

## **READY, SET, GROW PRESCHOOL INC.**

5703 – 50 AVE. Beaumont, AB. T4X 1C4

In the basement of the St. COLUMBA ANGLICAN CHURCH

Phone: 780-929-2820 E-mail: rsgpreschool07@gmail.com

### **PARENT AND STUDENT HANDBOOK**

**Introduction:** Ready, Set, Grow Preschool Inc. is an organization licensed by the Province of Alberta to operate a preschool. We are independent from other preschools in Beaumont and operate privately, solely on student fees. There is no Board of Directors. Our teachers work together to make planning and operating decisions for RSG Preschool.

**Program Philosophy:** Ready, Set, Grow Preschool strives to create an environment that is conducive to the growth and development of the young child. We provide a warm and friendly atmosphere where children are supported as they create, discover, imagine and explore. We offer a play-based, developmentally program. Some of the highlights of our program include:

- exposure to high quality children's literature
- variety of art experiences
- music experiences and exploration
- sensory play
- loose parts play
- block play
- imaginative play
- outdoor play
- fine motor work
- gross motor work
- fieldtrips and/or special in-school presentations
- class parties (Halloween, Christmas, Valentine's Day, Year-End)

We offer a "Reggio-Inspired" learning environment and we see children as being active participants in their learning. We support and extend their thoughts and ideas, and we value their intellectual, emotional, social and moral potentials.

**Operation:** Although there is no association of faith between the preschool and the church, Ready, Set, Grow Preschool Inc. operates out of the basement of the St. Columba Anglican Church. We value and appreciate our relationship with the Reverend and the Church Vestry.

**Spot Secure Fee:** If you would like to hold a spot of your child for more than a year in advance, you have the option of paying a \$75.00 non-refundable Spot Secure Fee. This offers parents piece of mind that they have a secure spot at our preschool.

**Registration Fee:** All students must pay a \$75.00 (non-refundable) registration fee by the May 1<sup>st</sup>, prior to the following school year. ALL STUDENTS pay this fee.

**Please Note:** The Spot Secure fee is different from the Registration fee. If you have already paid the Spot Secure Fee, you still need to pay the Registration Fee by May 1<sup>st</sup>, prior to the following school year. You will pay the registration fee each year your child attends our preschool.

## **PROGRAM DESCRIPTIONS**

**2 DAY PROGRAM:** Our 2 day program is designed for children who will be 3 years of age before December 31<sup>st</sup> of that school year. 2 day students then have priority to register into the 3-day program for the following year.

Our morning class runs from 9:00 – 11:00 on Tuesdays and Thursdays. The cost is \$125.00 per month, with an additional \$75.00 (non-refundable) registration fee.

Our afternoon class runs from 12:00 – 2:30 p.m. on Tuesdays and Thursdays. With a cost of \$135.00, with an additional \$75.00 (non-refundable) registration fee.

Our 2 day program provides students with the opportunity to become accustomed to school routines, peer socialization, and being part of a classroom community. Problem solving, learning to share and take turns, and finding successful ways to regulate emotions are all part of their learning in the 2 day program. They will have exposure to literacy and numeracy skills, and be given opportunities to engage in imaginative play and express creativity.

We offer a variety of special in-school presentations throughout the school year and we also enjoy taking the children on walks to nearby parks. In a non-pandemic year, we invite parents to attend our class party days (Halloween, Christmas, Valentine’s Day, Year-End) and as well as any outings we might plan.

**3 DAY PROGRAM:** Our 3 day program is designed for children who will be 4 years of age before December 31<sup>st</sup> of that school year, with the intent of continuing to Kindergarten the following year.

Our morning class runs from 9:00 – 11:30 a.m. and our afternoon class runs from 12:30 – 3:00 p.m. on Mondays, Wednesdays, and Fridays.

Our 3 day program provides students with opportunities to engage in imaginative play and express creativity. They learn to follow the routines of school and how to be a successful participant in a classroom community.

We teach our 3 day students how to print the letters of the alphabet using a program called “Handwriting Without Tears”. We also incorporate “calendar time” into our classroom meeting

each day. They will begin to develop literacy and numeracy skills. We offer a variety of special fieldtrips throughout the school year and we also enjoy taking the children on walks to nearby parks. In a non-pandemic year, we invite parents to attend our class party days (Halloween, Christmas, Valentine's Day, Year-End) and as well as any outings or fieldtrips we might plan.

