

# TLC Active Kids *Preschool*

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Parent Handbook



TransAlta  
Tri Leisure Centre

# TLC Active Kids *Preschool*

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## *Table of contents*

### Our Philosophy

### TLC Active Kids Preschool

### Administrative

Offerings

Fees

Subsidy

Withdrawals

Registration forms

### Our Preschool Classes

Dropping off & Picking up

Sample Daily Routine

Things to bring to class

Clothing & Outdoor Play

### Policies

Accident or Illness

Administration of Medicine

Administrative records

Child discipline

Children's records

Emergency procedures

Health care procedures

Incident reporting

Nutrition

Off site and emergency evacuation

Portable records

Potential health risk

Smoking

Supervised care for sick children

Supervision procedures and practices

## Our Philosophy

The TransAlta Tri Leisure Centre is committed to bringing community together to inspire quality life experiences and healthy, active living. The TLC Active Kids Preschool will encompass this facility mission by providing child centered preschool programs that are inclusive, adapt to the unique needs of the children in the class and give children skills to be successful in future endeavors. The TLC Active Kids Preschool provides children with opportunities to learn new skills, explore their environment and experience success through structured and unstructured activities. During programming, children have the opportunity to take part in activities which encourage creative decision making and individual emotional exploration.

### TLC Active Kids Preschool

The program content of the TLC Active Kids Preschool is centered on delivering an experience that meets physical, social, intellectual, creative and emotional needs of children.

**Physical:** The TLC preschool is comprised of programming committed to promoting Physical Literacy -

The ability to move with competence and confidence in a wide variety of physical activities in multiple environments that benefit the healthy development of the whole person. The Sport for Life model indicates at the Active Start stage (0-6 years) that fundamental movement skills need to be introduced to children to establish a physical foundation. Through games, physical movements, skating and swimming, our trained staff will give children the opportunity to experience various fundamental movement skills in different environments. We will educate families on the Canadian Guidelines for Movement and Activity for the early years (0-4 years) and children (5-11 years) and provide tools to incorporate regular physical activity in their everyday life.

**Social:** Through taking part in TLC Preschool classes, children will have the opportunity to interact with peers and instructors in both small and large group settings. Instructors will help guide children through group activities while emphasizing positive communication and cooperation, along with building conflict resolution and friendship skills. Instructors spend quality time with children to learn about them and take an active approach in listening to what each child has to say.

**Intellectual:** TLC Preschool introduces children to language through instruction and self-guided discovery. A planned progression to the building blocks for education (alphabet, numbers, writing, reading, days of the week, weather etc.) will stimulate the children intellectually and grow with the children's changing needs. Weekly craft activities help develop imagination as well as fine motor skills with tools like pencils, glue, paint and scissors.

**Creative:** Unstructured time during programming allows for children to explore their environment independently and allows for self-expression. Children are provided with an assortment of manipulative items to explore and use as they wish. With no set outcome, children are free to express themselves creatively and celebrate their individuality and uniqueness.

**Emotional:** During both structured and unstructured times, children in TLC Preschool classes come first. Children are individually greeted upon arrival and are made feel unique and cared for at all times promoting and fostering self-esteem and confidence. With the use of developmentally appropriate activities, children are given opportunities to experience mastery of different tasks leading to feelings of success and confidence.

### Amenities

Having the TLC Active Kids Preschool inside the TransAlta Tri Leisure Centre gives children easy access to the amenities within, including the gym and field surfaces, Aquatics Centre and Arena Complex. Within a short walking distance there is also the Rotary Playscape Park and ample green space.

## Parental Involvement

Parents will have open communication with the instructors regarding program content and expectations of children, parents and staff in the program. Information will be communicated through our SeeSaw app, including our monthly newsletters.

Parent helper days are required for special events only, occurring once per month. This includes swimming and skating days. Otherwise, child ratios will be met with Preschool Instructors and Facilitators. Parent volunteers will never be left unsupervised with children that are not their own.

## Administrative

Offerings

3-4yrs classes

\*\* Children must be 3 years of age before beginning to attend classes at TLC Active Kids Preschool.

4-5yrs classes

\*\* Children must turn 4 years old before Christmas or have attended a previous preschool class.

Please see our website or call for class schedule and availability.

## Fees

See our website for most recent fees.

## Payment Plan

TLC Active Kids Preschool offers a payment plan option for paying fees. This option is a monthly license installment plan through which TransAlta Tri Leisure annual program registrants may make consecutive monthly payments for their annual program, rather than a single payment.

