



# The Little Schoolhouse Bragg Creek

## ADMINISTRATIVE POLICIES AND PROCEDURES

### I. Child Discipline Policy

(available to parents online, as part of program orientation, included in registration pkg)

#### **Purpose**

All children have the right to learn in a safe and positive learning environment. An integral part of each of our programs is creating a safe and secure environment for the children that teaches them community within their own classroom. Each child must learn to be a positive and responsible member of not only their classroom, but also within their family, their immediate community and the global community.

The purpose of this policy is to outline the responsibilities and techniques to be used when a student continues to behave inappropriately.

#### **Policy**

The Kindergarten is committed to a discipline policy that creates a safe and caring school environment that will enable all students to achieve their highest potential. All children will be treated with dignity and respect.

Self-discipline is important for every child. Although the BCESA operates its programs to encourage this growth, it does impose certain restrictions where the safety of the children is involved or where the behavior of a child interferes with others. Fundamentally, this discipline policy states that the teaching staff has the authority to act as a judicious parent.

Behavior techniques will be used in the following order:

- (a) Setting limits and redirection, with positive reinforcement of correct behavior;
- (b) Intervention with correction of inappropriate behavior;

- (c) We have a supportive environment where adults are readily available to help with conflict situations; children are encouraged to “stop and ask for help” where there is a conflict;
- (d) Time out (where the child is put in a quiet area for a few minutes) in order to regroup;
- (e) Phone call to parents of inappropriate behaviour. If behaviour is severe (another child or adult in the environment is harmed), then the child must be taken home immediately after the behaviour occurs;
- (f) If the behaviour consistently occurs, then a conference with the teacher, President or Vice President of the Executive, and the parent will occur;
- (g) At the conference, the problems and various behaviour strategies in which to correct the behaviours, will be discussed. If the behaviour is severe or persistent, the parents may need to consent to the evaluation and remediation by school specialists (psychologist, occupational therapist and speech language pathologist). Additional supervision (a teacher assistant) may be necessary to ensure the safety of the other children at this time. A reasonable amount of time will be given to solve the problem. However, if the parents do not consent to the involvement of specialists and an assistant, and if there are three more instances of inappropriate behaviour, then the child will be dismissed; and
- (h) At the conference, a letter in writing of the inappropriate behaviour will be given to the parent. The letter will also outline the above policy with regards to remediation of the problem. This needs to be signed and returned.

Discipline is most effective when the teacher and the parent work in a supportive relationship through on-going communication. Through mutual understanding and co-operation an acceptable solution will be sought that is in the best interest of all the children.

At every step along the way, all matters will be treated in the strictest confidence. The Teacher, the Executive and the Administrator will not discuss the issue openly, particularly in venues where other parents, children or members of the community may overhear.

- (1) A licence holder must ensure that
  - (a) child discipline methods utilized in the program are communicated to
    - (i) parents;
    - (ii) staff; and
    - (iii) children, where developmentally appropriate;
 and
  - (b) any child disciplinary action taken is reasonable in the circumstances.
- (2) A licence holder must not, with respect to a child in the program,
  - (a) inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation;
  - (b) deny or threaten to deny any basic necessity; or
  - (c) use or permit the use of any form of physical restraint, confinement or isolation.

## **II. Off-site Activity and Emergency Evacuation**

A staff member may take a child to an activity off the program premises only where

- (a) the child's parent has been advised of the activity through a field trip notice signed by the parent, including the transportation and supervision arrangements with respect to the activity; and
- (b) the child's parent has consented in writing to the child's participation in the activity.

A staff member will ensure that in the case of an activity off the program premises or an emergency evacuation a staff member takes the portable record referred to in section 19 of the Child Care Licensing Regulation Schedule in respect of each child to be taken off the program premises

## **III. Emergency and Safety Contacts and Procedures**

A staff member will ensure that the following telephone numbers are readily accessible:

- (a) emergency medical service;
- (b) ambulance service;
- (c) fire department;
- (d) police service;
- (e) poison control centre;
- (f) nearest hospital or emergency medical facility; and
- (g) child abuse hotline.

