

KINDER STUDIOS

Kindergarten, Jr.
Kindergarten & Out-of
School Care

Program
KINDER STUDIOS

POLICIES HANDBOOK

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Kinder Studios - Kinder Room
Chinook Room - 2231 Longridge Drive SW
Calgary, AB. T3E5N5
Email : office@kinderstudios.ca
Website: www.kinderstudios.ca
Phone: 403-992-3584

Our Philosophy

Kinder Studios focuses on Developmentally Appropriate Practices (D.A.P) through a range of Early Childhood Education Programs addressing the needs of children from the age of 4 years old until their entry in Grade 1.

We will also have an Out of school program opened to not only our registered student but also local community members.

We believe in supporting children's quest towards independence, fuel their curiosity, encourage the development of creative thinking, and contribute to their individual growth. Come discover with us!

PROGRAMMING

Kindergarten Program

Each K room is led by an Alberta Certified Teacher to ensure children are adequately prepared for Grade 1 in the upcoming year. We refer ourselves to the Alberta Kindergarten Curriculum to guide our teaching.

Offering a Full Day Program means that not only can we meet those requirements, we can also do so much more! Our class runs Monday through Friday 8:30 - 3:30, before and aftercare available

In our enriched K program, there is still plenty of time for playing, learning to interact with others, moving, and resting. The extra time allows us to work on the development of your child as a whole individual, introduce him to early literacy and numeracy, expand their language skills, and create multiple learning experiences that place your child in a world of hands-on discovery.

The full day schedule also introduces your child to an artistic program, (arts, music &, drama) a physical development program (yoga, gross motor skills, out-of-school Enrichment programs) and participates in a variety of field trips.

Enrichment programs are designed to help facilitate and simply extra-curricular activities for our students & parents. All extra-curricular activities are held within the NGPCA from Spanish, Dance and sessional sports. It's a great alternative to ensure a healthy well balanced lifestyle. Just made simpler without additional pickups and drop offs.

At Kinder Studios we believe that small group size helps educators and children to develop a close relationship, which we know to be especially beneficial in early years. Our maximum ratio for this age group is 1 adult for every ten children.

Jr. Kindergarten Program

Junior Kindergarten (JK) is intended for children aged 4. Our JK class runs Monday through Friday 8:30 - 11:30 with before and lunchcare supervision available.

Children in junior kindergarten become familiarized with basic academic concepts. At this age children go through multiple activities in a day:

Crafts, art, free play, outdoor play, music, fine motor skills, counting, story time, etc. A balance between structured and unstructured activities best fits this age group's needs.

We will come together and complete some class work together however we will also have time to work with this age group independently.

This allows us to better meet children where they are in their development while challenging them at the same time. Children are assigned to an educator who guides them through their daily activities. With a ratio of 1 adult for 8 children, educators have the chance to develop a close relationship with all children. We find that to be a key factor in the emotional development of young children.

JK programs are able to register in our Enrichment Programming.

ENRICHMENT PROGRAM

Each registered student is able to register for our after-school enrichment programming. Wethers its immersion language tutoring (French & Spanish), Soccer (Spring) or being a part of our well established Dance Program.

They will gain the confidence to engage in a weekly or even tri-weekly program. Making extra-curricular activities a simplified for parents. With no additional pickups and drop offs.

This program runs directly after school class finishes. Giving time for our students to have an afternoon snack then get accompanied to the proper room within the NGPCA.

Once their enrichment program is completed they are accompanied back to our Kinder Room & parents can conduct pickups as usual.

Schedule Example (Kindergarten)

Monday: 8:30 - 3:30 / 3:45 - 4:30 (Dance)

Thursday: 8:30 - 3:30

Tuesday: 8:30 - 3:30 / 3:45 - 4:45 (Soccer)

Friday: 8:30 - 3:30

Wednesday: 8:30 - 3:30 / 3:45 - 4:30 (Spanish)

Schedule Example (JK)

Monday: 8:30 - 11:30 / 11:45 - 12:30 (Dance)

Thursday: 8:30 - 11:30

Tuesday: 8:30 - 11:30 / 11:45 - 12:30 (French)

