depending on the child's wishes. Voting on topics can also take place to encourage choice in our routines. We also like to change environments to encourage new experiences and provoke different ideas. Vivo has alternate spaces that are within the building and within close proximity to amenities. We will also use the outdoors to experience, craft, experiments, reading and other.

An exploratory environment means also offering children different mediums of materials and the freedom to manipulate play materials for different uses. Play cannot be confined to using toys for their adult intended purposes. Play is undefinable and we wish to give the children as much opportunity to explore with toys and unconventional items as much as we can. With keeping safety and Alberta Health regulations in mind we can challenge the basic uses of what we have to become more of what we want. For example, using a table to create a fort and encourage the development of design and structure. What works and what doesn't.

Your Early Childhood Educators

Your Early Childhood Educators are committed and passionate about supporting each child's interests and abilities. Each Educator has their own unique characteristics that provide a multitude of memorable experiences for you little one. Through physical activity, educators encourage and rejoice in the capabilities of each child and work alongside them to build on their physical literacy skills. Playing is a key component in learning and as Educators, we see the importance of connecting and exploring the interests of each child through different experiences. It is the passion to encourage and support the youngest members of our Vivo community that drive the intentions of our Educators and is the essence of Little Kids Active Learners Preschool. For a more detailed description of your instructors please see their profiles posted in the Preschool hallway.

Craft and Creation

This section of our experience is an area of major growth and development. Children are given the opportunity to be creative and expressive through many different mediums. While some of the items your child brings home may be indescribable, please remember that hard work is put into each one and your child is proud of their results. Messy projects are usually sources of pleasure to our children. Our program focuses on the 'process' in which the child creates their craft, not the finished product as it's within the 'process' that children learn and create. Creations come in many form and may not always be "take home", meaning we may work on something as a group to decorate our room or apart of our program theme.

Families returning to preschool for a second year may see a few projects you have seen before. If certain projects were a lot of fun to make, educational for the child or successful in some other way, they are worth repeating.

Activities and Events

With past experiences from Covid-19, our readily available activities have been either postponed or unavailable. With that being said, your LKAL preschool is committed to making each day count and continue with monthly activities that stand out from a typical day at LKAL. Sport Events, Seasonal Celebrations, Culture days, Outdoor Experiences and special events will fill each month to ensure that your children are receiving quality experiences.

Swimming (dates and times to be determined based on volunteer policy)

On swimming days, children must come wearing a bathing suit under his or her clothing. If your child arrives without a swimsuit on scheduled swim days, he or she will either be sent home or you will be asked to locate another bathing suit. Activities outside of swim time cannot be planned as Educators and volunteers must remain with the children and proceed with the day's planned class activity. Please bring a plastic bag with your child's name on it and place a labelled towel and undergarments inside. You may also want to send a comb or brush. If your child has a life jacket, please send it on swim days.

Library

Little Kids, Active Learners uses the Country Hills Public Library. Parents are asked to bring in their child's library card so that we may photocopy it for your child's use on library days. It is your responsibility to ensure that library books are returned when they are due and pay any late fees.

General Program Information

- Sessions run September 2020 to June 2021
- **Children must be 3 years of age to attend** the Preschool 3 & 4 year program. You may enroll and pay the required school fee's to hold a placement for up to 2 months before your child turns of age.
- Children must be 4 years of age by December 31, 2020 and/or starting Kindergarten the following September to enroll in Preschool 4 & 5 year program
- **Children must be toilet trained** (*no diapers or pull-ups*)
- Class switches are subject to availability
- For registrants to receive a program discount, they must maintain an eligible Vivo pass for the parent as well as the child until the program finishes on June 17, 2021

Please include the following with your registration package:

- ✓ Completed Child Registration Package, 2 current head shot photo's
- ✓ Copy of your child's current library card.
- ✓ Submit a \$125.00 non-refundable registration fee
- ✓ Set up your pay plan along with the Pay Plan form
- ✓ Request a volunteer letter from Ms. Monica for police clearance.

Payment Information

- Can be paid in full or through monthly payment plan. Credit Card or Bank Account withdraws are accepted.
- Declined payments are subject to a \$25 fee
- If payments are not made within 2 weeks after a declined or delayed payment, your child placement maybe terminated.