A staff member will ensure that emergency evacuation procedures are made known to all staff, and to children where developmentally appropriate. Staff members will ensure that they have the emergency folder containing all student contact information during an evacuation from the site. Students will be evacuated to the Bragg Creek Community Centre in the case of a threat (fire/flood) to our building. Fire department will be contacted and students will be transported to Banded Peak School if there is an immediate threat to the BCCC building and parents are unable to pick them up at the time of the emergency. Monthly fire drills will be conducted by staff and recorded and posted on premises.

## **IV. Accident or Illness**

In the case of an accident or serious illness involving a child, a staff member will forthwith ensure that

- (a) the child's parent is notified by the staff at the end of the day or by email/phone if needed; and
- (b) the child receives medical attention if necessary by staff trained in first aid or call 911.

## **V. Incident Reporting**

In this section, “incident” means:

- (a) a serious illness of or injury to a child that occurs while the child is attending a program;  
and
- (b) any other incident that occurs while a child is attending a program that may seriously affect the health or safety of the child.

The following will be reported to licensing immediately regarding a serious illness, injury or any other incident that may occur seriously affecting the health and safety of a child. This will be done using the prescribed form.

- (a) An emergency evacuation;
- (b) Unexpected program closure;
- (c) An intruder on the program premise;
- (d) A serious illness or injury to a child that requires the program to request emergency health care (911) and or requires the child to remain in hospital overnight;
- (e) An error in the administration of medication by a program staff or volunteer resulting in the child becoming ill;
- (f) The death of a child;
- (g) An unexpected absence of a child from the program ie lost child;
- (h) A child removed from the program by a non-custodial parent/guardian;
- (i) An allegation of abuse by a staff member/ volunteer including physical abuse, sexual abuse, emotional abuse or neglect;
- (j) The commission of an offence by a child while in care under an Act of Canada or Alberta;  
and
- (k) A child left on the premises outside of the programs operating hours.

## **VI. Potential Health Risk**

If a staff member believes that a child is exhibiting signs or symptoms off illness our staff will call the parents and make arrangements for the immediate removal of the child from the premises, if the parent is not available then the alternate emergency pick up person will be contacted. We will also ensure that the child does not return to the program until the program is satisfied that the child no longer poses a health risk to any of the other children or staff. The child may return to the program after being 24 hours symptom free or having a note from a Physician stating that they no longer poses a threat. We will inform parents of our illness policy at the time of registration and also post a copy of the policy on the parent board.

The following would be considered a Potential Health risk and may include others deemed necessary by the program:

- (a) vomiting;

- (b) diarrhea;
- (c) high fever, staff with current first aid will take a child's temperature using a digital thermometer;
- (d) a new unexplained rash or cough;
- (e) any illness that requires the child to have greater care and attention that can be provided without compromising the care of the other children in the program;
- (f) having any other illness that the staff believes may indicate a potential health risk to others in the program.

The program will observe child behaviours and skin colour to determine possible illness and child comments regarding sickness.

The program will keep track of and record children who are ill during program time by using the illness tracking form, this form will include the child's name, date and time noticed ill, staff member who noticed child was ill, time parent was contacted, time child was removed from the program and the date the child returned to the program. Include name of staff that contacted parent regarding sickness.

#### **VII. Communicable Disease**

Where a staff member knows or has reason to believe that a child may be suffering from a disease listed in Schedule 1 to the Communicable Diseases Regulation (AR 238/85), a staff member must ensure that the child's parent removes the child from the program premises forthwith.

#### **VIII. Supervised Care for Sick Children**

A staff member will ensure that a sick child

- (a) will be kept as far away as is practicable from the other children;
- (b) will be moved into a small area of the classroom away from other children until they are picked up by a parent; and
- (c) will be directly supervised by a primary staff member.

#### **IX. Administration of Medication**

A staff member may administer or allow the administration of medication to a child only where

- (a) the written consent of the child's parent has been obtained;
- (b) the medication is in the original labelled container; and
- (c) the medication is administered according to the labelled directions.

