

Parent Handbook

Little Aspen Playschool
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LITTLE ASPEN PLAYSCHOOL SOCIETY HANDBOOK

INTRODUCTION AND WELCOME

Welcome to Little Aspen Playschool Society (LAPS)! We are a parent operated co-operative and a non-profit organization: all funds are put back into the program. We are licensed for a maximum of 15 children per class.

We hope you will find Little Aspen Playschool to be a fun, happy, and secure place for your child where they can benefit from socialization with peers. We want you, the parents, to be comfortable with this playschool.

PHILOSOPHY AND GOALS

We aim to provide a PLAY oriented program that encourages the development of physical and intellectual abilities, contributes to the development of positive self-esteem, and encourages the desire to learn and develop socially, emotionally and creatively. We provide children with:

- Stimulating materials and activities arranged in centers such as: arts and crafts, blocks, house corner, sand/water (when public health allows), construction, table toys (puzzles, games, pre-reading skills) books, music and movement and science.
- Time to select activities that reflect the child's individual needs, interests and developmental level.
- An attractive, clean, safe, organized space.
- Play oriented activities such as painting, singing, role playing, storytelling, movement, etc.

With respect to social, emotional and creative growth and development goals we model and strive for the following:

- **social:** appropriate interactions with peers, to be cooperative and share with others and take turns
- **emotional:** learning about and understanding developmentally appropriate feelings, working through change and transitions, develop confidence and self-worth with pride in their gains
- **creativity:** exposure to new and creative media, a variety of crafts and experiences both inside and outside targeting fine and gross motor skills

This is aligned with the Flight - Alberta's Early Learning and Care Curriculum philosophy of children's play being central to an active, exploratory, creative, expressive process, deeply embedded in children's everyday experiences and through which children participate in, learn about, and actively make sense of the world.

ADMISSION TO LAPS

Admission to LAPS opens online during a week in February for the upcoming school year, with ongoing enrollment until class spots are filled. Spots are allocated according to the following priority order:

1. Current LAPS members registering a **returning student**
2. Aspen Gardens residents with a current AGCL membership
3. Current LAPS members registering a **sibling of a current student**
4. LAPS Alumni
5. General Public

After registration week, all vacancies are filled from the waiting list on a first come first served basis. Wait lists are created once classes are full. Each parent/guardian on the wait list will have 72 hours from the first contact made by the Registrar to confirm their child's placement in the program, before the Registrar will contact the next person.

All persons who have at least one of his or her children enrolled in the Little Aspen Playschool shall be deemed to be a member of LAPS unless they have withdrawn, been suspended or expelled.



Admission to classes is as follows:

3 year old classes: Children must be 3 years old by December 31st of the school year. For example, for the 2022/2023 school year children would have to have turned 3 by December 31, 2022.

4 year old classes: Children must be 4 years old by December 31st of the school year.

Exceptions to these admission guidelines will be subject to board approval.

One job board task is required for each registered class if a child registers for more than one class. Only one registration fee is required if this is the case.

TOILET TRAINING

Children attending Little Aspen Playschool must be toilet trained. Appropriate assistance and supervision is provided to children using the bathroom. Should a child's clothing become heavily soiled the child's caregiver will be called.

AGE AND FAMILY SPECIFIC CONSIDERATIONS

While most children leave the program at age five to go on to kindergarten, consideration will be given to the return/admission of children who are not ready to move on. The cut-off age for the program is 5 years old by November 1 of the school year (i.e. children turning 5 before that date will be considered for the program only with the teacher's recommendation or Board approval).

Any other special consideration (i.e. sharing a spot with another family) must be submitted to the President of the executive in writing and approved by both the teachers and executive.

MEETINGS

General meetings are held at least twice a year (fall and spring). It is **mandatory** that a parent or parent representative from each family attends. The general meetings provide a time for the teachers and parents to share needs and concerns so that the best possible program can be provided. New policies and fee structures are discussed and voted on at this time. Registration form submission at the spring meeting is mandatory.

Executive meetings are held approximately every 4-6 weeks over the school year, or as needed and are open to any current member of LAPS.