The cost of our 3 day program is \$160.00 per month, with an additional \$75.00 (non-refundable) registration fee.

**Drop Off and Pick Up:** Please arrive no more than **10 MINUTES** before school starts, and please be no later than **10 MINUTES** after the end of class. ***This is really important. Please respect our teachers' time.***

Outdoor shoes (for students and parents) must be removed in the foyer of the church prior to coming downstairs.

Please wait outside of the church doors when you come to pick up your child. The teachers will open the door and dismiss the students once they are ready to go.

The property, in and out of the building, belongs respectively to the Anglican Church and is all non-smoking. Please respect these wishes as well as the by-law stated by the Town of Beaumont.

**Dismissal instructions must be clear.** WE MUST HAVE CLEAR INSTRUCTIONS AS TO WHICH PERSON YOUR CHILD MAY OR MAY NOT BE RELEASED TO. All changes should be communicated to the teachers in writing. If there is an issue of an ongoing custody battle, please have that information clearly stated on the registration form, as well as on the emergency contact information sheet. Identification will be required before the child is released to someone other than the parents, if that person has not been introduced to us.

If, in an emergency, you cannot pick up your child on time, please call us to inform us of the alternate arrangements you have made. If no one calls or picks up your child within the 10 minute buffer, we will call you first before calling the emergency contact number. In the event we cannot reach anyone, we will stay with your child and continue to call all numbers provided. For every 20 minutes you are late picking up your child (without prior notification) you will be billed \$10.00 payable by the next class.

**Absences:** Please call ahead or email us to let us know if your child will be absent. If you are planning a vacation, and your child will be absent for a period of time, please let us know the dates they will be away as soon as you know. We appreciate lots of notice for planned absences.

**Supervision Practices and Policies:** In and out of the classroom, staff will ensure that they are always within ratio of staff to children, as determined by licensing regulations set out by the Province of Alberta. Our class sizes are 22 students, maximum.

Our supervision practices reflect the developmental needs of the children in our care. While supervising them to ensure their safety, we also allow them the freedom to explore, investigate and engage with each other and with the materials independently, where and when appropriate.

Before students arrive to class, staff will do a Safety Check in the classroom to ensure there are no prominent dangers. If the children will be going outside, staff will do a quick check of the area before the children engage in their outdoor play. During class time, all of our staff members will work to actively supervise the children, ensuring our students stay safe.

To reinforce the safety for all students, we have a safety gate installed at the top of our staircase, near the bulletin board. We also have door chimes that go off when either door opens.

We have a whiteboard by our main classroom door, where we record the names of all students present in the classroom, as well as the total number of students present. We reference this board throughout the class time, as we count the children periodically.

We have a daily checklist for Safety Gate Inspection that is posted on the bulletin board near the main classroom door. The teacher assistant is responsible to physically check our safety gate to ensure they are latched, before initialling the checklist to indicate that the inspection has been completed. This is done after all parents have left and class has started.

Each staff member has unique roles and responsibilities during class time. In the event that a child has a potty accident, one staff member will retrieve their spare set of clothes and change the child. The other staff members will provide active supervision of the rest of the students.

During transitions, one staff member will be assigned to monitor the classroom exits.

A student attendance checklist will be completed every 20 minutes throughout class time, by one of our staff members.

While on outings, we will photocopy a checklist of all student names who are present in our preschool that day, and have it with us to do attendance checks before we leave, during our outing, and after we return. Note: please see our “Holidays and Special Events” section for more information about our off-site activities. Also, please see our “Portable Records” section for detailed information on what records will be taken with us during off-site activities.

Parents are informed of our program’s supervision policies, by being directed to this handbook on our website. We also post our supervision policy and procedures in our classroom, accessible to all parents and visitors of our program.

**Snack Time:** Please provide a light, nutritious snack for your child, that contains 2 food items. All snacks must be **NUT FREE**. Please send a labeled, filled water bottle with your child. No juice boxes please.

It is the parents' responsibility to provide spoons, if required. We recommend that grapes be cut in half, lengthwise.