Where medication is administered to a child, a staff member must ensure that the following information is recorded:

- (a) the name of the medication;

- (b) the time of administration;
- (c) the amount administered; and
- (d) the initials of the person who administered the medication.

A staff member must ensure that

- (a) all medication is stored in a locked container that is inaccessible to children; and
- (b) medication that may be needed in an emergency is stored in a place that is inaccessible to children.

#### **X. Health Care**

A staff member may provide or allow for the provision of health care to a child only if

- (a) the written consent of the child's parent has been obtained; or
- (b) the health care provided is in the nature of first aid.

#### **XI. Smoking**

- (a) A staff member must ensure that no person smokes on the program premises; and
- (b) No staff member shall smoke at any time or place where child care is being provided.

#### **XII. Nutrition**

- (a) A staff member must ensure that snacks are provided to children at appropriate times in accordance with the needs of each child;
- (b) Parents will provide their own child with their snack;
- (c) Snacks will not be shared among students in the class; and
- (d) Snack time will occur sometime within in the first hour of the program running.

#### **XIII. Children's Records**

The Little Schoolhouse in respect of each child, maintain on the program premises an up-to-date record containing the following information:

- (a) the child's name, date of birth and home address;
- (b) a completed enrolment form;
- (c) the parent's name, home address and telephone number;
- (d) the name, address and telephone number of a person who can be contacted in case of an emergency;
- (e) if medication is administered, the written consent of the parent, keep documentation of administration of medication in student file (time, amount and name of person who administered meds);

- (f) the particulars of any health care provided to the child, including the written consent of the child's parent; and
- (g) any other relevant health information about the child provided by the child's parent, including the child's immunizations and allergies, if any.

#### **XIV. Administrative Records**

The Little Schoolhouse must maintain on the program premises up-to-date administrative records containing the following information:

- (a) particulars of the daily attendance of each child, including arrival and departure times;
- (b) evidence of the child care certification of the staff member, and current first aid certificate; and
- (c) each staff member and each volunteer will have verification that a current criminal record check and vulnerable sector check required under that section has been provided and is updated every three years.

The records referred to will be available for inspection by the directors at all times and for inspection by the child's parent at reasonable times, and all records will be retained for a minimum period of 2 years.

#### **XV. Portable Records**

A licence holder must maintain a portable record of emergency information that includes the following:

- (a) in respect of each child, the information referred to in section 13 of this Schedule; and
- (b) the telephone numbers of the local emergency response service and poison control centre.

#### **XVI. Supervision Policies and Practices**

- (a) Primary staff are responsible for observing the children in the classroom. They position themselves so that they can interact with the children as well as listen closely to the children even those that are not in the caregiver's direct line of site;
- (b) On the playground, staff members position themselves so that all staff can view equipment and children;
- (c) Ratio is met for adults to children by Schoolhouse staff at all times;
- (d) Attendance is done at the beginning of the school day and staff are aware of which individuals are authorized to pick-up a child from the program in place of a parent;
- (e) Children's health is monitored to identify early signs of illness and parents are contacted if the child is unwell during the program hours;
- (f) Staff position equipment and arrange the classroom environment to allow caregivers to supervise the children's play and toilet areas;
- (g) When new staff are hired, they are given a tour of indoor / outdoor space and the Bragg Creek Community Centre;

- (h) Staff are made aware of where the emergency medications are kept and first aid kits and the fire evacuation plan;
- (i) Regular safety checks of the premises and the playground equipment are conducted by staff visually through a walk around of playground equipment, annually safety inspections occur of all playground equipment by certified inspection contracted by Rockyview County;
- (j) Arrival and departure times are accurately recorded on the attendance sheets and these sheets are taken off site as needed;
- (k) For field trips, bus attendance is done when leaving school grounds, and upon return – before leaving field trip site. Constant head counting is done on field trips and on the playground;
- (l) A chime is in place on the school’s door that tells us when the door is opened or closed;
- (m) Younger children are supervised more closely and assisted more often. The older children are encouraged to develop their independence;
- (n) We do not transport between the program and/or school; and
- (o) Program Supervision Policies are present in the school’s Parent Handbook. There is also a posting in our school entrance.