FEES

Annual registration fee is non-refundable: \$65/child

Tuition fees: to be paid using credit card or pre-authorized debits (PAD). If paying by credit card, you will need to update your information in the parent hub and complete the credit card authorization for tuition to allow us to charge your card. If paying by PAD, you will need to complete the PAD tuition form and the fees will automatically be debited from your chosen account on set dates. Fees are paid monthly and are charged the month prior (e.g. tuition charged on August 1 for September tuition); they are set in accordance with the needs of the program, and voted on at the spring General Meeting. Although we no longer offer cheques as a main method of payment, please contact the Treasurer if you would like to discuss cheques as a payment option.

Cleaning fees and deposits: as a parent co-operative, it is necessary that parents assist with the program. Families are required to sign up for one parent job duty **per student**. Authorization forms to charge a \$100 fee (per student) are required and will be charged **only if your parent job duty is not completed**. The authorization forms can be completed for both credit card and PAD. Families are responsible to sign up for their job duty in a timely fashion. Two weeks after a child's first day of school (14 days), families must be signed up for their job duty or their duty may be deemed incomplete and they may be charged. Additionally, you must give 72 hours' notice of a change to your job commitment. After the 72 hours' notice, if you cannot attend or find a replacement for the job that you are signed up for, you will be considered absent and your credit card will be charged/your bank account debited. In prior years, we held quarterly cleaning bees where families were



required to sign up for one cleaning bee per student per class; however, in light of changes to cleaning to prevent infection transmission, we have canceled cleaning bees due to increased daily between-cohort cleaning for this school year and have a professional cleaning fee in place instead.

Casino fees: we do not charge special event or fundraising fees due to Casino income. The 2022/2023 school year is **not** a Casino year. On a Casino year one adult per child registered at LAPS is expected to volunteer their time for a Casino shift and a \$400 authorization form via credit card or PAD is required; you will be charged **only if your casino shift is not completed**.

Because LAPS is a non-profit organization, any delinquent fees will affect your child's participation in the program. A \$25.00 service charge will be charged on all payments that fail or bounce. Outstanding fees must be paid within two weeks of the payment failure. If within two weeks outstanding fees have not been received, it would result in your child's removal from the program. Fees are payable whether or not your child attends all the sessions to which he/she is entitled. Fees will not be refunded for illness or vacations. If you have any problems, please speak to the Treasurer.

PROBATION, PLACEMENT AND WITHDRAWAL FROM THE PROGRAM

Each child is on a twelve (12) class probation period to determine if the program is meeting his/her needs and abilities. For children requiring special equipment, consideration will be given to space restrictions and physical surroundings. The teachers, with approval from the LAPS Executive, may recommend that a child leave the program or be placed in a different class.

The teacher, in consultation with the Board, is empowered by the Association to make a well-deliberated, careful and informed decision to request that a student be withdrawn from the program. This policy would be applied where the well-being of the program is put at risk. Examples might include, but are not limited to, the following circumstances:

- child is consistently disruptive,
- teacher or teacher's assistant is spending a large portion of class time with child (in turn, taking away from the rest of the class),
- child cannot yet meet the daily curriculum based on our 'Learning Through Play' philosophy.

Before any final decision is made, the parent(s) or legal guardian(s) of the child will be made aware of the situation and attempts made to rectify it. A trial time period may be set to further evaluate the situation after a consultation including parents, teachers and the Board. Assessment will be made and dealt with on an individual basis.

Please note - program fees are refundable only after one month's written notice is given to the Registrar. Notice of withdrawal must be given on the first of the month. Notice given in the middle of the month will be deemed to be received for the first of the following month and thus the student is still responsible for fees for the entire month after the first.

In the event of withdrawal, job deposits will be returned upon the completion of a cleaning bee, job board job, or an equivalent job approved by the board. Any waiver of job board or cleaning bee responsibilities in the event of withdrawal must be approved by the board. Withdrawal from the program within 30 calendar days of a Casino shift will require participation in the casino shift or the deposit cheque will be cashed.

FLOAT LIST - note - no Float spots will be available until further notice given COVID-19 cohort restrictions

If your child will be absent from playschool, please notify the teachers as soon as possible so the date may be posted on the float list. Available spots may be filled by a student in another class at a fee of \$10.00 per extra session attended that goes back into the playschool as classroom enhancement funds. LAPS families will be notified of available float spots for which they can sign up through our website.



