

POLICIES

(Unabridged version)

Silver Springs Preschool

Offering programs for 3 and 4 year olds

A member of the Calgary Preschool Teachers' Association

Policies (unabridged version) Revised April 2009

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SECTION 1 – MISSION AND PROGRAM OBJECTIVES

1.1 Mission Statement

To offer a quality community-based preschool program for children ages 30 months to 5 years, licensed under the Child Care Licensing Act and associated Regulation (Alberta Children's Services), and any amendment(s) thereto, that best serves the need of the majority of members and associate members of the Silver Springs Community Association (SSCA) and which will operate as a non-denominational and non-profit organization.

1.2 Program Objectives

To provide a social and physical environment which encourages children, through teacher and child-directed play activities, to develop their;

- Listening, language and communication skills
- Creativity
- Physical coordination (fine and gross motor skills)
- Positive social skills with both children and adults

To familiarize children with the rules, routines and structures that they will encounter later in the school system(s).

SECTION 2 – ADMINISTRATION

2.1 Silver Springs Community Association (SSCA)

Silver Springs Preschool (SSPS), formerly Silver Springs Nursery School, was established in 1980 as a community-based parent cooperative program run by the Nursery School Advisory Committee (NSAC) now Preschool Advisory Committee (PSAC) as a standing committee of the SSCA.

The PSAC is made up of volunteers (parents of children in the Preschool Program) and is responsible for the general operations and staffing of the Preschool. A member of the PSAC is appointed to serve as a Board of Director of the SSCA and act as a liaison to the two committees.

The Policies and Budgets and amendments thereof shall be presented to the Board of Directors of the SSCA for approval by motion prior to implementation.

2.1.1 Responsibilities of SSCA

Licensing and Insurance

SSCA shall be named as the License Holder and as such shall be responsible that the provisions of the License including General Liability Insurance, Municipal Zoning Approval and Building and Fire Approvals are met. The License Fee will be paid from the Budget of the PSAC.

Finances

The PSAC shall provide the office staff of the SSCA with original receipts and disbursements incurred in its operation. It is the responsibility of the SSCA to file an audited income tax statement with Revenue Canada.

As a community-sponsored program the PSAC will budget to operate on a break-even basis. However, in the event of a significant year-end surplus, recommendations will be made to the SSCA regarding its management; i.e. whether it should be incorporated into the SSCA general funds or retained in the PSAC operating budget. In the case of a deficit, the SSCA shall be responsible to cover the loss.

Advisory

The SSCA Board of Directors and staff shall be available to act in an advisory capacity to the PSAC in matters relating to bookkeeping and staffing. This is to ensure continuity of the Program, as the members of the PSAC change annually. The PSAC will have autonomy to carry out the operations of the Preschool within the confines of the Budget and Policies.

Arbitration

Regarding disputes, SSCA shall have authority under the Arbitration Act.

2.2 Preschool Advisory Committee (PSAC)

The PSAC is made up of parents of children in the program and its function is to carry out the business of operating the Preschool including, but not limited to, the employment of staff (teachers and assistants and substitutes as required), monitoring of expenditures (budgets), decisions on discretionary revenues or expenditures (i.e. fundraising and special projects), preschool program monitoring, registration and advertising, policy making, planning and organization of field trips and special events, liaising with SSCA and parents.

2.2.1 Candidates

- PSAC members must have children attending Silver Springs Preschool.
- Can be filled by a minimum of five members of the existing PSAC, or more at the discretion of the PSAC.
- An attempt should be made to fill the position of Chairperson and Treasurer with a parent that has previously served on the PSAC.
- An attempt should be made to have a minimum of five three-year-old parents on the PSAC.
- The Volunteer Coordinator will recruit for unfilled positions during registration and at any point during the year when a position needs to be filled. If more than one person is interested in the same position, then the position should be filled by a parent from the three-year-old program if there are less than five members from the three-year-old program. If this does not apply then a random draw will determine the individual.

2.2.2 General Duties of all PSAC Members

- PSAC members will serve a term beginning June 1 of one year and ending June 30 of the following year.
- PSAC for the current and upcoming term will meet in April for a regular meeting, in May for a social occasion, and in June for a regular meeting.
- Each PSAC member will prepare an orientation report for the new committee member. This will be passed on at the June meeting when both incoming and outgoing members are in attendance.
- Each member of the PSAC will maintain a three ring binder and other necessary files to be passed on to his/her successor. The binder will outline the yearly duties month by month; include minutes (two consecutive years) and any other information pertinent to the job.
- PSAC members are to participate in Orientation Night and Registration days and night.
- Each PSAC member will fulfill the given sub-committee position(s) as listed below:

BUDGET COMMITTEE

Chairperson
Co-chairperson
Treasurer
Purchaser
Program Coordinator

HIRING COMMITTEE

Chairperson
Program Coordinator
Teachers (for hiring assistants)
SSCA office staff member

POLICY COMMITTEE

Chairperson
Registrar
Co-registrar
Secretary

REGISTRATION COMMITTEE

Registrar
Co-registrar
Treasurer
Room Parent Representative

2.2.3 PSAC Meetings

- Chairperson, Co-chairperson, and Treasurer from the previous year are encouraged to attend August and September board meetings of the current year.
- PSAC meetings are held on the second Wednesday of each month starting at 7:00 p.m.
- Absences must be reported to the Chairperson in advance of the meeting.
- Meetings shall be conducted in accordance with the Roberts Rules of Order.
- If a PSAC member misses two (2) consecutive meetings without notification, that member's position may be vacated and filled by someone else.