There is a non-refundable, non-transferable \$30 administration fee to activate the monthly payment plan agreement.

Payments may be made by automatic withdrawal from an account with cheque privileges at a financial institute, a Visa or a MasterCard.

Payments will be withdrawn from your account on the first day of each month. Please see current payment plan document for withdrawal schedule.

## Withdrawals

TLC Active Kids Preschool requires a one-month written notice to withdraw. All withdrawals are subject to a withdrawal fee of 15% on one month of the program cost.

## Registration forms

Registration forms must be filled out entirely to complete your child's registration prior to attending your first class. Registration forms with information missing will not be accepted.

Please note: Parents cannot be listed as an emergency contact. A land addresses is required for each emergency contact listed.

Registration packages are available at <http://www.trileisure.com> or at the front desk.

## Our Preschool Classes

**Dropping off and picking up:** Please arrive five minutes early for class to allow your child time to prepare for the day. The teacher will open the door at this time for your child to come in, hang up their coats and knapsacks, put on their indoor shoes and nametags and greet their classmates. We ask that parents take their child to the bathroom before class. Parents must sign their child in on the attendance sheet before leaving.

When class is over, the teacher will open the door for parents to come in and greet their child. The parent must sign their child out on the attendance sheet. Teachers will always stay with children until their parents arrive. We ask that you be punctual when picking up your child.

If someone else is picking up your child at any point during the year, please make the teacher aware prior to that day. The teacher will not release a child to anyone without prior notice. The teacher may also ask the person picking up your child for a piece of photo ID.

## Sample Daily Routine

9:00am – Welcome, sign in, free play

9:15am – Circle time (songs, a story, talk about the date and weather, show and share, etc.)

9:30am – Unstructured play, craft and learning station.

10:15am – Bathroom, wash hands and snack time

10:45am – Make our way to the gym for physical activity

11:30am – Good byes

- Please note that each day's routine could change depending on what is happening that day. Activities for each class are planned around daily/weekly themes.

## Things to bring to class

- A clean pair of indoor shoes.
- One healthy peanut free snack. We ask that you please not send pop or junk food.
- A water bottle
- A clean change of clothes (t-shirt, pants, and underwear).
- A backpack or bag to keep all belongings in.

Please make sure all your child's belongings has their name on it. Thank you!

## Clothing and Outdoor Play

When the weather cooperates with us, we might take our physical activity time outside from time to time. Please make sure the warm clothes your child is dropped off in stays with them so when it is time to go outside they are properly dressed. During the chilly months, please leave a hat and mittens inside your child's backpack.

During inside time, children are spending their time learning through play. Please make sure your child is dressed so they can comfortably take part in all activities and games.

## Emergency Preparedness

### Fire Safety

Fire drills will be practiced on a monthly basis and recorded for inspection purposes. When conducting a fire drill, all portable records, emergency telephone numbers and daily attendance should be taken with the group as they exit the building.

All fire drills will be recorded on our Fire Drill Record form. Information recorded will include: date, time, response time, number of staff and number of children.

### Policies

#### Accident or Illness

In the event of accident or illness involving a child, the parent/guardian of the child will be notified as soon as safely possible by the license holder or a staff member via telephone. If the parent/guardian of the child cannot be reached by any provided telephone numbers, the license holder or staff must then call the emergency contact provided.

In the event of accident or illness involving a child, the license holder and/or primary care giver will ensure medical attention is immediately given.

All accidental or serious illnesses will be documented in order to track and analyze potential trends and hazards. This will be done by way of incident reports, which will be kept on file for a minimum of 7 years as per TransAlta Tri Leisure Centre policy.

#### Administration of Medicine

Upon request, a staff member may provide medication to a child in a TLC Preschool program.

Before the staff member can administer medication, a "Medical Administration Form" must be filled out and signed by a parent/guardian. The "Medical Administration Form" must contain the following information:

- Date of administration
- Name of child
- Name of doctor prescribing medication
- Name of medication being given
- Dosage/expiry of medication to be given
- Exact time dosage is to be given

Any emergency medication a child might receive while in TLC Preschool programming must be in original container/packaging. The original container/packaging must contain the same information as that given by the parent on the "Medical Administration Form".

The administrator of the medication will initial the Medical Administration Form once the medication is administered.