Friday: 8:30 - 11:30

Wednesday: 8:30 - 11:30

**Enrichment Program Schedules TBA **

Fees

Item	Fee
Full Day Kindergarten Program	\$1080.00 / month
Half Day Jr. Program	\$680.00 / month
Beforecare (7:00 - 8:30)	\$125.00 / month
Lunch Supervision *JK Only (11:30 -12:30)	\$125.00 / month
Aftercare (3:30 -6:00) * K only	\$175.00 / month
Before & Aftercare (7:00 -8:30 / 3:30 - 6:00)	\$250.00 / month
Enrichment Dance	\$50.00 / month
Enrichment Language (French)	\$50.00 / month
Enrichment Language (Spanish)	\$50.00 / month
Sessional Soccer *JK & K only	\$120.00 (8 weeks)
Registration Fee	\$100.00 / family
NSF	\$25.00 / Occurrence
Late pick up fee	\$10.00 / 10 minutes

Item	Fee
Registration Fee	\$100.00 / student
KinderCare (Local Kindergarten)	\$800.00 / month
Before & Afterschool Care (Grade 1 - 6)	\$475.00 / month
Transportation Fee	\$105.00 / month
PD Day Care *Open to registered students*	\$35.00 / day
Enrichment Dance	\$50.00 / month
Enrichment Language (French)	\$50.00 / month
Enrichment Language (Spanish)	\$50.00 / month
NSF	\$25.00 / Occurrence e

Late pick up fee	\$10.00 / 10 minutes
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Tuition can be made by:

- Submitting post dated cheques for each month
- Through our online parent portal
- Submitting an automatic withdrawal form
- EMT payments made to : office@kinderstudios.ca

Tuitions payments are due the first of every month.

Payment of yearly tuition in full is subject to 5% discounts.

Kindergarten & Jr. Kindergarten students with optional before & aftercare are entitled to a 25% off monthly enrichment classes

Out of school & KinderCare students are entitled to 10% off monthly enrichment classes

DISCONTINUED CARE/WITHDRAWAL POLICY

Withdrawal Initiated by Family

Kinder Studios is dedicated to providing high quality, educational care of children. As successful child guidance involves a partnership between families and their child's school, on occasion, differences of opinion may occur. Should this situation arise, and it is the opinion of the family that the daily school arrangement is no longer suitable, the parent may issue notice to discontinue care. Please note that the notice period required is one calendar month.

COMMUNICATION

Parent Handbook

The Kinder Parent Handbook is our primary source of information. It outlines current policies, procedures and guidelines surrounding the program. This handbook will be updated on an annual basis. Families will receive memos regarding changes, updates or revisions as they occur. It is the responsibility of all families to acknowledge and follow all rules laid out by Kinder Studios.

Open Door Policy

Families are welcome and encouraged to provide verbal or written comments and feedback at all times. Please see black suggestion box located to the left of the office door.

Parent/Instructor Communication |Child Progress & Evaluations

In all of our preschool programs, instructors communicate verbally with parents/guardians throughout the school year to convey information about the progress of their children as well as utilizing the Parent Communication Board outside each classroom.

Parents/guardians will also receive a written assessment of their child's progress three times a year. Formal one-on-one meetings may be scheduled by appointment. Parents/guardians and/or instructors may request meetings at any time during the year. To request a formal meeting you can either book in person at the office or call the office.

SCHOOL CLOSURES — Statutory Holidays & Severe Weather

Statutory Holidays In the case that any of the holidays below fall on a weekend, an alternate day will be determined in advance. All holiday closures are approved by the Child and Family Services Authority and will be posted on the website and on monthly newsletters in advance so

parents will have ample time to make alternate arrangements if necessary. Kinder Studios will close for the following statutory, civic holidays and other related holiday dates:

- New Year's Day – January
- Family Day – February
- Good Friday – April
- Victoria Day – May
- Canada Day – July
- Civic Holiday - August
- Labour Day – September
- Thanksgiving Day – October
- Remembrance Day – November
- Christmas Day – December
- Boxing Day – December

Last Day of Classes before winter Break : December 17th 2021

First Day of Classes: January 3rd, 2021

Spring Break : March 21st to March 25th 2022
(Spring Break Camps Available)

Last Day of Classes: June 30th, 2022

Severe Weather Closures

Kinder Studios is closed when the Calgary School Board closes its schools due to severe weather conditions. Please be aware of these closures. Kinder Studios reserves the right to close if the administration feels it would be unsafe for students or staff to travel.