CHILD GUIDANCE POLICY

Effectively and kindly guiding a child's behavior is determined by the temperament of the child and the size and composition of the class, developing unique problem solving plans to prevent and/or intervene as required. The following approaches are based on knowledge of child development and learning theories and will encourage self-control, self-direction, self-esteem and cooperation. These methods will be used at the playschool:

1. Teacher acts as a "model" for the child to see appropriate behaviors.
2. Redirect the child to different acceptable activities to avert/prevent a potential problem.
3. Staff will promote the children to problem solve solutions to issues independently if appropriate to do so.
4. The teachers have the support of the Board to openly communicate with the child's caregiver should behavioral concerns occur. Further discussion will occur with the Board on a case by case basis as required.

In order to ensure that all children are treated with respect and dignity, all staff and volunteers are required to sign our Child Abuse Pledge. Any form of child abuse will not be tolerated and will be reported immediately.

THINGS TO BRING AND DO EVERYDAY

The following are things to bring and do each day at LAPS:

1. Before arriving at the playschool consider is your child well for school based on your response to the screening questionnaire (Appendix C).
2. Please bring a backpack or bag. It should have inside:
 - a. A snack for your child (according to guidelines below),
 - b. Rubber soled indoor shoes.
 - c. Change of clothing and underwear (and plastic bag) in case of spill or accident.
 - d. A mask that your child is comfortable wearing (if possible)
3. Line up physically distanced by 2 meters outside the playschool to await the teachers to admit your children to the school. Unfortunately we are not able to have parents enter the playschool with COVID-19 restrictions

Of note, please do not send your child with gum or candy.

In an emergency, phone the playschool cell phone at 780- 940-1212 or the school phone line at 780-434-2687. No child will be given to an unauthorized person.

TRANSITIONS FOR THREE YEAR OLDS

For parents of children in the three-year-old program, please note the following items that are intended to ease your child's transition into playschool:

1. For the first two weeks (teacher-determined), the program will run for 2 hours instead of 3 hours.
2. There will be meet and greet with the teachers, by scheduled appointment, to facilitate transitions to the school.

CLOTHING

Children should wear durable, washable play clothes to playschool along with appropriate outdoor clothing. Ensure sun hats, toques, mittens, ski pants, and coats are available for the child for the daily outdoor play as appropriate. **Please ensure that all clothing is labeled.** Aprons are provided for painting and water play. Children are required by health and safety regulations to wear clean rubber soled shoes or non-slip slippers indoors.

DAILY ROUTINE

The specific daily activities are kept in the teacher's plan book and are available to view upon request.

	Morning Class	Afternoon Class
Children Arrive & Welcome/Introduction for the day	8:45-9:00 AM	12:45-1 PM
Guided Activities, Stations & Free Play	9:00 AM-10:10 AM	1PM -2:10 PM
Clean up & Washroom time	10:10 -10:25 AM	2:10-2:25 PM
Snack & quiet social time	10:25-10:45 AM	2:25 - 2:45 PM
Book, lesson, show & tell	10:45-11:15 AM	2:45 - 3:15 PM
Outdoor activities	11:15-11:45 AM	3:15 - 3:45 PM

LAPS generally follows the same statutory holidays as the Edmonton Public School Board in addition to Winter and Spring break.

OUTDOOR ACTIVITIES

Weather permitting, the children and teachers will go outside every day during the last 30 minutes of the program. This is a time for the children to run, jump, hop, throw, climb, etc., thus developing large motor skills. It is also a time for sharing playground equipment and "feeling" the weather. If you do not wish your child to go outside, it is your responsibility to pick him/her up at 11:15 or 3:15 respectively. Outdoor play will not occur should the temperature be below -15 degrees Celsius with the wind chill. Our Playschool values these outdoor activities and the decision for outdoor play will be made thirty minutes prior to scheduled activity time. Should you have questions about this on the day of activity please feel free to call the school phone.

DROP-OFF POLICY

Once your child is checked in with the teachers at the door, please understand that due to current licensing and public health restrictions parents, and siblings, are not allowed in the school. If you would like to enter the school to speak to a teacher or see your child in the classroom please speak to Ms. Jill to pre book a time in advance. Any parent entering the facility will need to adhere to the current Covid 19 provincial restrictions, wear a mask and fill out the daily health screening checklist. Please note we cannot allow siblings into the facility at this time, and we would request that only one parent/caregiver be present.

