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**QUICK REFERENCE GUIDE**

**Early Learning for Young Children**

**PARENT HANDBOOK**

Toddlers

Playschool

Jr. Kindergarten/Pre-K

Outdoor Adventures

Kindergarten

Kids Kamp

Early Intervention

Afterschool

4725 ~ 43rd Street, Sylvan Lake, AB T4S 1M3

Ph: (403) 887-5330 Fax: (403) 887-5331 Email**: info@**[**kcs78.ca**](mailto:kcs78@shaw.ca)

[www.kcs78.ca](http://www.kcs78.ca)



**Things you need to know**

1. Calendar School Year 2021-22
2. Program Hours & Arrival/Departure Times
3. School Closure
4. Fees
5. Health and Safety
6. Communication
7. Forms I need to sign



**CLASS DAYS AND HOURS**

Toddler Daily (M,T,W,TH,F) 9:15 – 2:45

Playschool Daily (M,T,W,TH,F) 9:00 – 2:30

Jr. K/Pre-K Daily (M,T,W,TH,F) 8:45 – 2:15

Kindergarten Thurs, Fri, every 2nd Mon 8:30 – 3:00

Outdoor Adventures Tues & every 2nd Mon or Wed 9:00 – 2:30

Kids Kamp Tues through Friday 8:30 -3:30  
 July – August

Early Intervention Mon. through Fri. same as program time

\*Extended Hours Program Days 8am -9:15 & 2:00 to 4:30

\*Afterschool School Days Dismissal to 5:45 pm

\*Extended Hours and Afterschool use the LOOP DOOR if arrival/departing outside of program hours

**ARRIVALS AND DEPARTURES**

We ask that you please

* park at your designated area given to you by your child’s educator
* be sure that your child is dropped off and picked up promptly at set arrival and dismissal times
* contact the school if someone other than the usual or designated person will be picking up your child – (403)887-5330 extension of your child’s class
* notify the office of any absence or illness
* complete the necessary pre-screening checklist each day your child attends with the educator at arrival time

**SCHOOL CLOSURE**

Programs will not be closed due to temperatures, however, outside activities will be limited based on temperature. The only time that programs will not operate is when it is not safe to do so and we have been instructed to do so, for example, emergency services advise not to be on the road, or in the event there is an emergency in the building. You will be notified by your child’s educator through the Remind APP. You can also call the main phone number, (403)887-5330 for closure information and notification.

In the event of an emergency evacuation, we will assemble on the sidewalk along the west side of the CP Blakely playground and near the mailboxes outside the Community Center on 43rd St. If necessary, after a safety check, we will proceed to the Alliance Church. You will be notified by your child’s educator. This procedure is posted on the LOOP Doors along with contact information.

Scheduled Closures

The Centre will be closed on the following holiday periods:

* Labour Day (September)
* Thanksgiving Day (October)
* Remembrance Day (November)
* Christmas Break (2weeks) (Dec./Jan)
* Family Day (February)
* Spring Break/Easter (1week) (March/April)
* Victoria Day (May)
* Canada Day (July)
* Heritage Day (August)

**Professional Development Days**

There will be no classes on designated professional development days. These days are scheduled for the year and indicated on the calendar.

**PROGRAM FEES**

1. Society Membership:

* **kcs** is a non-profit society. All families accessing kcs Programs are considered members of our society. Annual membership is $25/family.

2. Program Fees:

* + - **Toddler Program:**

|  |  |
| --- | --- |
| **1 day per week** | $115.00/month |
| 2 days per week | $230.00/month etc. |

* + - **Playschool:**

|  |  |
| --- | --- |
| 1 day per week | $110.00/month |

* + - **Jr. Kindergarten:**

|  |  |
| --- | --- |
| 1 day per week | $110.00/month |

* + - **Kindergarten:**

|  |  |
| --- | --- |
| Thursday, Friday & every 2nd. Monday | $99.00/year |

* + - **Outdoor Adventurers:**

|  |  |
| --- | --- |
| **1 day per week** | $110.00/month |
| Tuesday & every 2nd Monday | $160.00/month |

NOTIFICATION OF TERMINATION/WITHDRAWAL

Parents are required to give one month’s notice to the main office in advance of termination or to give one month’s fees in lieu of notice.

PAYMENT METHODS

EFT is the preferred payment method. A fillable form is on this website. E-transfer or cheques are also accepted. E-transfer to [kcs78payments@gmail.com](mailto:kcs78payments@gmail.com) and use kcs1978 as the password please. All payments are due by the 1st of the month for the amount stated for 10 months, Sept-June inclusive.

**HEALTH AND SAFETY**

The following guide is what we must follow according to daycare licensing requirements. AHS rules and regulations as well as kcs policy also apply. We follow the highest level of precautions applicable. Currently, we have a daily temperature check and AHS pre-screening questionnaire protocol in place.