Special Events Calendar Dates for your diary are as follows;

Specialty Days:

Halloween Party - Friday, October 29th 2021

PJ Day - Friday, November 26th 2021

Christmas Party - Friday, December 17th 2021

Valentines Party - Friday, February 18th 2021

LOCAL BEFORE & AFTERSCHOOL (OOSC)

Kinder Studios offers before & after school care for the following schools:

- Jennie Elliot Elementary
- Altadore Elementary
- St. James School
- Connect Charter School

PROGRAM

Half Day Kinders:

Includes 7:00am-class time start & class time end-6:00pm, lunch supervision and alternating Fridays off (CBE students) Does not include care on PD days, non-school days, or Teacher's Convention

Before & After School Care Includes:

7:00am-school start & school end-6:00p and early dismissal days Does not include care on PD days, non-school days, or Teacher's Convention-

Transportation:

For children being transported by Kinder Studios or third party vehicle to and from school *minimum number of registrants must be met to ensure service

Concerts & Graduations

Kindergarten

Christmas Concert - Monday December 13th at 5:45PM

Spring Concert - Monday March 14th at 5:45pm

Summer Concert - Monday June 13th at 5:45pm

Graduation - Thursday June 30th 2022 (time to be announced)

Jr. Kindergarten

Christmas Concert - Monday December 6th at 5:45PM

Spring Concert - Tuesday March 7th at 5:45pm

Summer Concert Monday June 6th at 5:45pm

Questions/Comments/Concerns

Communication is crucial to the success of our program. Anything that is unclear should be addressed immediately. Questions or concerns about your child or classroom activities should be discussed first with your child's instructor. If your child's instructor is unable to satisfy your concerns, contact the director/administrator. Questions, comments and concerns about the Kinder Studios program, staff or policies should be referred to the director/administrative team.

Kinder Studios Contact

- Phone Number: 403- 992-3584
- Email: office@kinderstudios.ca
- Address: 2231 Longridge Drive SW, Calgary AB. T3E5N5
- Website: www.kinderstudios

HEALTH

Staff Qualifications

Each staff member, whether its director, lead, assistant or helper. Will have up to date Police Clearance & Vulnerable sector checks done.

Roles

Director - Ms. Liz Hamzeh
Lead - Ms. Erika R. (Kindergarten)
Lead - (Jr. Kindergarten)
Lead - Ms. Dylan S. (Before & Aftercare)
AM Assistant - Ms. Jurni P.
PM Assistant - Ms. Maria G.
Helper -
Helper-

French Language Lead - Ms. Jayden R.
Spanish Language Lead - Ms. Erika R.
Dance Lead - Ms. Liz H.

Nutrition

For students attending programs, parents are required to provide a daily snack and drink for their child(ren) in sufficient quantities and follow Canada Food Guide recommendations. Snacks will be distributed to students at appropriate times

Allergens

Peanut/Peanut Products & Tree Nut/Tree Nut Products In an effort to maintain a safe environment for children with life threatening allergies, snacks may NOT contain peanuts/peanut products or tree nuts/tree nut products. Please read the labels carefully on the food you send.

Chronic Conditions & Allergies

These must be brought to the attention of the director/administrator and instructors without delay. If your child's food allergies are severe enough to warrant the use of an EpiPen® (epinephrine) when exposed to allergens, you must provide your own daily snack for your child.

Severe Anaphylaxis — Allergy Policy

Anaphylaxis is the word used for any immune, life-threatening or rapid allergic reactions usually involving more than one part of the body. All Kinder Studios staff members acknowledge the increase of serious, life- threatening allergies in children and the importance of clear, precise instructions for prevention and treatment in the event of a reaction. Staff members will practice and strictly follow all health protocols

Parents of students who may potentially experience anaphylaxis must provide a minimum of one (preferably two) dedicated prescription EpiPen®, Twinject®, Allerject pen (epinephrine) for each student that will remain at Kinder Studios at all times.

This medication will be included with portable records taken for outside time. All staff will receive training on emergency procedures and EpiPen® use. A notice of all students' allergies will be posted in each classroom and in the kitchen. EpiPens® and asthma inhalers MUST be provided to Kinder Studio's staff prior to the start of the child's participation in any of the programs being offered at Kinderstudios.