While in program care, emergency medication will be kept in an unlocked container for easy accessibility for staff but out of reach of children.

#### Administrative Records Policy

Up-to-date administrative records containing the following information must be kept on premises at all times:

- Arrival and departure times for each child
- Evidence of child care certification and current first aid for each staff member
- Police security check and child welfare check for each staff member and volunteer, other than a parent volunteer.

Upon request at a reasonable time, administrative information must be available to parents.

Administrative information must be available for inspection by the director at all times.

All administrative information will be kept for a minimum of two years.

### Child Discipline

All methods of disciplinary action used in the TLC Preschool must be communicated to all parents, staff and children (using developmentally appropriate language) prior to the start of a program. This information will be communicated to staff members by way of orientation package, training and availability of a policies and procedures manual, to parents by way of orientation package and children by way of verbal communication.

Disciplinary actions used in the TLC Preschool are consequential in nature. When a consequence is given, a verbal developmentally appropriate explanation will be given to the child.

Redirection and positive reinforcement are also used as methods of behavior management and child discipline.

When a disciplinary action is taken by a staff member, the action taken must be reasonable given the circumstance. A staff member may not, for any reason, inflict any form of physical punishment, verbal or physical degradation or emotional deprivation on a child.

A staff member may not, under any circumstance, deny or threaten to deny any basic necessity to a child. A staff member may also not, under any circumstance, use or permit the use of any form of physical restraint, confinement or isolation of a child.

Biting, kicking, hitting, scratching or harming another child or staff member in any way will not be tolerated at TLC Active Kids Preschool. When a child is considered to be causing harm to themselves or another child or staff member, the incident will be documented and the parents of the children will be informed. If harmful behavior continues, the parent will be required to pick up their child immediately for that day and an action plan to move forward will be created and documented. If the child continues to be harmful to other children or staff members and no improvement is made, the parent may be asked by the Children and Youth Coordinator to withdraw the child from the TLC Active Kids Preschool.

### Children's Records

For each child enrolled in TLC Preschool programming, an up-to-date record must be kept on premises.

Up-to-date information for each child must include:

- Child's name
- Child's date of birth
- Child's full address
- Parent/guardian's name
- Parent/guardian's full address
- Parent/guardian's telephone number

- Full name, address and telephone number of an emergency contact
- Any medical administration forms
- Any particulars of health care provided to the child or relevant health information (i.e. immunizations, mental/developmental health, allergies etc.)

Each child must have a completed enrollment form with no information missing before the child can attend the TLC Preschool.

This information must be available for inspection at all times by the director and by the child's parent at reasonable times.

## Emergency Procedures

### Trans Alta Tri Leisure Centre TLC Preschool Emergency Plan

Personnel in the TLC Preschool consists of:

- Program Instructors
- Program Facilitators
- Program participants, which may include their parents
- Children and Youth Program Coordinator
- Wellness Supervisor (will act in place of the Program Coordinator if not available)
- Any other volunteers or members of the public in proximity of these services

The Personnel as listed above will be made aware of the procedures by:

- Staff will be provided emergency procedures training as part of their orientation as an employee, update and review of procedures at staff meetings, and annual training provided by the TLC.
- Children are aware of the procedures by monthly fire drills.

In the situation where an emergency status is declared within normal operating hours of the TLC Preschool the following shall occur:

- a) All staff should listen to radio instructions as per the Senior-most staff member.
- b) The Children and Youth Program Coordinator may also provide further instruction as relayed by the SMS and following procedures outlined in the Emergency Preparedness and Response Plan.
- c) In a situation where there is immediate danger to the staff, patrons and public, the staff will prioritize safety of personnel in their zone of occupancy over instructions listed in point a and b.
- d) If the personnel need to leave the area they are occupying due to danger they will notify the SMS and/or the program coordinator of their evacuation and confirm when they have reached a safe location (muster point or shelter in place). Staff will bring portable records of the children in their care.
- e) If parents are present in the building they will remain with their children and follow the lead of the staff. If they wish to leave on their own accord and it is safe to do so, the staff will ensure that normal pick-up procedures are followed. This will confirm staff knows how many people are in the group at all times.