The following foods should be avoided: nuts of all kinds, candies, chocolate bars, potato chips, popcorn, caramels, pop, juice, and gum. Iced cakes and other sweets should be saved for special occasions. **DUE TO SEVERE NUT ALLERGIES, DO NOT SEND ANY NUT PRODUCTS TO PRESCHOOL.** This includes but not limited to peanut butter, almond butter, Nutella, trail mix, etc.

Snack times occur at appropriate times (generally after circle time and play time, approximately half way through the designated class time) and in accordance with the needs of each child.

For special party days or birthdays, parents are welcome to send in a group snack. Please ensure that you check with the teacher for allergies **BEFORE** making or purchasing treats for everyone. If, for any reason, a child does not have a snack, the teachers will provide one, ensuring there are at least 2 food groups present. Water will be provided for a drink. Parents will be reminded at pick up that it is their responsibility to send a snack and water bottle with their child, always.

**Clothing and Footwear:** Please dress your child in easy to care for clothes. Play clothes are ideal. Children could possibly come home with paint or other stains on their clothes. Remember, we are a play-based program, and that includes messy play.

Children require shoes, preferably non-skid and non-marking variety. According to fire regulations, children must wear shoes **AT ALL TIMES** while in school.

Appropriate outdoor gear is essential. We often go outside, especially in the fall and spring. Dress your child appropriately for the weather. In the winter, please send mittens, hats and snow pants, as well as a winter coat and boots. **Please do not send gloves.** Children cannot get their fingers into their gloves without needing teacher assistance. Mittens are much easier for everyone.

Please send a large Ziploc bag of extra clothes, including undergarments and socks. If your child has a pee accident, we will help them to change into their spare set of clothes you provided at the beginning of the school year. Should your child have a bowel accident, please be advised that we will be phoning you to come and take your child home to get proper cleaning.

**LABEL EVERYTHING** – all personal belongings must be labelled. When in doubt, label it with your child's name. Water bottles, snack bags, coats, shoes, hats, mittens.. **EVERYTHING.**

**Medication Policy:** We do not administer any medication at the preschool, except in emergency situations (Epi-pen, inhalers for asthma). We may administer or allow

administration of emergency medications only when we have the written consent of the child's parent, the medication is in the original labelled container, and the medication is administered according to the labelled directions. Please ensure that your child's Epi-pen and/or inhaler is properly labelled with your child's name and dose instructions. On the medication form that parents fill out, please be detailed in your description of any events that may trigger an asthma attack. A medication sheet will need to be filled out for each different emergency medication your child may require. These medication sheets will include a parental description of when it is appropriate for staff to administer the emergency medication, given the symptoms present in the child based on visual assessment. Emergency medication will be stored in a way that is accessible to staff, but inaccessible to children.

In the event that we need to administer emergency medication, the following information is recorded: the name of the medication; the time of administration; the amount administered; the initials of the person who administered the medication. A child will receive health care only if we have written consent from the child's parent or if it is in the nature of first aid.

**Illness Policy:** If your child becomes ill during school, we will contact you through a phone call and/or text message, describing your child's symptoms based on our visual assessment. If your child requires greater care and attention than can be provided without compromising the care of the other children in the program, we will ask you to come and pick up your child. While we are waiting for you to arrive, we will do our best to keep your child away from the other children in an effort to avoid the spreading of illness, ensuring that your sick child is directly supervised by a primary staff member and also ensuring that the rest of the children are being supervised appropriately as required by licensing.

If a parent fails to arrange for the immediate removal of their sick child, we will call the parent a second time, giving a second opportunity for the parent to make arrangements for immediate pick up of their child. If, after two attempts, the parent fails to make arrangements for immediate pick up of their sick child, we will call the emergency contact number for that child, requesting that the emergency contact person pick up the sick child. The parent will be notified that arrangements have been made for the sick child to be picked up by their emergency contact person.

Children who are ill should be kept home. If your child has a fever, diarrhea, vomiting, colds or flu with runny nose or persistent coughing, we ask that you keep your child home. It is at the teacher's discretion whether a child should remain at school or go home. Children must be 24 hours symptom free, without the use of medication like Advil or Tylenol, before returning to school. Should there be an unusual, unidentified rash or redness, please consult a doctor to prove it is not contagious to others. Please let us know if your child has a communicable disease (strep throat, pink eye, chicken pox, fifth disease, hand foot and mouth disease, pinworms etc.) and follow your doctor's instructions as to when it is acceptable for your child to return to school. We do regular cleaning in our classroom to help prevent the spreading of germs. Please ensure that you notify us of any illnesses your child contracts during our school

year. We do track and record illnesses experienced by our students. We have a form where we record and document children who are ill including the name of the child, date the child was observed to be ill, name of staff member who identified the child was ill (visual assessment), time the parent was initially contacted, name of staff person who contacted the parent, time the child was removed from the program and the date the child returned to the program. All incidents, and illnesses, are analyzed annually and reported using the prescribed form which is submitted to the regional child care office. This illness policy will be provided, in writing, to all parents at the beginning of each school year.