All medication MUST be provided in a clearly labeled large Ziploc® bag with the following information:

- student’s full name
- expiry date of medication
 - medication clearly labeled with official instructions for use
- completed copy of Kinder Studios MEDICATION AUTHORIZATION indicating dosage and when to administer

ILLNESS GUIDELINES

For the well-being of all students, families and staff, your child should not be sent to school if exhibiting any of the following major or mild symptoms/signs of illness:

SYMPTOMS MAJOR Symptoms of Illness	MINOR Symptoms of Illness
<ul style="list-style-type: none"> • vomiting • diarrhea • chills • eye inflammation (redness, tearing and/or discharge from eye) • breathing difficulty (fast breathing, wheezing, asthma or allergy) • fever greater than 100 ° F. (37.5 ° C) <p>NOTE: Kinder Studios asks that parents do not bring children to school following the administration of fever-reducing medication. In case of fever your child must be kept home for a 24 hour period following the normal return of his/her temperature.</p>	<ul style="list-style-type: none"> • coughing (mucous-producing OR dry intermittent cough) <ul style="list-style-type: none"> • lethargy • sore throat • loss of appetite • continuous runny nose or stuffy nose (clear, cloudy or coloured that results in a greater need for care than staff can provide without compromising the care of other children) <p>NOTE: If the child’s nose is in need of constant wiping, making it unmanageable for the child and/or the staff member and taking time away from other children’s learning, the child should remain home.</p>

NOTE: The most contagious period is the 24 – 48 hour period prior to the onset of symptoms. Therefore, if minor symptoms seem to be lingering or worsening after monitoring a student in the classroom for one hour, Kinder Studios reserves the right to maintain health and prevent the spread of illness and disease to other children by exercising a zero-tolerance policy when signs of illness are observed. Should a student arrive with any symptoms, the student will not be permitted to stay, as symptoms noticed will be considered the onset of illness or possibly a

communicable disease. Additionally, if a child exhibits any symptoms during the morning following arrival, the parent will be called and required to pick up the child immediately. S/he will be removed from the classroom and supervised in a designated area for children who are ill, awaiting the parent's arrival.

Symptom Awareness

Kinder Studios staff are aware of signs and symptoms to watch for in a student's behaviour. If a staff member detects symptoms and/or discovers a communicable disease in a student attending our program, Kinder Studios ensures that the student will be removed immediately from the Kinder studios premises forthwith by the parent in order for the child to receive an immediate medical exam, diagnosis and suitable treatment as soon as possible.

Should a parent/guardian not be immediately reachable, persons named on the student's EMERGENCY CONTACT/ALTERNATE PICK-UP LIST will be called. Staff members will also take said child's temperature and it will be recorded. To ensure pertinent information regarding each student's illness is kept on file, staff utilizes a CHILD ILLNESS RECORDS

Returning to School

Students are free to return to the Kinder Studios program upon 24 hours free of all symptoms

GUIDELINES FOR COMMUNICABLE DISEASES

In the event a communicable disease is detected, the incident must be reported to the Kinder Studios office with a notice posted for all parents as soon as possible but no longer than 24 hours after the disease's detection.

Staff members have knowledge of and have reference to the Communicable Diseases Regulation (AR 238/85):

http://www.calgaryhealthregion.ca/publichealth/envhealth/pdf/legislation/Communicable_Diseases_Reg.pdf

Should a communicable disease be discovered at one of Kinder Studio's programs, a student must not attend the centre during the phase that the disease may be contagious (usually within the first 24 hours upon the onset of illness or signs of illness/symptoms exhibited). A medical note will be required upon the child's return to Kinder Studios stating that the child is not contagious and is capable of participating in regular school activities.

Supervised Care for Sick Children

If a student is sick and needs to be sent home, the student will be removed from the occupied space of the other students and taken to the office quiet resting area to wait to be picked up by the parent/guardian. The resting area is as far away from the other children as is practical. The student in the resting area will be directly supervised by a primary staff member at all times until an authorized person arrives.

Administration of Medicine

Please talk with your child's instructor and the director/administrator if your child will need medication during school hours. Staff will administer medication only if a student's parent or guardian provides written consent and the medication is available in the original labeled container with written instructions from the student's physician. Two doses of the medication must have already been given to the child prior to the instructors administering medicine to the child to ensure an allergy watch is not required.