Withdraw and Refunds

- Effective August 1st annually, one month's written notice prior to the first of each month from August 2020 till February 2021 is required to withdraw from the Little Kids, Active Learners Preschool Program.
- **The \$125 registration fees are non-refundable.** This covers activities, supplies, special events and presentations.
- Program Costs are calculated on a "per school year basis", and then divided by the 10 months in the school year. Although some months are longer than others, or holidays fall within the month, there is no prorating of fees.
- Fees are calculated by the cost to run the program per child for the full school year.
- Late Withdraws are subject to a \$75 cancellation fee

Subsidy

Alberta Government Subsidy! Eligible Families can receive \$125 per month toward preschool. Families must apply and show proof of eligibility. <https://www.alberta.ca/child-care-subsidy.aspx>

Calgary Fair Entry: Families can apply to receive a 50% reduced Vivo membership. Families must show proof of approval. <https://www.calgary.ca/csps/cns/neighbourhood-services/programs-and-services-for-low-income-calgarians.html?redirect=/fairentry>

Jumpstart: In the past Jumpstart has support LKAL families due to our preschool programing ensuring your children have between 45 minutes to 1hr of physical activity out of the 3 hr. class time. Check with Jumpstart for eligibility. <https://jumpstart.canadiantire.ca/pages/programs>

Birthdays

Birthdays may be celebrated in the classroom. Parents are welcome to bring in treats for the children provided they are prepared by a grocery store and provided in its original container, sealed, peanut and nut free and made in a nut free facility. Please include a list of ingredients and make it a healthy choice, no candy, chips or popcorn

Clothing

Please send a complete change of clothes in a zip lock bag in your child's backpack. All belongings (backpack, shoes, boots, coats, etc.) must be labelled. Please have children wear clothes that can get dirty, wet or washable paint on.

Appropriate clothing for the weather is also required: snow pants, mittens, hats and scarves for winter weather. Indoor and outdoor play is a part of our program. For safety purposes and monthly fire drills, children are required to wear running shoes. Please provide a pair of clean indoor running shoes and change footwear upon arrival and departure.

Field Trips/Planned out of Class activities (To be determined)

Little Kids Active Learners Preschool will take part in offsite activities. The child registration form has a 'walking field trip' consent that is signed upon registration into the program. The activities are communicated to the parents through the monthly calendars and newsletters.

For offsite activities that require transportation a specific notice Field Trip Authorization Form is handed out and signed by the parents.

For all transitioning through Vivo, walking and transportation required off site activities, the portable emergency forms and first aid kits are always taken with the instructors.

Our program does not transport children.

Ratios

Classes operate on a ratio of one staff per 12 children with a maximum of 16 children/class for 3 & 4 year old classes and 17 children/class for 4 & 5 year old classes.

Snack

Little Kids, Active Learners Preschool is a **NUT FREE ENVIRONMENT**. Please read all food and beverage labels as we will not accept snack that say 'may contain nuts' or 'made in a facility that processes peanuts'.

Snacks are **not** provided by the preschool. It is the parent's responsibility to provide two healthy snacks (that follow the Canada Food Guide) including a small drink (in a reusable container) for their child. A snack such as chips, popcorn and chocolate are *not accepted as snacks*. Microwaves, refrigerators and hot water are not available for use. Please ensure wieners, pepperoni sticks and grapes are sliced lengthwise as these foods are known choking hazards.

Temporary Absence

If you wish to submit a leave of absence and continue to hold your child's placement while away you are required to continue to pay your monthly fees.

Toilet Training

All children must be fully toilet trained and able to use the washroom independently prior to beginning preschool. **Diapers or Pull-ups are not permitted. Please connect if you have questions.**

Toys

Please encourage your children to leave their toys at home. We are not responsible for lost or broken toys.

LKAL Preschool Policies

Covid-19 Protocols and Policy : Please report any illness to LKAL Preschool Coordinator