PICK-UP POLICY

Structured time is over at 11:15 and 3:15. Children and their belongings are to be in the care of their guardians by 11:45 a.m. or 3:45 p.m. at the latest. **Please be considerate of the staff and their time; the time between classes facilitates appropriate cleaning.** For late pick ups without prior notice, the teachers will exercise the right to implement the following policy:

- a) First late pick up; the president will call the parents
- b) Second late pick up; the president will send a letter to the parents
- c) Third late pick up; a charge of \$25.00 will be levied
- d) Fourth late pick, will be brought to the Board's attention and discussion with respect to further suitability for the program.

Should you be running late please notify the school (780) 434-2687. Should you be calling after 11:15 AM and 3:15 PM please call the emergency LAPS cell phone (780) 940-1212

IN EVENT OF EMERGENCY

The teachers follow our Evacuation Procedure that is posted in the playschool as per fire marshal code. For details of this process you can view the procedure here:

https://drive.google.com/open?id=1Qr_df-jJ4dZaQwO3sHvxVj9PU5Tq14c7jqXoGWIOkzE

In the event of an emergency the teachers and children will proceed to Square One Coffee Shop (15 Fairway Dr NW) and parents will be contacted to come and collect their children.

SNACKS

Our license stipulates “nursery school license holders shall ensure that sufficient quality and quantity of food is provided to children at appropriate times. Appropriate times and sufficient quantities means children in care 2 - 4 hours shall receive at least one snack providing one serving each from 2 or more of the basic four food groups” (D.C. Reg. Section 25).

Each child is responsible for their own snack. Please send enough snack (2-3 food choices) and beverage.

Nuts and nut butters are to be totally excluded from all snacks.

SHOW AND TELL

A show and tell item may be brought to share with the class on your child’s scheduled show and tell day. At all other times, we encourage children to leave items at home or in backpacks in order to avoid potential problems.

SPECIAL EVENTS

Special events (both onsite and offsite) are organized by the teachers. Generally, more offsite special events are planned toward the end of the year.

A “general outing” permission slip for playground activities and walks in the area must be signed and submitted with your fees, and will be kept with the child’s Registration Form at the playschool.

Off-site special events must have written permission in advance by each child’s legal guardian for each event. A group permission sheet will be placed at the sign-in area at least one week prior to the outing. Parents may also volunteer to attend the outing. By signing the permission sheet for your child to attend the outing, you are also giving permission for your child to be supervised by a parent volunteer. If you are unable to come in to sign, an individual form will be sent home with your child. Children not attending the outing will be expected to stay home that day.

When it is necessary to combine classes to accommodate bus and agency schedules, times for outings may differ from your child’s regular schedule and regular classes may be canceled for that day (i.e.: if an event takes place in the morning there will be no afternoon class and vice versa). It is the parents’ responsibility to check the notice board or newsletters for upcoming outings and special events. You may also call the school for details. Please note the time of dismissal, as this may be different from the regular dismissal time, depending on the outing.

COMMUNICATIONS

All communication from LAPS will occur via e-mail unless in case of emergency. Please ensure we have your most up to date, regularly checked, e-mail address to provide the best playschool experience. Our Executive takes great care to minimize and streamline communications to our parents and membership. Your email will not be shared or distributed for any other purposes than playschool required communication.

Keep your child’s information up-to-date, through the teachers. Notify the school of changes such as phone number, address, emergency contact, etc

FIRE DRILL

Each class is required to have a fire drill at least once every two months. Parents will be notified when these occur. An evacuation plan is developed and located on the exit doors.



ACCIDENT/INCIDENT POLICY

If an accident occurs during playschool time, the following procedures will be followed depending on the severity of the situation.

1. Teachers will inform the child's parent at pick-up time of any accidents causing bumps, bruises, scrapes, etc. When a significant accident occurs, an Accident/Unusual Incident Form will be completed by the teacher and signed by the parent.
2. When immediate medical attention is not required, the teachers trained in first aid will attend to the problem. The child's parent or emergency contact person will be notified immediately.
3. When immediate medical attention is required the parents or emergency contact will be notified immediately using the contact information provided at registration. One of the teachers will proceed with the child to Emergency until a parent or guardian arrives. If an ambulance is required, the costs are to be paid by the child's family or medical plan.

CRIMINAL RECORD CHECK POLICY

Paid employees and teachers- Must have current up to date criminal record checks completed prior to first day of employment, and must be kept up to date and valid during time of employment. Cost is paid up front by employees.

Licensing Requirements Effective 2021/2022) onward:

- **Volunteer board members-** Must obtain a current criminal record check according to the new licensing agreements for daycare and out of school care facilities.
- **Parent Volunteer in Class Teacher Assistant-** Must obtain current criminal record check before being allowed to complete the in classroom volunteer duty. Required by new licensing agreement.