**Smoking Policy:** Smoking is NOT PERMITTED on program premises. No staff member shall smoke where child care is being provided.

**Discipline Policy:** Children at our preschool are learning to interact positively, within a social environment. Disagreements and other confrontations do occur. We will work with the children to help them learn appropriate behaviours and problem-solving techniques. If there is a behaviour that is more serious in nature, we will contact the parents of all children involved.

Disciplinary actions taken must be reasonable in the circumstances. We will use redirection, close teacher proximity, age-appropriate discussions, and positive role modeling when dealing with inappropriate behaviours. If necessary, the child/ren may be directed to a quiet activity in the room, until the child feels he/she can participate again with appropriate behaviour. Under no circumstances will staff, with respect to a child in our program, inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation, deny or threaten to deny any basic necessity, or use or permit the use of any form of physical restraint, confinement or isolation.

If problems are recurring where the child displays harmful behaviour to him/herself or others, or ongoing disruptive behaviour that impacts the ability of other children to function within our classroom, the teacher will contact the parent(s)/guardian and will be asked to come and pick up their child. We will then work together with the parents to create a plan to better manage these more serious, challenging behaviours, with the expectation that these behaviours will improve. If, after every effort has been made to help the child improve these more serious, challenging behaviours, and yet these serious behaviours persist, we reserve the right to dismiss the child from our program. One month's fee will be withheld. All other cheques will be returned.

**Holidays and Special Events:** In our preschool we celebrate the following holidays: Halloween, Christmas, Valentine's Day, and Easter. We follow the Black Gold School Calendar, including all of their school breaks. Fall break, Christmas break, spring break, statutory holidays, professional development days, institute days, and teacher's convention days, will all be observed.

Special events are included as our field trips. Should a field trip be too far to walk, then parent involvement will be required. We may ask parents to drop off their children at the designated

site. A bus may also be chartered if the hours are appropriate. Parents will always be advised of our off-site activities, via email and written permission forms. The permission form will inform you of supervision and transportation arrangements. We will require parents to consent in writing for their child's participation in an off-site activity.

We will plan a Christmas concert that involves students from both the 2 day and 3 day classes. The details of our Christmas concert will be released in our November News.

**Notice of Change of Personal Information:** You must immediately advise the teachers, in writing, of any changes and/or additions to the information on your registration form. We need to be made aware of all changes to addresses, telephone numbers, emergency contact people, your child's allergies, persons authorized to pick up your child, doctors telephone number and address, email addresses or any other relevant information.

**Withdrawing your Child/ren:** A minimum of one month's notice must be given, in writing, if you wish to withdraw your child from the program. We will return any post-dated cheques to you. If you do not give us at least one month's notice, the following months fee will be withheld. **WE WILL NOT ACCEPT NOTICE FOR MAY OR JUNE, UNLESS YOU ARE MOVING FROM BEAUMONT.**

**Staffing:** There are always enough staff present to meet required ratios and all certification requirements. Each of us bring to the program various additional college diplomas and university degrees. 1 in 2 staff are certified in child/infant C.P.R. and First Aid. We also have our criminal record checks, with vulnerable sector checks, updated regularly. Our preschool reserves the right to cancel a class should attendance be insufficient.

**Parent Involvement and Communication:** We welcome parent involvement and participation in the classroom. If you know ahead of time that you would like to volunteer, please see the calendar posted near the top of the stairs to sign up, and then let us know that you have signed up. Although we love children, we must discourage parents from bringing younger and older siblings.

There are benefits to helping in the classroom – you'll observe how your child interacts with others, you'll meet your child's classmates, and you'll be able to see how your child functions throughout all parts of his/her preschool day. If you or a relative wishes to volunteer in our classroom, please let us know in advance.

