

# KALEIDOSCOPE KIDS Preschool

Nolan Hill

## Handbook

Revised August 2022

212, 8 Nolan Hill BV NW Calgary, AB T3R 0T9

[www.kalkids.com](http://www.kalkids.com)

### Phone Contact Information

If you need to reach a teacher to report an absence, leave a message regarding drop off or pick up, or talk to your teacher about a question or concern please contact;

Teacher Phone 403-547-1020 then press 4

If you would like to contact the director regarding administration details, registration, billing, staff concerns, or any general enquiries please contact;

Office Phone – 403-547-1020 then press 1

Please note calls coming to the office phone may not get to your teacher immediately so please use the teacher phone for more immediate assistance.

### Email Contact Information

The school email is: [office@kalkids.com](mailto:office@kalkids.com)

We have one email for all centres therefore when contacting the school via email, it is important to list your child's name and class name. Emails will come to the directors and will be forwarded to teachers if needed but may not be within the same day – if you need to contact a teacher for more immediate concerns it is best to leave a message on the teacher phone.

### School Term

The Preschool year runs from September through to the third week of June. The centre will be closed for all statutory holidays, Spring break, Teachers Convention and for Christmas break. There will be 3 Organizational days for T/T programs and 3 Organizational days for M/W/F programs during the year.

### School Tuition

Tuition is calculated based on the whole school term. We offer payment options for your choosing. You will notice some month's have 5 weeks, some 4 weeks, some 3 weeks and some even 2 weeks. We offer equal payment options to make it easier for budgeting.

### Drop Off / Pick Up

- Do not drop off your child before class time as the Teachers are preparing for class.
- At no time should you leave your child unsupervised.
- Children must be picked up promptly at dismissal time. Families may incur a fee if late pick up is continuous.
- COVID protocols may apply

If you have any questions during dismissal or arrival, please contact us either by email or telephone. If you have a question of an urgent nature and do need to speak to a member of staff, please wait until a staff member is available (Please wait until all the children have been dismissed or have settled into class).

### Sign In/Out Procedure

- The teachers will record the attendance of the children in and out at the Preschool.

Please share any unusual or pertinent information regarding your child's attendance with the teacher when class starts. Example: 'Grandpa is picking up Jimmy today'.

### Dress

The children need to be free to play and explore without worrying about their clothes.

- Dress your child in comfortable, durable and washable clothing.
- Indoor shoes with non-slip soles are required to be worn at all times in class.
- Dress your child warmly during winter in case of emergency evacuation.
- Label all articles of clothing with the child's name.
- Provide a full change of clothes for your child in case of accidents in a small backpack – shirt, pants, underwear, socks!

### School Cancellation Due to Weather Conditions

Class cancellation due to weather will be determined by the Teachers. Notification of cancellation will be promptly given/sent to parents. Teachers will make every effort to contact parents by phone or email. If you are unsure and have not received notification, please call the Preschool as we will leave a message indicating the closure. There will be no make up days.

### Social Functions

The Preschool recognizes special events and holidays, such as Easter, Christmas, Halloween, Valentine's Day and birthdays. We recognize that children come from diverse backgrounds. A child's participation in the Preschool social functions will be left to the discretion

of the parent/guardian. Families that celebrate other holidays/traditions are invited to share with the class), please make arrangements with your teacher.

### **Treat Bags**

At this time food sharing will NOT be allowed.

### **Emergency Evacuation**

During the evacuation the Teacher(s) will be responsible for bringing the binder containing the children's enrolment records and the binder containing the attendance records.

Sobey's is designated for emergency relocation in the event the Preschool is evacuated.

### **Absences**

If your child is going to be away please **CALL** the teacher's phone at the school and leave a message. Email communication may not always get to the teachers in time.

### **Inspections**

The Preschool undergoes regular inspections from Alberta Children's Services, Calgary Fire Department and the Public Health Department to ensure a clean and safe environment for your child.

### **Toys**

Please leave toys at home as we have many toys for the children to play with at preschool. Toys are easily lost or broken if they are brought to preschool.

### **Special Helper/Show & Share**

Please check the monthly calendar for your child's special helper day. At this time, the special helper will NOT be allowed to bring in any personnel belongings to show and share (this may change in the coming months). Your child does not have to participate in the special helper day if they choose not to. **If you know you are going to be away on holidays, please email the school those dates so we can schedule around them.**

### **Birthdays**

Birthdays are celebrated at Kaleidoscope Kids Preschool. Your child will receive a special birthday crown and at circle time we will play a happy birthday song to your child. Near the end of the school year, we have a celebration for children who have a summer birthday.