EMERGENCY BOARD ACTIVATION

In the event of medical emergency where a teacher must leave the classroom the emergency Board phone list will be activated and a Board member or designate will arrive onsite as soon as possible. This list will also act as a support for the teachers in event of other LAPS onsite emergencies.

MEDICAL POLICY

Please keep your child at home if he/she seems sick or unwell or has a fever over 37.5°C (their temperature should be normal for 24 hours before returning) or has vomiting or diarrhea. Children coming to playschool who are too ill to go outside at the end of the class are too ill to be at playschool. If your child is displaying signs or symptoms of illness you will be called to remove your child from the program until they are well. If your child has a cough and appears uncomfortable you will be called and if your child remains in the class they may be asked to wear a mask. If your child has a communicable disease (i.e. whooping cough/pertussis), it is the teacher's obligation to notify the Board of Health with your family's name and phone number. The playschool will not be responsible for giving medication except under extenuating circumstances and with prior agreement of the teacher and the LAPS Executive. A Medical Release Form is available for this purpose from the Executive.

Please inform the teacher if your child has been exposed to a contagious disease or is on regular medication, whether or not it is administered at the playschool. Medication coming to the playschool with a child for administration must come with the original label/packaging, with physician instructions where applicable, child's full name and must not be expired. This will be stored in a secured, out of child's reach but easily accessible location in the event of Board-approved administration. We also wish to be informed if there is any possibility of problems arising from allergies, asthma, epilepsy, or any other life threatening condition.

If your child has had vomiting or diarrhea he/she must remain out of playschool until symptoms have been absent for 24 hours.



Public health orders and licensing stipulations have prompted reopening modifications and varied practices. If you're not sure what to do if your child has symptoms for isolation you should follow directives from Alberta Health:

<https://www.alberta.ca/isolation.aspx>

LICE

As this is a common infection, if there is potential that your child has potentially been exposed to lice you will be notified by the school. Further details about lice exposure is available on myhealth.alberta.ca, by calling Health Link 811, or by discussing with your healthcare professional.

WEATHER POLICY

In the event of severe winter weather or breakdown of mechanical equipment at the community league, classes may have to be canceled. In the event of closure prior to the start of the class, email communication will be sent out and a closure sign posted on the community league door. Any closure occurring during class time will be communicated via telephone. Classes cannot be made up due to the playschool schedule.

TEACHER - PARENT COMMUNICATION

If you have concerns or worries, please bring them to the teacher's attention either by appointment, when the children are not around, between classes, or after class, when a teacher may have some time to talk. Please inform the teachers if your child has been sick or if any joy or trauma has occurred at home, which may affect his/her behavior at playschool. If you are unable to come in to the playschool on a regular basis, please email teacher@littlespenplayschool.com

If you have any concerns regarding your child's social skills or kindergarten readiness, we welcome you to contact the teachers to set up an appointment.

Parents are welcome to volunteer playschool with their child in advance arrangements mutually agreed upon with the teaching staff.

PARENT BULLETIN BOARD/GENERAL POSTINGS

Please keep in touch with the bulletin board, as the teacher will be posting up-to-date notices about themes, outings, and special items needed. Additional Board correspondence may be posted on the bulletin board in addition to e-mail circulation.

Minutes from Board meetings are available to all members upon request.

A newsletter will be emailed approximately once a month during the school year to your provided email at the time of registration.

The online LAPS parents hub can be found at <https://littlespenplayschool.com>, with the PARENTS HUB label in the top right corner. The password will be emailed to you separately. This website will house our monthly newsletter, program plan, this handbook, Show & Tell Schedules, and access to the volunteer Sign-up genius for your reference.

PARENTAL INVOLVEMENT

As a parent co-operative, it is necessary that parents assist with the program. A duty list will be sent out via Sign-up Genius. Each member is required to submit one \$100 duty deposit cheque and sign-up for a one job duty per child per class registered in the program. Job duty cheques are returned upon the completion of a job duty.

STAFF PERFORMANCE APPRAISALS AND PROGRAM EVALUATION

An evaluation survey regarding the staff, program, administration and overall satisfaction with the playschool will be e-mailed to all families at the end of each year. The teaching staff will participate in the review of the evaluation results and the performance appraisal with the Director (or designate) and President.