- f) If the emergency will affect patrons that are scheduled to come into the building during that same day, the staff with the assistance of the Program Coordinator will attempt to contact the individuals to inform of the emergency situation occurring at the TLC. The SMS will also be notified of this so appropriate staff members can provide the information to these individuals if they arrive at the building as scheduled.
- g) As long as the children remain in the care of the staff (with or without their parents) the staff will remain on site to maintain normal ratios of staff to children.
- h) If the children are clear to exit the building with their parents, a full staff may not be required. Before any staff leaves, they must record the details of the emergency situation using the incident report as appropriate.
- i) Staff may remain on site under the supervision of the Program Coordinator to assist with any duties that may be required in the building.

In the situation where an emergency status is declared outside of normal operating hours of the TLC Preschool or for an extended period of time the following shall occur:

- The Emergency Command Post or designate will notify the Program Coordinator of the emergency situation.
- The Program Coordinator will contact scheduled staff to communicate the information and may schedule staff to assist with any duties that may be required, depending on how the emergency impacts the TLC Preschool.
- If the emergency will affect patrons that are scheduled to come into the building during that same day, the staff with the assistance of the Program Coordinator will contact the individuals to inform them of the emergency situation occurring at the TLC. The SMS will also be notified of this so appropriate staff members can provide the information to these individuals if they arrive at the building as scheduled.
- Further follow up may be required as the situation progresses.

The following tasks need to be completed regularly to ensure the safety of all individuals in the TLC Preschool program areas in case of an emergency:

- Stony Plain Room storage closet needs to keep a clear pathway to the electrical panel.
- Areas to be kept clean and clutter free when not in use. While in use, staff should be monitoring for hazards and acting pro-actively to safeguard participants.
- First Aid kits checked and stocked monthly.
- Cleaning supplies to be properly labeled and stored. WHMIS sheets to be stored in a central location where cleaning supplies are used.
- Staff to attend appropriate First aid and emergency training to be prepared for a variety of situations.



## Health Care

The provision of health care will only be given to a child if the nature of the care is first aid.

If a child requires health care that exceeds first aid the parent will be notified and an ambulance will be called if necessary.

## Incident Reporting

Using the prescribed form, the license holder will report to the regional child care office if an incident occurs as defined: emergency or unusual occurrence or event during the programs hours of operation that affects a child's safety or that causes or has the potential to cause harm to a child's health or wellbeing. The license holder will stay apprised of updates to childcare regulation requirements for incident reporting.

Reportable incidents will be reported immediately to the regional child care office using the prescribed form.

All incidences will be analyzed annually by the license holder using an Annual Summary and Analysis Report. These reports will then be submitted to the regional child care office.

## Nutrition

During each two hour class, a snack time must be provided to children. Children will be required to bring their own snack of choice and will be encouraged, and given sufficient time, to rest and eat it. Snacks must be peanut free to ensure the safety of all children. The classroom will also be sensitive to other specific allergies if necessary and where reasonably possible.

## Off-Site and Emergency Evacuation

### Off-site Activity

If a situation arises where the TLC Preschool program plans to leave the licensed premises, the parent/guardian of each child are to be verbally notified and a permission form must be signed. This permission form must state the following information:

- Name of child
- Name of parent/guardian
- Description of the activity
- Address of destination
- Method of travel
- Expected departure and return times
- Staff to child ratio
- Signature of parent/guardian

Updated portable records for each child must be taken any time a program leaves the premises. The TLC Preschool's licensed premises includes the TransAlta Tri Leisure Centre, Rotary Park, and the adjacent green spaces.

### Emergency Evacuation

Emergency evacuation procedures are to be known to all staff participating in a TLC Preschool program. A copy of this information is to be available to all staff at all times. Updated portable records for each child must be taken during an emergency evacuation.

Emergency evacuation procedures are to be known by all children participating in a TLC Preschool program where developmentally appropriate. This will be communicated verbally.

Telephone numbers for the following emergency and safety contacts must be ready and accessible:

- Emergency medical service
- Ambulance service
- Fire department
- Police
- Poison control centre
- Nearest hospital
- Nearest medical facility
- Child abuse hotline

### Portable Records

A portable record containing the following information must accompany a program at all times:

- Child's name
- Child's date of birth
- Child's home address
- Parent/guardian's name
- Parent/guardian's home address
- Parent/guardian's telephone number



- Name, address and telephone number of an emergency contact
- Any relevant health information about the child (i.e. allergies etc.)

Along with the above information, the following is also required to accompany a program at all times:

- Telephone number of the local emergency response service
- Telephone number of the poison control center

### Potential Health Risk

To ensure the good health and safety of all children in TLC Preschool programming, constant awareness of participant's health requirements will be maintained.