- Staff and Children must have completed health assessments 1 hour prior to visit on our Vivo website at <https://www.vivo.ca/> or complete a paper copy at <https://open.alberta.ca/dataset/56c020ed-1782-4c6c-bfdd-5af36754471f/resource/58957831-a4ab-45ff-9a8e-3c6af7c1622e/download/covid-19-information-alberta-health-daily-checklist-2021-08.pdf>
- All items used will be cleaned and disinfected after each use.
- Cohorts are maintained by class per room per day.
- All adult guardians entering the building must wear a mask. If you do not have a mask you may not enter the facility or we can provide you with one.
- Drop OFF will be conducted the West Side of Vivo (facing the fire station) to the left of the main entrance.
- Pick Up will be conducted at the NORTH Facing Doors (facing Superstore gas station) on the West Side of Vivo (facing the fire station) beside the black fenced area.
- Parents are asked to physical distance and wear a mask while waiting outside to pick up and drop off their children.
- During cold weather days children will be escorted in immediately.
- Children's temperature will be taken at Sign in
- Children will be required to wear masks in Public spaces within Vivo. Vivo is considered a public building and therefore children are asked to wear masks on arrival and departure, in the classroom and walking through Vivo.
- Children will have the option to remove masks while during physical activity in the gym and outdoors.
- Children will be able to take breaks whenever needed and physical distancing will be encouraged.
- Mask breaks will consist of alternate low intensity activity, such as yoga cards and/or activity sheets in a designated space physically distanced from others.
- Children will be required to use hand sanitizer before entering the room, throughout their program time along with regular handwashing.
- Your child's emotional well-being will come first.
- Signs will be posted that anyone showing signs of Covid-19 will NOT enter.
- No person with Covid-19 or that has come in contact with Covid-19 will be allowed to enter the building.
- We will be encouraging physical distancing when needed between staff and child and child to child. We are strongly committed to supporting the physical and mental capacities that can be placed on children ages 3-5yrs.
- Children's safety is of the utmost importance and physical contact may be required by staff.

The following is information provided by AHS regarding Children attending school environment:

(AB Government, <https://open.alberta.ca/dataset/181fd1bd-44c0-45ec-b3a5-5cbc92a34df0/resource/8ae876a6-a36c-496e-8fbc-c34c299dbcb8/download/edc-parents-guide-2021-22-school-year.pdf2021>, Aug 2021)

Symptoms of runny nose and sore throat have been removed from the mandatory isolation checklist for Albertans under 18, as well as individuals 18 years and over attending high school, whether they are attending classes, day care or recreational activities.

For a child with no known exposures to COVID-19 or international travel in the past 14 days:

- If the child has any of the following symptoms: fever, cough, shortness of breath or loss of sense of smell or taste:
 - The child is to isolate for 10 days from onset of symptoms.
- If the child has a negative test result and they are feeling better, they can resume normal activities, even if the 10 days is not completed.

If the child has ONE of: chills; sore throat or painful swallowing; runny nose or congestion; feeling unwell or fatigue; nausea, vomiting, diarrhea; unexplained loss of appetite; muscle or joint aches; headache; conjunctivitis:

- The child should stay home and monitor for 24 hours.
- If their symptom is improving after 24 hours, they can return to school/activities when they feel well enough to go. Testing is not necessary.
- If the symptom worsens after 24 hours (or if additional symptoms emerge), testing is recommended but not required. The child can return to activities and school when:
 - their symptoms have resolved AND it's been at least 24 hours since their symptoms started.

If the child has any TWO of: chills; sore throat or painful swallowing; runny nose or congestion; feeling unwell or fatigue; nausea, vomiting, diarrhea; unexplained loss of appetite; muscle or joint aches; headache; conjunctivitis:

- The child should stay home.
- Testing is recommended but not required.
 - The child can attend school/daycare and other public places when their symptoms have resolved AND it's been 24 hours or more since their symptoms started.

Screening Questions for Children under 18:

1.	Does the child have any new onset (or worsening) of the following core symptoms:		
	Fever Temperature of 38 degrees Celsius or higher	YES	NO
	Cough Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
	Shortness of breath Continuous, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
	Loss of sense of smell or taste Not related to other known causes or conditions like allergies or neurological disorders	YES	NO
<p>If the child answered "YES" to any symptom in question 1:</p> <ul style="list-style-type: none"> • The child is required to isolate for 10 days from onset of symptoms as per CMOH Order 39-2021 OR receive a negative COVID-19 test and feel better before returning to activities • Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation. <p>If the child answered "NO" to all of the symptoms in question 1, proceed to question 2.</p>			

- If a child displays signs and symptoms listed above family will be request to pick up the child immediately. Children will be monitored and supported by a primary staff until you arrive.
- Depending on the severity of the illness, families will need to follow Vivo's Emergency Response Procedures to effectively support and manage the conditions. Vivo staff will explain all process clearly in the event ERP are required.