Medication Policy

Kinder Studios requires parental consent before any medication is administered. (See **MEDICATION AUTHORIZATION FORM**). Storage of medication is also regulated. Emergency medication will be inaccessible to children but unlocked to 15 ensure fast access.

Non-emergency medication will be locked (and refrigerated when necessary). Parents must always sign a consent form before any medication is administered.

Whenever medication is administered the "Five Rights" will be followed:

1. the right medication
2. the right dose
3. the right child
4. the right time
5. the right route of administration (i.e. by mouth, in eye or ear, or on the skin)

Accidents/Incident Reporting

All program staff members are required to possess a valid first aid certificate. First aid will be administered to any student who requires such treatment while at Kinder Studios.

Staff are required to complete an **INCIDENT REPORT FORM** which documents the circumstances surrounding all injuries including (but not limited to) bumps, bruises and small cuts. Outlines for possible prevention strategies are included if possible. This information is kept on file after the parent/person authorized to pick-up the child has read and signed it.

Incident Reporting to Authority

Incidents or accidents of a more serious nature are required to be reported to the Provincial licencing body, with regulations stating that incident reports must be submitted to a Provincial licencing officer within two working days of an incident. Such incidents include (but are not limited to):

- emergency evacuations
- program closure due to emergency
- intruder on Kinder Studios premises
- removal of a child from a program without parental consent
- injuries requiring medical intervention (other than first aid)
- child lost or left on Kinder Studios premises after operating hours

SAFETY

Building Security

There is only one way to gain access to the room and that is through the main entrance at the NGPCA. We will however allow parents (COVID) to drop their children at the side door to limit community exposures

Security Code Word

A code word must be submitted at the time of registration for security reasons. If students need to be picked up by someone other than parent/guardian, this code word will be verified at time of pick-up. **NO EXCEPTIONS.** NOTE: Students will not be dismissed to anyone other than a parent/guardian without prior permission and proper identification, including a verified security code word.

Smoke-free Policy

Smoking is strictly prohibited at all times and by all persons anywhere on the licenced premises. In addition, smoking is prohibited at all times and by all persons during off-site activities or outings, including neighborhood walks, while at community playgrounds and at any time or place where Kinder Studios students are present.

ADMINISTRATIVE

Records

Kinder Studios will maintain on the program premises up-to-date administrative records containing;

- particulars of the daily attendance of each child, including arrival and departure times
- particulars of the daily attendance of each primary staff member, including
 - (i) arrival and departure times
 - (ii) hours spent providing child care
- with respect to the program supervisor and each primary staff member,
 - (i) evidence of the supervisor's or member's child care certification
 - (ii) a current first aid certificate, where applicable
- with respect to each staff member and each volunteer, verification that a current criminal record check required under that section has been provided to Kinder Studios . Kinder Studios must ensure that;
- all records are kept behind lock and key at all times, including staff and children's records
 - the records are available for inspection by the director at all times,
 - the information is available for inspection by the child's parent at reasonable times, and
 - the information is retained for a minimum period of 2 years.

Childrens Records

Kinder Studios is responsible for recording the details of the arrival and departure time(s) of each child and primary staff member. In the case of staff, attendance records must specify the number of hours spent caring for children. There is no prescribed format for recording or maintaining attendance records. However, licensing staff must be able to determine from the records whether the program is meeting staff to child ratios and staffing requirements.

Transportation

Only applicable to Out of school care and Kindergarten Students

Off Site Activity & Emergency Evacuation

Parents are responsible for returning the parent package to the office with all enclosed documents filled out before your child starts.

Within the parent package are forms with regards to "Off-site activities." Known as "Transportation Release and Waiver Form" & "Neighbourhood Walk" Form.

Portable records will be carried while off-site in the child evacuation-sack at all times. During emergency evacuations children will be taken off-site to Kinder Studios's muster point which is the field across the parking lot from the main entrance of the NGPCA. This site can be closed off and children can be properly monitored. Telephone numbers of the local emergency response service and poison control centre are contained in the evacuation sack.