COMMUNITY LEAGUE AND PHYSICAL ENVIRONMENT

The Community League Building and playground is a non-smoking environment. We are fortunate that we are a separate stand alone building with its own parking lot.

The outside doors to the playschool will be locked for security reasons at about 9:00 a.m. and 1:00 p.m. Knock loudly if you need entry or you may also call the playschool land line at (780) 434-2687 if you require assistance with entry.

Parents are responsible for the supervision of siblings while they are at the playschool, during drop-off and pick-up.

BOARD MEMBER EMAILS FOR YOUR REFERENCE

teacher@littleaspenplayschool.com → direct communication to our teacher. Please note this will not be checked the day of school as our teacher will be busy preparing for a great day in class

laps@littleaspenplayschool.com → if unsure you can email this address and it can be forwarded on to the appropriate board member

president@littleaspenplayschool.com

vp@littleaspenplayschool.com

secretary@littleaspenplayschool.com

treasurer@littleaspenplayschool.com

registrar@littleaspenplayschool.com

director@littleaspenplayschool.com

fundraising@littleaspenplayschool.com

snackroster@littleaspenplayschool.com

publicity@littleaspenplayschool.com

website@littleaspenplayschool.com

purchasing@littleaspenplayschool.com

communityleague@littleaspenplayschool.com

casino@littleaspenplayschool.com

APPENDIX A: Job board descriptions

Job Board Positions *Each family that is not on the Board is required to do one cleaning night during the course of the playschool year. The cleaning nights are generally scheduled on a weeknight and typically last two hours. Parents are expected to sign up for a cleaning night at the beginning of the school year in addition to a job board duty.*

Please ensure to sign up for **1 job board duty** for **each child for each class**. If you have more than one child, or have one child in more than one class, please sign up for an additional duty. If you have any questions about this, please ask the Classroom Liaison. Job board positions include duties such as:

Kitchen Clean & Organize - Fall/Winter Perform and deep clean of the school kitchen; organize cabinets, utensils, etc... To be completed in September or October and January or February

Financial Audit In addition to our Community Ambassador, review the Playschool finances for the school year.

Teacher Evaluations Volunteer to sit in on one class and complete a thorough evaluation. The executive board will provide you with the requisite forms and instructions

Birthday Crown Makers Three parents are needed to make crowns for each of the birthday boys and girls (approximately 70 students). Teacher will provide general instructions. Supplies to be purchased by you. Keep receipts to be reimbursed,

Playdoh Makers This job runs through the year and each parent will be responsible for two months of making playdoh for the school. Supplies will be given by the teaching staff.

Recycling (Sept through Jan) and (February through June) Take the recycling bags from the school and add them to your own curb-side for pick up by the City.

Santa Claus Visit (One for each class)- Dress up and play Santa! Please do not sign up for your own child's class. More details will be provided in December.

School Items Maintenance This position involves working with the teaching staff to fix or clean general items (such as sewing/repairing/washing the dress up clothes)



Substitute Classroom Assistant - Substitute the class with the other teaching staff if one of them is away. You must be available on short notice. If you sign up for this duty, yet are unable to substitute after 2 attempts, your cheque will be cashed

Bottle Drive Assistants Take the bottles to the bottle depot during the bottle drive fundraisers

Class Liaisons Fall Term and Winter Term - Class Assistants Two parents are needed for helping with special class projects

Parent Helpers - This job is only for parents with children in the 3 year old classes - to arrive 15 minutes prior to class ending and assist the teaching staff with getting the kids ready to play outside from Nov-Feb

Handyman/Handywoman Help to repair or arrange repairs of items around the play school (this does not include building maintenance)

Bathroom Clean - September to January And February to June Perform a deep clean of the children's bathroom two times during the course of 5 months

Book Repair Person Person to repair play school books

Laundry Assistant- October -February and February to June Take home laundry from the preschool to be washed at home. Return the laundry the next day your child is in class.

APPENDIX B: LAPS Board Positions And Descriptions

Little Aspen Playschool Board

Parent board members are not assigned other volunteer duties and do not participate in casinos, however, all board members are expected to attend the bi-monthly meetings that are approximately 1-2 hours long. Board members are also expected to assist with other duties as assigned by the President.

There are 5 executive positions of the Board: President, Vice President, Treasurer, Subsidy Director and Secretary. These 4 positions will meet monthly for 1 hour - one month as the executive and then the next month with the entire Board.