General Illness: *Please report general illness and absences to the preschool coordinator.*

Children can keep going to school or childcare if they're well and don't show signs or symptoms of being sick. If your child is sick, or you are notified by AHS that they've been in close contact with someone who has COVID-19, they must stay home. (AHS, May 2021)

Signs or symptoms of illness exhibited by a child include

- vomiting, having a fever, diarrhea or a new or unexplained rash or a cough
- requiring greater care and attention than can be provided without compromising the care of the other children in the program
- Having or displaying any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises.
- "Communicable disease" as listed in the Communicable Disease Regulation (AR238/85)

If your child is not feeling well or has diarrhoea or vomiting the evening prior, they are required to stay at home and full recover. **Sick children will not be accepted for class.**

The program will monitor the children's health and if any child exhibits any of these signs or symptoms of illness the program will contact the child's parent to arrange for the immediate removal of the child from the program premises. Once the child is sent home from the child care program, the child will not be allowed to return until the program until we are satisfied that the child no longer poses a health risk to other persons in the program premises. Acceptable evidence may include a child is symptom-free for at least 24 hours and or a parent has a physician's note.

The program will record and document the children who are ill on our Accident / Incident/illness Report Form including the name of the child, date the child was observed to be ill, name of staff member who identified the child was ill, time the parent was initially contacted, name of staff person who contacted the parent, time the child was removed from the program and the date the child returned to the program.

Child Guidance Policy

At Little Kids Active Learners, we understand that children develop individually and at different stages levels. Children will be treated with respect and dignity at all times. Consistent child guidance policies will be followed at all times with limits and expectations established through communication, cooperation and consistency. Positive guidance strategies are offered to reinforce appropriate behavior and encourage cooperation. Celebrating accomplishments, tuning into the child's interests and ability levels to encourage social emotional growth. Offering choices and consistent guidance will encourage children to the director of their emotions. Children will have to right to explore their emotional experience in a safe and respectful manner for all children the space. In the event that reasonable circumstances required redirection/disciplinary action, parents will be notified verbally on the day of the event. A reasonable circumstance would include bodily harm to self or others, repetitive behaviors that influence the stay of the child or others. It is through communication with the families and the child involved, an individualized plan can be formulated to support the child. Communication on suitable community behavior will be presented to children that is age appropriate, that uses of visuals, simple stories, role play and with compassion.

Our preschool Early Educators set reasonable limits for children through positive reinforcement, limiting discipline situations whenever possible. When children need to be reminded of what it means to be a part of a school community, staff will do their best to react quickly to positively redirect inappropriate actions. Physical and emotional expression such as hitting, pushing, spitting and unkind words require guidance and supportive redirection. For example, in the instance of one child hitting another, the Early Educator may intervene with, "Hitting hurts our friends. We keep our hands to ourselves." Or "How else can we let our friends now we are upset?" The child that is on the receiving end of the "expression" will be comforted first and reassured.

Positive reinforcement and modeling strategies encourage self-control, self-respect and respect for others including their peers, authority and surroundings. Strategies may include:

- 'I' messages – "I see you...", "I need you to..."
- Children discussing their problems together with the Early Educator acting as mediator, providing children with proper words if needed.
- Having children be aware of how their actions affect others. "When you said that to 'A', I see that it made 'A' feel sad.
- Discussing feelings and appropriate reactions.
- Reminders to children to express limits.
- Using limits and expectations rather than rules.
- Allowing children to choose what they want to do.
- Role molding
- Reading
- Visuals

Under no circumstance will a child be labeled, shamed or humiliated. Under no circumstance will a child endure physical punishment such as striking a child, screaming, yelling, or with holding food strictly violates Little Kids, Active Learners discipline policy. In addition under no circumstance will verbal or physical degradation or emotional deprivation be endured by a child. A child under no circumstance will be denied or threaten to deny any basic necessities. A child must never endure any form of physical restraint, confinement or isolation.

If, after attending Little Kids, Active Learners for one month, and a child continues to appear unhappy and/or the child's behaviour is consistently having a detrimental effect on their experience and others, the Preschool Coordinator will re-connect with parents/guardians. Together family and staff will determine what further steps should be taken regarding alternative options with appropriate resources and/or strategies.