Visitor Access

Kinder Studios recognizes the legal responsibility to protect and act in the best interests of students entrusted to our care. Please be informed that

under no circumstances are any unauthorized persons allowed to be in the classrooms, outdoor play areas or other areas within Kinder Studios

ABSOLUTELY NO UNAUTHORIZED PERSONS PERMITTED IN Kinder Studios Without the Consent of Administration

Abuse & Neglect Reporting

Safe Environment — Ensuring the Safety of Children - the Safety and well-being are vital to the growth and development of children. Helping to ensure the safety and well-being of the students in our care is part of our job as instructors, part of our duty as citizens and part of our partnership with parents. Children should be given every chance to live and grow, free from abuse and neglect. Child abuse is any form of physical/emotional harm that can result in psychological damage or injury. It can also include neglect or passiveness such as withdrawal of affection and/or the failure to provide protection from physical harm. As required by law, Kinder Studios staff members will record observations or suspicions of child abuse and neglect. This information will then be reported to the Department of Social Services

Legal Responsibility

Anyone who believes that a child is being abused should, and must, report their findings immediately to Child and Family Services. For more information, see link:

<http://www.humanservices.alberta.ca/abuse-bullying/14841.html>

Penalty – Failure to Report

If Kinder Studios staff fail to report a suspicion of child abuse, they are liable upon conviction to be fined.

Protection from Liability

If an official reporting is made of suspected abuse or neglect, individuals are protected by law.

SUPERVISION POLICY & PRACTICES

Individual & Group Safety

Students in attendance at Kinder Studios are to be supervised at all times. Being able to see and monitor children, both indoors and outdoors, is an important part of our responsibility. Staff members are provided with an EMPLOYEE HANDBOOK, identifying ALL areas of the Kinder Studios premises needing supervision during Kinder Studios program hours. As a licence holder of programs for children from three to five years of age, the following requirements are met with respect to the minimum-primary-staff-member-to-children ratio, and the maximum number of children who may be included in a group (dependent on classroom area):

- HALF DAY Preschool (Jr. Kinder)
= 1:12 Staff member to children ratio, 24 children maximum
- KINDERGARTEN Program
= 1:10, 20 children maximum
- OOSC Grades 1+ = 1:15, 30 children maximum

Kinder Studios's supervision policy and practices meet the developmental needs of the children socially, emotionally, creatively, intellectually and physically by providing adequate numbers of staff members to meet ratios and maximum group size requirements to properly observe children's safety, well-being and their daily opportunities to practice developmental skills. Additionally, indoor and outdoor materials provided are age-appropriate and engage children's intellect and concentration, facilitating a smooth-flowing, safe, purposeful and predictable environment.

This approach is preventative and increases the child's enjoyment and sense of purpose in a group-learning setting. The supervision utilized by each staff member models appropriate guidance to children, meeting the child's developmental need for an increased sense of community, cooperation and purpose in their daily social settings.

We cannot have a fenced in area however we do have access to a large field and community playground directly attached to the building

CHILD DISCIPLINE

The approach and methods used by Kinder Studios help children learn appropriate behaviours, develop self-control, and make good choices. Positive discipline gives children a sense of security, protection and creates positive, safe and appropriate environments for children

Any discipline methods used are reasonable in the circumstances. Emotional deprivation can include withholding appropriate affection, comfort or cognitive stimulation to a child. Kinder Studios prohibits the use of emotional deprivation as a form of child discipline.

Kinder Studios prohibits the use of physical punishment as a form of child discipline. Physical punishment is any form of child discipline that employs the non-accidental application of force or an agent to a child's body. It can include: striking (directly or with an object), shaking, pushing, grabbing, shoving, slapping, spanking, choking, stabbing or burning a child.

Kinder Studios prohibits the use of physical restraint, confinement or isolation as a form of child discipline. Restraining, confining or isolating a child includes tying or taping a child to an object and isolating a child from a group of children. Physically restraining a child by a staff member or volunteer may be permitted if it is reasonable in the circumstances, i.e., a child's behaviour or actions present a risk to staff or children's safety.

Kinder Studios prohibits the use of verbal or physical degradation as a form of child discipline. This includes any harsh, belittling, threatening or degrading response by any adult (parent, staff member, volunteer), that humiliates or undermines a child's self-respect. It includes inappropriate exposure to sexual contact, activity or behaviour, force-feeding, exposure to profanity or exposure to violence between parents

EMERGENCY PROCEDURES

Emergency Evacuations & Fire Drills

Emergency evacuations and fire drills are conducted on a monthly basis.