PRESIDENT (One position required)

- Responsible for renewing playschool license, insurance, and lease
- Responsible for hiring, performance reviews, and (re-)negotiating teacher contracts
- Set calendar for the year – including Orientation, registration night, AGM
- Proposes policy changes and ensures all discussions items end with a decision or outcome.
- Presides over meetings according to the agenda they prepare
- Acts as a liaison between parents and teachers, including issues management with parents
- Oversees duties being performed by board members through the year
- Responsible for COVID-19 management, policies and process development
- Keeps email and google drive folder for position organized

VICE PRESIDENT (one position)

- Key contact and responsible for management of
 - Teacher time sheet tracking
 - Time off requests from teachers (receives and approves)
- Coordinates and oversees paid and unpaid substitute teachers including booking them for dates as required
- Coordinates and submits vulnerable sector checks for volunteers
- Liaison with cleaners re: non-sessional days (days they are canceled for cleaning)
- Ensures abuse policy requirements and documentation is completed annually.
- Fills in for and assists president as required
 - Keeps email and google drive folder for position organized

TREASURER (One position required)

- Drafts annual budget for board approval
- Brings forward budget changes to board as required
- Responsible for all outgoing financial transactions concerning the school
- Responsible for all monthly tuition charges using online banking or credit card platform (stripe), issues tuition refunds when necessary.
- Manages the operating accounts via online banking and in person banking
- Maintain accurate records of transactions and accounts
- Maintains the playschool float and pays all bills in a timely manner (rent, cell phone, advertising, others as needed).
- Pays teachers bi monthly and completes remittance to the CRA
- Oversees the duties of annual auditors
- Keeps email and google drive folder for position organized
- Set up and process EMT payments and credit card transactions for tuition
- Maintains regular contact with bookkeeper and submits records monthly.
- Collects mail from mailbox weekly
- Issues tuition receipts to LAPS families
- Acts as LAPS Liaison for incoming grants and ensures grants are used appropriately
- Submits Society Annual Review for LAPS
- Compiles and submits annual casino financial report
- Communicates with parents regarding tuition concerns or questions
- Maintains paper filing system and records according to legal requirements

Note: This position is required to perform duties from July 1 to June 30. Computer and bookkeeping knowledge are essential to this position.

SUBSIDY DIRECTOR (one position)

- Responsible for submitting and coordinating all subsidy and wage claims
 - monthly childcare subsidy claims for children attending LAPS (parents need to apply with Alberta Human Services first). This includes monthly claim submission and communicating with the treasurer to ensure the payments are received and then reimbursed to the parent.
 - Director is the school liaison for Alberta Human Services Childcare Claims unit and must be able to explain LAPS parents the general process.
- Keeps email and google drive folder for position organized

REGISTRAR (One position required)

- Communicates with potential registrants, maintains registration forms and data
- Provides the Treasurer with required registration cheques and maintains financial communications with registrants.
- Maintains class lists
- Arranges and executes Registration Night
- Contacts all registered families in February/March, with a confirmation email/letter
- Continues to receive registrations and email inquiries during summer months
- Keeps email and google drive folder for position organized

Note: This position is required to perform duties from July 1 to June 30.

SECRETARY (One position required)

- Compiles and circulates minutes from each Board meeting and AGM
- Updates Parent Handbook for upcoming school year
- Maintains all playschool electronic documents on the playschool Google Drive and ensures drive stays organized.
- Produce a birthday list of all LAPS students and provides to teachers before the start of the school list and as any changes occur during the school year.
- Create and update the Show and Tell schedule
- Keeps email and google drive folder for position organized

Note: This position is required to perform duties from July 1 to June 30. Good organizational and computer skills are an asset to this position.

COMMUNICATIONS (one position)

- Responsible for unified and consistent communications of the Playschool.
- Main point of contact between students, parents and Playschool.
- Sends all Playschool related emails to the parent email list
- Keeps email and google drive folder for position organized

Note: This position is required to perform duties from July 1 to June 30 of the following year.

FUNDRAISING (One position required)

- Organizes the fundraising for the school year.
- Utilizes the members at large to support any planning tasks or emergency tasks. Organizes and facilitates monthly Scholastic Book Order and Flyers.

Places a monthly online book order and follows up with the teacher each month to ensure books have been received/handed out.