Please feel free to discuss your child's progress, or any concerns you may have, with the teachers. Do not hesitate to write or call us, or make an appointment with us for a discussion about your child. As well, if we feel a discussion is warranted, we will request that you meet with us after school hours. If stress comes to your child due to any concern or family matter, please notify us so that we can offer your child the support that he or she needs.



**Finances:** Ready, Set, Grow Preschool Inc. is funded through your child/ren's monthly fees. To avoid repetitive fundraising, the preschool utilizes the fees to cover almost all costs during the school year. This includes staff wages, some fieldtrips, special equipment, the replacement of old or broken equipment, photocopying costs, rent and learning resources. ***We do sometimes require a small fee to be paid to help offset the cost of some of our fieldtrips and in-school presentations.*** Donations of toys, books, craft materials or equipment are welcome.

**Fees:** Fees are due via post-dated cheques, cash or EMT's at the time of registration. All cheques are made payable to Ready, Set, Grow Preschool Inc. (we have a stamp available). All cheques must be received before the beginning of the school year.

Once space has been allocated for your child, **you have assumed financial responsibility for that space**, whether your child/ren attends each class or not.

**Cash/EMT Option:** If you prefer to pay in cash or by sending an EMT monthly, 2 months of fees will be required at the beginning of September of that school year. If your child completes the program, the second fee in September will be counted as June's fee. If you withdraw partway through the program, we will withhold the second fee as your one month's notice.

**NSF Cheques:** After 2 subsequent NSG cheques, tuition must be paid in cash for the remainder of the school year BEFORE THE FIRST CLASS OF THE MONTH. If you suspect that a problem may come up with a cheque, please let us know before the first of the month so alternate arrangements can be made.

**Late Payments:** If there is an issue of payment, you will receive an e-mail reminder that fees are now due. Should there be no communication to rectify the issue of late payment, a second e-mail will be sent. Again, if there is no communication by the parents, a third and final email will be sent to you, stating that until fees are paid in full for that month, your child will no longer be able to attend our program.

**Calendar and Communication with Parents:** Every month, you will receive a monthly "Preschool News" email. Please be sure to read these monthly e-mails. They contain all kinds of information and reminders for that month of school. **Please check your email regularly.** There is also a monthly calendar posted on the bulletin board at the top of the stairs. Please look at this calendar frequently, as sometimes we need to add new information after the start of the month.

Please join our Facebook group called "RSG Preschool Families". This is where we share photos of the children engaging with the materials and/or participating in activities throughout their preschool day. You can invite extended family members to join this closed group. This group is for the families of children who are CURRENTLY attending our preschool. We will also post important reminders in this Facebook group, in addition to e-mailing parents.

**Emergency Evacuation Plans and Practices:** We practice fire drills each month with each class, so that children learn how to exit the building in a safe and orderly manner. There are two

different emergency meeting places (or muster points) and these are discussed routinely to ensure the children know which meeting place to go to, depending on which exit is used. This does tend to make some children anxious, however we do our best to ease their fears and approach this in a very matter-of-fact way. We do practice during the winter months, unannounced, so please have your children dressed appropriately (no tank tops in the winter, or provide your child with a removable sweater if they are coming to school in a short-sleeved shirt). SHOULD THERE BE A FIRE, THE TEACHER ASSISTANT WILL CALL 911 on a cell phone once the students have exited the building. Dependent on the location of the smoke or fire, the teacher will call out "FIRE DRILL", grab the attendance sheet and portable records, and lead the children in a quick but orderly fashion out the nearest exit. She will then count the children twice, and let the teacher assistant know if anyone is missing. The assistant will be the last one out of the room, making a quick and final check in possible hiding spots, including the bathrooms. She will grab the First Aid kit and shut the door behind her as she exits. The children will be led off of the premises to the north sidewalk and be taken to Ecole Bellevue School as the alternate location for parents to pick up their child/ren. The parents will be called and pick up arrangements will be made.

In the case of a tornado warning, the children will be moved to the safest area in the classroom, away from any exits including doors and windows, which is the hallway between the bathrooms and furnace room. Children will be kept there until such time that they are picked up or the warning is over. Parents will be immediately notified via an email that we have implemented our safety precautions for a tornado warning.

In the case of an emergency school closure, an email will go out to all the parents. One of the staff will also post it on our main Facebook page, and on our RSG Preschool Families closed group. Please feel free to pass on the information to others in case not everyone is reached.