## **XVII. Designated Roles and Responsibilities of Staff**

### **Teacher**

- (a) The supervision of children shall take precedence over all other duties of the Teacher.
- (b) The Teacher shall be available no less than thirty (30) minutes prior to the commencement of the program and no less than thirty (30) minutes after the program to ensure the safety and orderly conduct of the children attending the program. Any other administrative business relating to the children will be attended to during these times. Discretion is to be used during the lunch break for personal time for the Teacher.
- (c) The Teacher shall ensure that the children do not leave the school unless they are under the care of a parent or other responsible adult.
- (d) The Teacher shall accompany the children on all field trips, school activities and functions.
- (e) The Teacher shall ensure that all activities on the playground, in the Bragg Creek Centre, in the classroom and on field trips are conducted in a safe and responsible manner.
- (f) The Teacher shall prepare an annual calendar detailing PD Days, school holidays, classroom parent volunteer schedule and known fieldtrips to be distributed to students at the beginning of the school year. The Teacher shall prepare monthly calendars confirming field trips and class parent volunteers, to be distributed no less than two weeks in advance. The Teacher shall produce regular (monthly or more frequently) Teacher newsletters.
- (g) The Teacher shall be responsible for keeping an updated list of qualified teacher substitutes and providing one for each day that absence is required which will be given to the Administrator at the beginning of each school year.
- (h) The Teacher shall be responsible for creating and updating a substitute folder containing all pertinent behavior and health confidences and concerns that a substitute teacher should be

aware of, a general outline of classroom procedures and a detailed set of daily lesson plans for each day of absence.

- (i) The Teacher shall coordinate field trips, handle fee collections associated with those field trips, and provide announcements via notes to the parents. The Teacher shall ensure that letters of thanks are prepared for all guests who make presentations during the school day and field trips.
- (j) The Teacher shall supervise and be responsible for the conduct of the TA. The Teacher may delegate appropriate administrative duties to be performed during the school day to the TA. The TA may work with individual and small groups of students at the discretion of the Teacher. Continuous communication between the Teacher and the TA will be critical to the success of the program.
- (k) The Teacher shall be responsible for documenting any absent days taken by the TA and keeping track of hours work by TA employees as well as all other contract employees.
- (l) The Teacher shall supervise and be responsible for the conduct and propriety of instruction provided by local experts including but not limited to the speech pathologist, occupational therapists, and other program specialists. Any chance to these contractors will need to be discussed with the Administrator.

### **Teacher Assistant**

- (a) Under the direction of the Teacher, the TA shall ensure that the children do not leave the school unless they are under the care of a parent or other responsible adult.
- (b) Under the direction of the Teacher, the TA shall ensure that all activities on the playground, in the Bragg Creek Centre, in the classroom and on field trips are conducted in a safe and otherwise responsible manner.
- (c) The TA shall accompany the children on all field trips conducted on her scheduled workdays. In the case where she cannot, the Teacher must be notified to make alternate arrangements for supervision.
- (d) The Teacher's Assistant shall perform any and all teaching duties as assigned by the Teacher. These duties shall consist of, but not be limited to one-on-one assistance with a designated PUF child, classroom instruction, playground supervision, physical activity supervision and assistance with the execution and conduct of scheduled field trips.
- (e) The Teacher may, if required, assign some administrative responsibilities to the Teacher's Assistant. The Teacher may also request the TA to substitute into another program.
- (f) The TA will inform the Teacher of any unusual incidents or occurrences that may impact the ongoing liability of both the Association and its Executive members. Examples include, but are not limited to, non-planned fire alarms, student health issues, accidents requiring medical attention, critical issue feedback from parents, etc. The appropriate Incident Report Form shall be used for such reporting.

### **Parent Volunteers**

The Teacher shall utilize volunteer parents in the classroom to provide assistance at the Teacher's discretion, in the library, with crafts, games and other schoolroom and administrative activities