- Keeps email and google drive folder for position organized

WEBSITE DIRECTOR (one position)

- Familiarity with Little Aspen's Tech Stack
 - Platforms: Squarespace, Formstack, Stripe, SignUpGenius, GSuite, Google's GA/GTM
- Make frequent updates to the website as requested by fellow board members
- Facilitate annual online registration for parents, including creating the form and ensuring automated, fair enrollment process
- Support fellow board members with IT-related issues
- Support publicity with Google Adwords, Facebook Business or other paid online promotions platforms
- Bi-annual coordination of new photos for website, to keep it fresh
- Keeps email and google drive folder for position organized

CLASSROOM LIAISON: (one position)

- Oversees sign up for job boards keep in contact with the registrar to ensure job boards are up to date regarding withdrawals and new registries.
 - Manage Sign up genius and prepare sign ups to be distributed.
 - Manage job board deposits - Inform Treasurer when deposit must be cashed due to incomplete job board duties
- Responsible for ensuring that all members/parent volunteers are aware of and fulfill their responsibilities to Little Aspen Playschool
- Purchases items for the teacher/Executive, as required for the playschool. Receipts are then provided to the treasurer for the purpose of reimbursement.
- Responsible for preparing, distributing, collecting and analyzing the data for LAPS yearly survey. To be done before LAPS AGM approximately before spring break. Survey is created and distributed online via google docs and is accessible from the littleaspen@gmail.com account.
 - Keeps email and google drive folder for position organized

COMMUNITY LEAGUE REPRESENTATIVE: (One position)

- Maintains the communication between Aspen Gardens Community League and the preschool including addressing building concerns
- Attends both the preschool monthly board meetings and the community league monthly board meetings
- Ensures the community newsletter and sign has all the info needed to advertise for the preschools, open houses and registration
- Keeps email and google drive folder for position organized

PUBLICITY: (One Position)

- Manage Facebook and Instagram page with updates, photos, announcements of what's going on in class
- Book and set up signage, posters, web-ads for following years registration (usually starting in Oct/Nov, and leading up to registration)
- Helps organize/Attend flyers and signage for Open Houses
- Keeps email and google drive folder for position organized

CASINO (one position every second year)

- Main point of contact and coordination of biannual casino
- Create and send out volunteer sign up through Sign Up Genius
- Notify treasurer of families that did not fulfill casino requirements to cash their deposit
- Keeps email and google drive folder for position organized

*2022/2023 is NOT a casino year so no position required that year

On a casino year, there will be a separate Casino board member position.

APPENDIX C: SCREENING QUESTIONNAIRE

<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>

COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR CHILDREN UNDER 18)

Overview

This checklist applies for all children, as well as all students who attend kindergarten through Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, childcare or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

If your child has traveled outside Canada in the last 14 days, follow the [Government of Canada Travel, Testing, Quarantine and Borders](#) instructions, including any requirements for exempt travelers related to attending high-risk environments.

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
If the child answered "YES" to any symptom in question 1:			
<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 activitiesUse the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation.			
If the child answered "NO" to all of the symptoms in question 1, proceed to question 2.			

2.	Does the child have any new onset (or worsening) of the following other symptoms:	
Chills Without fever, not related to being outside in cold weather	YES	NO
Sore throat/painful swallowing Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
Runny nose/congestion Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
Feeling unwell/fatigued Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	YES	NO
Nausea, vomiting and/or diarrhea Not related to other known causes/conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
Unexplained loss of appetite Not related to other known causes/conditions, such as anxiety or medication	YES	NO
Muscle/joint aches Not related to other known causes/conditions, such as arthritis or injury	YES	NO
Headache Not related to other known causes/conditions, such as tension-type headaches or chronic migraines	YES	NO
Conjunctivitis (commonly known as pink eye)	YES	NO

If the child answered "YES" to ONE symptom in question 2:

- Keep your child home and monitor for 24 hours.
- If their symptom is **improving** after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary.
- If the symptom **does not improve or worsens** after 24 hours (or if additional symptoms emerge), use the [AHS Online Assessment Tool](#) or call Health Link 811 to check if testing is recommended.

If the child answered "YES" to TWO OR MORE symptoms in question 2:

- Keep your child home.
- Use the [AHS Online Assessment Tool](#) or call Health Link 811 to determine if testing is recommended.
- Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started.

If the child answered "NO" to all questions:

- Your child may attend school, childcare and/or other activities.

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started or until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.