Children should not attend TLC Preschool programming, or may be asked to leave TLC Preschool programming, if any of the following signs or symptoms have been detected:

- Vomiting, fever, diarrhea, or any new unexplained rash or cough
- Irritability, lack of energy, trouble breathing, persistent and unexplained crying or a rash along with a fever or behavior change
- Belly pain for two or more hours
- Vomiting two or more times within the past 24 hours (unless it is from a non-contagious disease and the child is not at risk for dehydration)
- Mouth sores (until they are crusted and dry)

If a child has an illness that requires greater care and attention than can be provided without compromising the care of other children in the program they will be asked to leave the program or remain home.

If a child is observed having or displaying any other illness or symptom that a staff member knows or believes may indicate that the child poses a health risk to persons on the premises they will be asked to leave the program.

To ensure that the child's parent arranges for immediate removal of the child from the program's premises, all parents will receive the information of which signs, symptoms and illnesses will not be permitted in the TLC Preschool program and that children will need to be removed immediately by the parent, emergency contact or another individual authorized by the parent. If a parent fails to arrange for immediate removal of a child the staff member will refer to the Supervised Care for Sick Children procedure.

A child may stay in the TLC Preschool program if the child's parent provides written notice from a physician indicating that the child does not pose a health risk to persons on the program premises or has been symptom free for 24 hours.

An illness log will be kept on premises to track illness within the TLC Preschool. When there is an illness a staff member will record the following information:

- Name of child
- Date child was observed to be ill
- Name of staff member who identified the illness
- Time the parent was initially contacted
- Name of staff member who contacted the parent

- Time the child was removed from the program
- Date the child returned.

## Smoking

The Tri Leisure Centre is a smoke-free environment in buildings, 20 metres from the front (south) of building or equipment operated or leased by the Facility.

This policy applies to all programming including the TLC Preschool. No staff member should smoke where Child Care is being provided.

## Supervised Care for Sick Children

If upon receiving notification of illness a parent cannot remove their child immediately, the emergency contact will be requested. Due to the short duration of the program, if a parent/guardian or emergency contact cannot immediately remove the child, the child will be moved away from the program and supervised by an alternative staff until the parent/guardian arrives.

In the event of illness and a child being removed from a program, an alternative staff member from the TransAlta Tri Leisure Center may be called in to keep ratio with a primary staff member while a second primary staff accompanies the sick child

## Supervision Procedures and Practices

### Environment

The layout of the TLC Preschool program space, both indoors and outdoors, must be conducive to effective supervision of children by primary caregivers at all times. Primary caregivers should be positioned to observe all children at all times.

Before children enter a program space, staff must do a walkthrough of the space to ensure safety and quality standard. Staff working in a program space should be aware of all safety hazards, doors and children in the room. Staff should act on this knowledge accordingly. Upon entering any other environment the staff will scan for any safety hazards to ensure the safety of the children.

The primary programming space for the TLC Preschool allows for 2.5 square meters per child, as per licensed capacity.

All furnishings play equipment and play materials are safe and maintained in good repair and are both developmentally appropriate and of sufficient quantity and variety for children.

The TLC Preschool will utilize books, toys, and play equipment that supports literacy development.

### Head counts

Child safety in TLC Preschool programming will be ensured through the use of head counts. Head counts must be conducted at the beginning of class, the end of class before any child is dismissed and every 15 minutes throughout the duration of the class. If the program moves from one location to another, head counts must be done before exiting the original space, and immediately after arriving at the destination.

### Developmental needs

In effort to support children's developmental needs, staff members use a number of techniques when supervising. These techniques include:

- Natural consequences
- Choice

- Redirection
- Boundaries and limit setting
- Knowing each child and being proactive
- Emphasizing positive behavior and use of positive reinforcement

To ensure the children enrolled in TLC Preschool programming are safe and supervised appropriately, we ask the following credentials of primary care givers:

- Current first aid and CPR
- At minimum a Child Development Assistant
- Current police security and child welfare check (dated no earlier than 6 months prior to commencement with the TransAlta Tri Leisure Centre and updated every two years after)

No staff are to be left alone with a child until they have obtained both a Child Development Assistant and a current police security and child welfare check.

At all times, minimum staff to child ratios must remain at 1:12. Parent volunteers may be considered as staff members if necessary. Despite the minimum staff to child ratio for the TLC Preschool, where seven or more children are present at a program a minimum of two staff must be present.