### **Special Needs**

Kaleidoscope Kids Preschool is an inclusive centre, and all children are respected and supported. There is one space in most classes for a child who requires extra support. If we do have a child from an Early Intervention Program, they may come with support.

We are pleased to be partnered with GRIT Calgary Society. If you have any concerns about your child's development, please let your teacher or the director know as soon as possible. Funding may be available for children.

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## **Parent Involvement**

### **Parent Visitors**

When it is your child's 'special helper' day, a parent is welcome to visit during class. If you are planning to visit, we recommend coming during the last twenty minutes of class to watch your child's show and share or you may attend the whole class if you wish. Parent visitors are the child's parents/guardians and unfortunately, we cannot have other people visit unless they have a valid security clearance.

**COVID protocols may apply.**

### **Volunteering on Field Trips**

Parent volunteers will be required when the preschool goes on fieldtrips. A volunteer list will be posted on the bulletin board for parents to sign up. If there are more volunteers than required on the volunteer list, we will draw for the volunteer spots. In the event we do not have enough parent volunteers signed up for a class, the field trip for that class will be cancelled. **Parent volunteers are the child's parents/guardians and unfortunately, we cannot have other people volunteer unless they have a valid security clearance.**

**COVID protocols may apply.**

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## **Communication**

### **Newsletters**

The Teacher(s) will provide a monthly newsletter describing the theme(s) and activities taking place in class that month. All other important information for that month will be included in the newsletter as well. **Please read monthly newsletters.** If you misplace your newsletter, it is available to view on our website.

### **Email Addresses**

Newsletters, notices and other important information will be distributed through email to all families attending the preschool. If any family does not have email, a hard copy will be put into your child's mailbox. As a community conscious facility, we are looking to help save paper whenever possible.

### Bulletin Board

A bulletin board will be posted on-line. Pertinent information will be on this board - **please check it daily**. The bulletin board contains guidelines, a copy of the monthly newsletter and calendar, and other information pertinent to parenting young children. If, at any time, parents wish to put items up on the bulletin board please consult a Teacher to make arrangements.

### Grievances

Parents may bring any concerns to the Teacher(s) at any time. We have an 'open door policy' at the preschool and are open to all questions and concerns. If the concern is of a personal and/or confidential nature, the Parent should contact the office direct [office@kalkids.com](mailto:office@kalkids.com).

If you have any questions during dismissal or arrival, please contact us either by email or telephone. If you have a question of an urgent nature and do need to speak to a member of staff, please wait until a staff member is available (Please wait until all the children have been dismissed or have settled into class). **COVID protocols may apply**

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## Snack Policy and Guidelines

### Snack Policy

Snack time is a component of our program required by Alberta Children's Services. We use snack time to provide **nutritious snacks** in promotion of healthy eating habits and a positive lifestyle for the children. Due to the increase in allergies, restrictions and food tolerances snack must be provided from home daily. **Please follow the snack guidelines carefully.**

#### For snack:

- Provide your child with a reusable lunch box that is CLEARLY marked with their name
- Please send your child a healthy snack consisting of two food groups.
- Please refrain from sending a 'buffet' – two items are plenty. If registered in the plus program please send 3 items.
- Please provide your child a drink in a reusable cup that can fit INSIDE your snack box. No juice boxes please!
- Please refrain from sending items containing nuts – items with nuts will be sent home!
- Please have snack cut and prepared for your child so they can eat independently. Try and use reusable containers.
- Your child's lunchbox should provide utensils if required and napkins. IMPORTANT: Lunchboxes will not be placed in the fridge, please ensure your items are non-perishable or you must provide a cooling/ice pack in your lunchbox.
- Children will NOT be permitted to share snacks and snack tables will be monitored by teachers. Teachers will be aware of children's allergies and will closely observe snacks. Please be proactive at home and discuss the importance of not accepting food from another child.

#### Caution Foods (some foods should be modified to make them less hazardous.):

Whole Grapes/cherry tomatoes – slice lengthwise

Hot Dogs – slice lengthwise

Hard Vegetable Pieces – shred or chop vegetables

Fruit with Pits – remove pits before serving

Hard fruit pieces – shred or chop

Any other items with a 'plug' shape that could be a choking hazard.

There are some foods that are **prohibited** for children less than 5 years of age. Please ensure these items are not sent to school:

-Snacks made with toothpicks or skewers

-Popcorn

## Allergies

It is essential that the Teacher(s) know of any allergies your child may have. Children will be exposed to a wide variety of things in the Preschool so please be sure to list all allergies on your child's registration forms. All allergies are monitored daily and snacks are substituted by teachers accordingly.