Effective Supervision

Effective Supervision in our program has our Early Educators closely monitoring the children at all times. Paying attention to daily class dynamics is essential to the success of the day. Staff participate in the children's play to ensure that children are playing in a safe manner and so that they may anticipate any potential dangers. Staff actively listen to children, and position themselves and equipment to allow for the supervision of the entire group of children. When Early Educators are engaged with the children, their is a natural flow to the children's experiences.

Early Educators monitor children's health to identify early signs of fever, illness, or unusual behaviour and know where emergency medications, first aid kits and emergency contacts numbers are kept.

Early Educators conduct daily safety checks of the program premises and equipment to remove hazards. We review and discuss our program policies in September, January, and March with our Early Educators. This ensures consistent connection with our ECE to assist in supporting their performance with maintaining a high level of physically, emotionally, spiritually and socially care for our children. New additions to the team are supported during their introductory period with an additional staff so that they may have time to build bonds with the children and gain an understanding of the class characteristics. After the introductory period, all staff will share insights and tools to ensuring that the supervision of the class enables positive experiences for all children.

We promote safety and reduce injuries in our program by maintaining staff to child ratios at all times. We collect children's emergency information and record arrival and departure times of children which accompanies us at all times on and off the premises.

Our program does not transport children

Incident/Accident Reporting

If a child has an accident or illness the child is attended to and assessed immediately. Vivo has highly qualified first aid staff on duty at all times. Once the assessment has taken place if the child needs urgent

care in addition to First Aid/Medication Administration Practices an ambulance will be called and the parents/ guardians are notified immediately.

If the accident is minor (code green) then the child will continue in class and the parents are notified at the end of class. Child will be monitored and be asked how they are feeling throughout the remainder of the stay.

A Vivo accident/illness report is completed and the parent will review and sign upon pickup of the child at the end of the class.

The reports are handed to the Preschool Coordinator/Manager and/ or the Facility Manager.

Incidents, serious illness of or injury to a child that occurs while the child is attending our program and any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child will be reported immediately to the regional child care office using the prescribed form. Incidents that require reporting include, but are not limited to: death of a child, injury, allegation of abuse, missing or lost child, a young person involved in crime, child removed from a program without permission, emergency evacuation or unexpected program closure, intruder on premises, illness or injury requiring emergency medical services and hospitalization, error in the administration of medication, and child left on premises after hours. Incidents will be reported immediately to licensing staff by telephone, fax or email. The Incident Report Form will be completed and submitted to your local Child and Family Services Authority's licensing office within two days of the incident.

Licensing

LKAL Preschool is governed by Alberta Early Learning and Childcare. We are dedicated to upholding the integrity and privileges that come with supporting children in Early Learning and Childcare. If you have questions about current LKAL Licensing information, please connect with your coordinator and we will be happy to share our information.

Volunteer Liability

“Under the scope of the general liability coverage, volunteers of Vivo are covered should their activities in that volunteer role lead to injury or property damage of a third party patron. In this context, that volunteer would be considered an insured entity, along with Vivo and thus protected by the policy.”
(N.H. Hogg, Toole Peet Insurance, November 17, 2017)

LKAL Preschool Procedures

Absences/ Extended Absence

If for any reason your child will not be attending class, please contact the Preschool Coordinator at 403-567-4485 and leave a message or send an email at mryan@vivo.ca with your child's name, date child will be absent, expected return and class they attend.

Current Information Required on File

Please keep us informed of any changes in your status: address, telephone numbers, and email address. It is essential that we maintain accurate and up-to-date records. This is a Childcare Licensing requirement.

Drop-off Procedures

An adult must accompany their child to the Entry on the WEST SIDE OF VIVO by the picnic table. Please do not leave until the children are escorted into the building by a Vivo Preschool Teacher.

Emergency Evacuation Procedures

Should Little Kids, Active Learners need to evacuate the facility and not return, the children will remain with the Educators at Country Hills Superstore, and located across from Vivo at 5251 Country Hills Blvd. NW.

Educators will contact children's families using information provided on the Portable Emergency Forms. Please ensure that the information you provide remains up-to-date.

First Week of School: Gradual Entry

During the first week of preschool, children attend a portion of their class at a designated time. **Your designated time will be communicated in the Welcome Letter sent to you via email. You will receive this letter the end of August.** Gradual entry allows children to become comfortable in their new environment with a smaller group of children present.