Incident Reporting: There will always be an incident report ready in case it is needed. As well, 2 report forms will be kept in the First Aid Kit and a pad of paper and pen for immediate use.

The following cases will also warrant a written Incident Report – In the case of a person taking a child without parental/guardian consent, staff MUST ask for identification before and check the registration form to ensure that this child may be released to them. A phone call to the parent will be made to dispel any suspicious behaviour from the person or child in question.

In the case of an intruder, being that there are two exits, the staff closer to the safer exit will direct the children towards it, pretending that they are going outside to play, with cell phone in hand to call 911. The other staff will try to distract the intruder until the children are safe. If the students cannot get to the exit, they will be gathered together in an area of the classroom, preferably behind furniture and supervised closely until the intruder leaves or a staff member can get to the phone to dial 911, leaving the receiver off the hook. All parents will be notified via email and/or phone call, as soon as it is safe to do so.

In the case of a child needing medical attention, an ambulance, and then parents will be contacted immediately via a phone call and/or text message to meet us at a location because of the ratio of children and staff. If there is a parent volunteer that day, the staff may transport the child to the nearest medical centre advising the parent where to meet them. (You would have signed a consent form for transportation at the beginning of the school year.)

Emergency evacuation procedures are made known to all staff at our initial staff meeting, prior to the beginning of the school year. We read through these procedures and discuss them as a staff and the director/owner answers any questions staff may have. Children will be introduced to our emergency evacuation procedures at the beginning of the school year. They will be discussed where developmentally appropriate, and practiced in a developmentally appropriate way.

**Children's Records:** For each child, we maintain on the program premises an up-to-date record containing the following information: the child's name, date of birth, and home address; a completed enrolment form; the parent's name, home address and telephone number; the name, address and telephone number of a person who can be contacted in case of an emergency. If medication is administered, we will have the written consent of the parent and the information required by licensing. We will have the particulars documented of any health care provided to a child, including the written consent of the child's parent and any other relevant health information about the child, provided by the child's parent, including the child's immunizations and allergies, if any.

These children's records are available for inspection by the director/owner at all times, and by the child's parent at reasonable times.

**Administrative Records:** We maintain on the program premises up-to-date administrative records containing the following information: particulars of the daily attendance of each child, including arrival and departure times; particulars of the daily attendance of each primary staff member, including arrival and departure times and hours spent providing child care. With respect to the program supervisor and each primary staff member, we have a copy of the supervisor's or staff member's child care certification and a current first aid certificate, where applicable. With respect to each staff member and each volunteer who may have unsupervised access to children in our program, we have copies of each person's criminal record check with vulnerable sector check, on program premises.

All administrative records are available to for inspection by the director/owner at all times and they are available for inspection by the child's parent at reasonable times. All administrative records are retained for a minimum period of two years.

**Portable Records:** Portable records of emergency information for each child are maintained, and include the following: the child's name, date of birth and home address; the parent's name, home address, and telephone number; the name, address and telephone number of a person who can be contacted in case of an emergency; any other relevant health information

about the child, provided by the child's parent, including the child's immunizations and allergies, if any; the telephone numbers of the local emergency response service and poison control centre.

### **Incident Reporting**

It is our policy to include a statement that the following will be reported immediately to the regional child care office using the prescribed form; an emergency evacuation; unexpected program closure; an intruder on the program premises; an illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight; an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight; the death of a child; an unexpected absence of a child from the program (i.e. lost child); a child removed from the program by a non-custodial parent or guardian; an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer; the commission by a child of an offence under an Act of Canada or Alberta; and/or a child left on the premises outside of the program's operating hours.

All of the above-mentioned emergencies will be written up in an incident report, and the licensing officer will be contacted within 24 hours of the incident. The report will then be faxed to the licensing officer for further instruction. All incidents are analyzed annually and reported using the prescribed form which is submitted to the regional child care office.

**Conclusion:** We hope we have answered any questions you might have, in this handbook. If you have any further questions regarding our program, please do not hesitate to call the school at 780-929-2820 or email us at [rsgpreschool07@gmail.com](mailto:rsgpreschool07@gmail.com). Our website address is [www.rsgpreschool.ca](http://www.rsgpreschool.ca). Thank you and we look forward to working with you and your child/ren this school year!