EMERGENCY PHONE NUMBERS

- Emergency Medical Service: 911 Fire/Police/Ambulance/ Hazardous Materials Spills o EMS Station 15, 5010 Bowness Rd NW Calgary 911
 - Rockyview Hospital - 7007 14st SW (403) 943- 3000
 - Fire Department - 3129 14st SW (403) 268 -2489
 - Police Station - 4506 17 Ave SW (403) 428-6200
 - Poison Control Centre: Poison Centre 1-800-332-1414
 - Alberta Children’s Hospital or Emergency Centre - 2888 Shaganappi Trail NW Calgary Main Switchboard: (403) 955-7211 / 24-hour Emergency: (403) 955-7070
- Child Abuse Hotline
1-800-387-KIDS(5437) & Child Intervention Services (403)297-2995 (24 hours)

EVACUATION AWARENESS AND DRILLS

Portable Records The following precautions will be taken regarding emergency information:

- records will be kept in a readily accessible, consistent place (in evacuation sack)
 - records shall be taken with the first aid kit during outside time
 - recorded information is to be updated regularly and/or as needed; parents must advise Kinder Studios of changes, such as contact numbers of parents or alternate emergency pick-up persons
- portable record information must include: a) student’s name, date of birth and home address b) any allergies and medical conditions c)parent names, home address and contact phone numbers d) emergency contact details; name, address and contact phone number

FIRST AID PRACTICES

Staff in Kinder Studios programs are required to hold valid first aid certification. FSA will be equipped with all first aid supplies during any activity.

Offsite Opportunities for Learning and Transport To and From School

Kinder Studios has established drop-off and pick-up sites at the schools. If, after school, a situation arises where a child does not show up at the pre-arranged pick-up spot within 15 minutes from the school dismissal time, staff are responsible for returning the other children to Kinder Studios. If a child was expected to be picked up at the school and did not show, a phone call will be made to the school and to parents to determine the whereabouts of the child.

Busing - will be offered by a third party provider.

Parents should stress to their child's school that children enrolled in Kinder Out-of-school Care programs can NOT stay at school or be kept after school for any reason. Child Care licensing ratios regarding primary staff member to children ratio are maintained at all times;

- Kindergarten aged children – 1:10, maximum group size of 20
- Grades 1 and up – 1:15, maximum group size of 30
- When Kindergarten children AND grades 1 and up children are combined, the maximum group size is 25 and the ratio for the school grade that constitutes the majority of children is applied
- Where 7 or more children are present, a minimum of 2 adults, one of whom is a primary staff member, are on duty

Practicum Student Volunteers

Kinder Studios is pleased to offer opportunities for students in the community who wish to volunteer with our program for work experience and to model as a positive mentor to the enrolled children. Please inquire regarding our policies and training in this regard if interested.

PARENT ACKNOWLEDGEMENT & UNDERSTANDING OF HANDBOOK GUIDELINES

QUESTIONS/COMMENTS/CONCERNS

Communication is crucial to the success of our program. Anything that is unclear should be addressed immediately;

- questions or concerns about your child or classroom activities should be discussed first with your child's instructor; if your child's instructor is unable to satisfy your concerns, contact the director/administrator
- questions, comments and concerns about Kinder Studios, Kinder Studios's programs, staff or policies should be referred to the director/administrative team

Should parents hold alternative opinions regarding policies and/or not be in agreement to policies in this handbook, please contact the director/administrator to set a time to discuss your concerns if you should wish to do so. If you feel you are not able to sort out your issue from there please feel free to contact Ms. Liz by email to further your discussion.

Kinder Studios Contact

- Phone Number: 403- 992-3584
- Email: office@kinderstudios.ca
- Address: 2231 Longridge Drive SW, Calgary AB. T3E5N5
- Website: www.kinderstudios

FILL OUT AND PLEASE RETURN TO OFFICE

I acknowledge I have read and understood the contents of this handbook, and have been given full opportunity to discuss the implications of this consent at my own free will.

My decision is not based upon representations or advice by representatives of Kinder Studios.

I agree to read and accept all further newsletters, notices and any and all pertinent information, by way of but not limited to; email, handouts and phone calls, Kinder Studios deems to be in my child's best interest throughout the year, as well as keep the school up-to-date regarding all registration and family information in order to best support my child's school experience and development.

_____ day of ____DD_____, 20____.

Signature of Parent / Guardian

Print Full Name of Parent

Print Full Name of Child