Late Drop off and Pick up and Late Fee

Please be punctual when dropping off and picking up your children. After five minutes of lateness at pick-up, Educators will ensure that your child is monitored by a Vivo staff until your arrival. If a parent/guardian demonstrates habitual lateness in collecting their child, a letter will be sent home asking that the situation is corrected. If the situation remains unresolved, a \$7.80 late fee may be applied.

Parents in the Classroom

At this time: We are not able to have Parents into the room. Parents will be asked to stay close to the building the first few visits and your Early Educator will call you when needed.

When Permitted: TBD Parents are welcome to come and volunteer in the classroom once children have had the opportunity to bond with their Educators as well as their classmates. Parents will be invited by staff to join children that require additional emotional support in the gradual entry process. The first day parents are welcome to join for their child's designated time, the second class of gradual entry the parent is welcome to join for half the designated time. The week of full classes parents are welcome to come for first 15minutes for 1 class for that week and then will be asked to refrain from entering. We acknowledge that there are individual challenges and those concerns will be met individually by staff and our LKAL Preschool Coordinator.

Parent Communication

A monthly classroom calendar and newsletter are sent via email at the end of each month. This will keep you up-to-date with Little Kids, Active Learners activities. If you would like information on your child's activities with us, please request to meet with your child's teacher time after class. Verbal insight is given typically at the end of class with a short anecdote on your child's day. "Mabel made such a great tower today; I could see some real concentration."

You are able to join a CLOSED group Facebook page to keep up to date on weekly activities, news and information.

Monthly student updates will be sent home that focus on a monthly learning milestone and a brief insight on how your child is doing.

Pick-up Procedures

Children will not be released to any person other than the legally responsible parent/guardian who is an adult. Additional individuals allowed to pick up your child must be listed on the registration form. Photo ID is required upon pick-up. Under no circumstances will a child be sent home unescorted or with another child. Social Services require that the adult collecting the child must sign the child **OUT** on the sheet provided. Pick up is on the WEST SIDE OF VIVO by the black fence.

School Closure

Please refer to the attached school calendar and monthly newsletters for school closures. Please keep it for future reference. We also send out emails updating and important information.

Medication

Preschool staff may only administer emergency medication such as an Epi-pen. An Emergency Medication Form must be signed before Educators can administer medication. Please ensure that you have completed this form. All emergency medication will be stored in a secure, easily accessible area. Please complete the Emergency Medication Form in your Registration package if needed.

Volunteers: To be determined

An essential part of our program, volunteers are required in the classroom on days such as special events and swimming. Please let us know if you are interested in volunteering, as some activities cannot take place without volunteer support. Your assistance is highly valued and keeps our program running smoothly.

Volunteer Guidelines

- Volunteers must be over 18. Both parents /grandparents can be included in the volunteer program.
- Volunteers must interact with **ALL** children.
- Volunteers must respect the confidentiality of the children and LKAL Programing.
- Volunteers are not to be left alone with the children and will leave all discipline matters to the teacher.
- Volunteers support the teacher with everyday class activities and rules.
- Volunteers support and enhance our entire program, creating more opportunities for children attending.
- Please commit to the volunteer days you sign up for. If you are not able to make it, please inform the teacher as soon as possible so that another volunteer may be found.

How to Volunteer and Obtain a Police information check

- If you are a parent that already has a clearance from our 2019-2020 LKAL year, you do not need to complete another clearance. Please inform staff if this applies to you.
- Contact your child's teacher or Team Leader of Preschool and request a volunteer letter to take to the police station.
- Please provide your full legal name; this will be used to for your volunteer letter that you will need to take to the Police Station.
- You can apply for your police information checks in person at the local police station across from Vivo or online. <http://www.calgary.ca/cps/Pages/Public-services/Police-information-checks.aspx>
- There is a \$15.00 fee with a Vivo volunteer letter from the preschool.
- The clearance will arrive at your home, please bring us in a copy of your Police Information Check
- If you are unsure whether you have completed your security clearance, please consult with your child's teacher.

Swimming Volunteers: To be determined

As a 1:3, adult to child ratio is required, parent volunteers are **mandatory** for Little Kids, Active Learners swim times. Parents volunteering on swim days are required to wear a swimsuit and be with the children in the water.

Parent Volunteer Days or Field Trips: To be determined

Due to provincial licensing regulations, *only children enrolled in Little Kids, Active Learners are allowed in the classroom*. No siblings are allowed to attend Parent Volunteer Days or Field Trips – please make alternate childcare arrangements.