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## Registration & Payment of Fees

### NSF Pre-Authorized Debits

There will be a \$50.00 charge on any NSF/returned Rotessa pre-authorized debits. Two (2) NSF debits from the same family will require certified cheques or cash for the remainder of the year.

### Receipts

Preschool fees may be tax deductible as childcare expenses (get form T778). Childcare usually needs to be claimed by the person with the lowest income; therefore, it may or may not affect your tax return. Tax receipts go out in January and June.

### Cancellation/Withdrawals Policy

To withdraw a child from the program at any time prior to February 28, 2023, parents must give the Teacher(s) one full month's notice before the 1<sup>st</sup> of the month you wish to cancel. For example, to withdraw for December, notice must be received before November 1. Failure to give timely notice will result in forfeit of the deposit fee. If you withdraw your child after February 28, 2023, you will automatically forfeit the deposit fee.

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## Child Health

### Child Health

Good health and well-being are essential for the success of the children in our Preschool. With your cooperation, we can provide the healthiest environment possible for our children. Use the following guidelines and your own best judgement about your child's health to help you decide whether or not to send your child to school. **Please do not send sick children to school.**

- **Colds:** Periods of infectiousness of cold viruses range from 1 to 3 days. The safest course of action is to wait three days after your child has a new cold before bringing him/her to school. For Parents who see children in class with a 'runny nose', it is important to remember that allergies and other non-contagious conditions may cause these symptoms.
- **Bacterial Conjunctivitis (Pink Eye):** is not generally communicable once antibiotic treatment has started. However, a second type of viral conjunctivitis is highly contagious for several days. If your child is diagnosed with Bacterial Conjunctivitis, please consult a physician before bringing him/her to school.
- **Strep Throat:** Twenty-four hours after antibiotic treatment has started, the child is no longer considered communicable. However, children often do not feel well enough to participate in class after the 24-hour period. Parents must take into consideration both the child's physical vigour and the infectious possibilities related to strep throat infection before sending him/her to school.
- **Fever** Following any infection associated with fever over 100 degrees F; a child should remain at home until he/she has been without fever for at least 24 hours.
- **Vomiting/Diarrhea:** As is with a fever, it is the best interest of the children who have been suffering from vomiting or diarrhoea to be given 24 hours to regain strength before returning to class.
- **Coughs:** Lingering coughs associated with Cystic Fibrosis following bronchitis are not contagious. Families should be sensitive to the cause of coughing that the child is experiencing in order to decide whether or not attendance is wise.
- **COVID protocols may apply.**

### Sickness & Communicable Disease Policy

If a child becomes ill with diarrhea, fever, vomiting, unexplained cough/rash or other signs and symptoms associated with a communicable disease, the teacher must isolate the child from other children within the facility. A sick child can also be defined as a child requiring greater attention than can be provided without compromising the care of other children in the Preschool; or displays any other illness of symptom that a teacher knows or believes may indicate the child poses a health risk to persons on the program's premises.

In addition, if a child within the Preschool shows signs of illness, then the teacher's must make a record of the illness and advise the parent/guardian immediately that the child is ill and the parent/guardian must make arrangements to pick-up the child from the facility within two hours of notification.

A child may return to a program if the teacher is satisfied that the child does not pose a health risk to other children or caregivers. A parent may provide a physician note or a parent can report to the Preschool that the child has been symptom free for a period of not less than 24 hours.

**COVID protocols may apply**

Please discuss any medical needs/situations with the Teacher(s), as other Parents may become alarmed and/or make inaccurate assumptions about your child's health, for example, continual runny nose or chronic cough.

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## Medical Procedures

### Medication Policy

We do ask that every effort be taken to administer medications at home. Medications will be administered only when the required "Permission to Administer Medications" form has been filled out and signed, including when the last dosage was given. Medications cannot be administered without the correct information and a signed form. A new form is required for each medication.

The medication must be handed to the teacher who will place it in the medication box kept high up on a shelf above the sink. Do not place any medication in the child's backpack. All medication will be locked and labelled with the child's name. Only emergency medications (for allergic reactions) will not be locked, but kept inaccessible to children.

Cold medications and antibiotics will not be administered at preschool. Please give these to your child before or after preschool.

Medications for allergic reactions can be kept at the preschool. These medications require a separate permission form to be kept with the medication.

### Minor Injuries

The Teacher(s) will treat the injury and notify the parent at the end of the class. A record of the injury will be made in the first aid record book.

### Medical Treatment Required or Medical Emergency

The Teacher(s) will treat and administer first aid as required. A Teacher will call 911, get the child's registration form with medical conditions/allergies information ready for the paramedics and then contact the parent/caregiver or emergency contact person. The Teacher will relay hospital information to the parents/caregiver and make record of the accident/injury.