PARENT GUIDE TO ILLNESS

The following chart is given as a guide to common early childhood diseases and illnesses that may be encountered in a group setting. Your child's physician or local community health services can provide you with more detailed information. Routine early childhood immunizations and good hand-washing practices prevent many of these illnesses.

Information summarized from Alberta Health Services Guide to Communicable Diseases.

|  |  |  |
| --- | --- | --- |
| Illness Name and Signs | Time from exposure to onset | Infectious period when spread |
| **Chicken Pox**  Low grade fever, achy and fussy, rash | 2-3 weeks | 1-2 days before to 5 days after onset of the rash |
| **Pink Eye (conjunctivitis)**  White part of eye looks red, may have pus and feel itchy | 24-72 hours | Until antibiotics have been taken for 24 hours |
| **Fifth Disease**  Very red rash that starts on cheeks and spreads to arms and rest of body, may have low grade fever | 4-20 days | Greatest up to 2 weeks before rash appears, not infectious after appears |
| **Hand, Foot and Mouth Disease**  Fever, ulcers in mouth and blisters on hands, feet and buttocks | 3-5 days | For the length of the illness, about 7-10 days |
| **Impetigo**  Rash especially face, around mouth and nose, and arms and legs | 1-3 days | From the time sores appear until 24 hours after starting antibiotic treatment |
| **German Measles**  Fine, raised pink rash, appears on face, neck and spreads to trunk, swollen glands and achy joints | 14-21 days | 7 days before rash appears (up to ½ infections occur without rash) and at least 4 days after |
| **Measles**  Moderate to high fever, red runny eyes, nose and cough, child appears very ill, dusky red blotchy rash that begins on face and spreads to body | 6-21 days after being in contact with someone who has the measles | From 1-2 days before feeling sick until 4 days after rash appears |
| **Baby Measles**  Sudden onset of fever, fever disappears, and rash appears, rash that starts on trunk and spreads | 10 days | Unknown |
| **Mumps**  Fever, swollen glands, difficulty swallowing | 15-18 days | 6-7 days prior to swelling and up to 9 days after swelling appears |
| **Whooping Cough (Pertussis)**  Begins with runny nose and cough, cough is often worse at night, can cause shortness of breath | 7-20 days | From onset of cough until your child has had 5 full days of erythromycin or 3 weeks from start of coughing or until coughing stops |
| **Scabies**  Intense itching, especially at night, tiny blisters on elbows, hands, wrists, arm pits; small raised areas then wavy, grey-white burrows | 2-6 weeks in persons with no previous exposure  1-4 days after re-exposure | Until mites and eggs destroyed by treatment |
| **Scarlet Fever**  Fever with sore throat and headache, may have red, swollen lips, fine pinkish red, raised, rough rash | 1-3 days | Until 24 hours after antibiotics completed; up to 2-3 weeks if not treated |

ADMINISTERING MEDICATION

**kcs** Association Team will only administer medication to a child under the following conditions being met:

* a physician prescribed the medication
* the child’s name is on the prescription
* the prescription is given to the Centre by the parents or by authorized medical personnel
* the prescription is current
* the prescribed medication is in its original container
* only the dosage and time on the label will be administered
* a kcs consent form, signed by the parent is received

A record will be kept of the name, dose and time of all medications administered by a Team member as well as the name of the Team member administering the medication. Prescribed procedure will be followed to support asthmatic children with daily contact with the parents with regard to the child’s condition and with record checks and reviews to support changes. Medication will be tagged and put in the locked cabinet except for emergency medication (epi pens and asthmatic medication) which will be kept up high in the individual child’s backpack in a designated place out of reach of the children

In the event that your child becomes ill at school, you will be called immediately and your child will be cared for until you arrive. You must be able to pick up your child, or send a designate in your place, with 30 minutes of being notified.

kcs is a smoke-free and nut-free center.

**COMMUNICATION**

kcs Main Phone: (403)887-5330 and dial the appropriate extension

Fax: (403)887-5331

Email: [info@kcs78.ca](mailto:info@kcs78.ca)

E-transfer: [kcs78payments@gmail.com](mailto:kcs78payments@gmail.com) and use the password kcs1978

Remind APP – used for notifications. Educators will give you the required information to join your child’s class.

Registration/Financial matters contact Caroline Johanson – [caroline.johanson@kcs78.ca](mailto:caroline.johanson@kcs78.ca)

Early Learning/Early Intervention Program Director – Elysha Dunlop – [elysha.dunlop@kcs78.ca](mailto:elysha.dunlop@kcs78.ca)

Executive Director – Trinda DeMont – [trinda.demont@kcs78.ca](mailto:trinda.demont@kcs78.ca)

**FORMS**

The following forms must be completed and signed. They are fillable and can be returned by email. [info@kcs78.ca](mailto:info@kcs78.ca)

1. Registration
2. Wellness
3. EFT – Electronic Funds Transfer
4. Photo/Video Consent
5. kcs Playspace Consent
6. Consent to Follow AHS Pandemic Policy and kcs Policy
7. Walking Consent
8. kcs Policy Statement consent for the school year 2021-22