- Minutes of the PSAC meetings are to be distributed to PSAC members (electronically or into classroom mailboxes) by the Recording Secretary within ten days of a meeting being held.
- Minutes are to be picked up and reviewed in advance of each meeting.
- All PSAC meetings are open to parents of children enrolled in the Program, employed staff and SSCA members or staff.

2.2.4 Quorum and Voting Privileges

- 50% plus one (1) of the PSAC for regular meetings, and two-thirds for meetings involving budget and policies shall constitute quorum.
- Employed staff is not eligible to vote.
- Room Parents are eligible to vote if they have attended the previous meeting.
- Parents are eligible to vote if they have attended the previous meeting.
- The Chairperson may vote if the vote is by ballot otherwise he/she will cast the deciding vote in the case of a draw.

2.2.5 Record Keeping

- A master copy of all minutes will be kept on file in the classroom filing cabinet along with the current Policies. A copy of all past Policies, budgets, and incident reports shall be retained for 10 years.
- Class lists going back five years will be retained to facilitate compliance with family enrollment policies.
- A copy of the General Liability Insurance document shall be on file in the classroom.
- Original bills and disbursements shall be filed with the SSCA office.
- Incident reports shall be filed in the classroom and with Alberta Children's Services in accordance with legislation. The SSCA should be notified regarding all incidents requiring EMS.
- Comments, suggestions or complaints will be retained for up to two years.

2.2.6 Silver Springs Preschool Bank Account

The PSAC Chairperson must change the signing authority for Silver Springs Preschool at the financial institution each executive term. Signing authority rests with the Chairperson, Treasurer, Purchaser and one member of the SSCA office staff (4 people).

2.3 Parent Communication

2.3.1 Budget and Policies

- At Registration, parents will be advised that a copy of the PSAC Policies is available on the SSPS website. A complete policies and procedures package will also be posted outside of the classroom.
- A copy of the Budget for the upcoming year will be provided to parents on request.
- A copy of the year-end financial report will be made available to parents upon request.

2.3.2 Summer Newsletter

It is PSAC policy to distribute a newsletter to Preschool parents in the summer (advising of Orientation Night date and Program start dates, etc.) and at other times as warranted.

2.3.3 Room Parents

The Room Parent acts as a liaison to the PSAC and is available to bring concerns before the PSAC.

2.3.4 Parent/Teacher Interviews

Parent/teacher interviews for Preschool will be at the request of the parent(s) or the teacher.

SECTION 3 – PROGRAM OPERATION AND FEES

3.1 Term

- SSPS will operate from September to June. An evening parent Orientation Night will be held in early September.
- SSPS observes the Calgary Board of Education's calendar year regarding holidays (i.e. Christmas Break, Spring Break, Teachers' Convention, etc.). A list of statutory and school holidays will be provided.
- Preschool classes will begin on a split-entry basis. The entire class will meet together on the third scheduled class day. The purpose of the split entry is to allow the children to become acquainted and comfortable in the classroom, with their teacher and with a smaller group of children.
- The teachers will be given the class list in the summer and will phone parents to advise them of the date of entry and as an opportunity to discuss any questions or concerns prior to the school start.
- Classes will be held until the third Friday in June. Inventory and clean-up will be held prior to July 1.

3.2 Fees

- Preschool fees and tuition are to be established by the current PSAC in early January for the next school year.
- There is one non-refundable registration fee per family.
- Payment of Preschool tuition can be in full payment or by post-dated cheques. The first cheque must include a non-refundable registration fee and June's tuition to cover the last month of the school term. This cheque should be dated the day of registration or as directed. Other cheques should be dated the first day of each month, September through May. The June tuition is collected in advance to cover start-up costs (i.e. consumable supplies) prior to the start of the term.
- The cost of the Program is calculated on a per school year basis. Although a monthly installment may be paid, that does not infer that the monthly cost for the Program is that amount. The Program fees are actually calculated by the cost, per child, to run the Program for the full school year.
- If a child is added to a class between the first and fourteenth of a month, the full tuition for that month will be paid. If a child is added to a class between the fifteenth and the end of the month, half of the monthly tuition amount will be paid for that month.

3.3 Non-Sufficient Funds (NSF) Cheques

There will be a service charge for returned NSF cheques to cover the current bank charge. The NSF service charge is currently set at \$10.00.

If more than one NSF cheque is received in the school year the situation will be reviewed. Noncompliance may result in the withdrawal of your child from the Program.

SECTION 4 – REGISTRATION AND ENROLLMENT

4.1 Qualification

4.1.1 Community Membership

In order to qualify for Silver Springs Preschool, the participating family must be a member or associate member of the SSCA.

4.1.2 Eligibility

- In order to ensure compliance with current legislation, the Preschool reserves the right to restrict enrollment of children who are at least nineteen (19) months of age but not yet three (3) years of age as of September 1 of the school year.
- Children must be the following minimum ages to be eligible for Preschool for the September start:
 - a) For the three (3) year old program, three (3) years of age by February 28 of that term ;

- b) For the four (4) year old program, four (4) years of age by February 28 of that term; and
 - c) Where a three/four (3/4) program is made available, four (4) years of age by June 30 of that term.
- All children attending the Preschool must be toilet trained.
 - It is strongly recommended that your child be immunized in order to protect the health and safety of all children in the Silver Springs Preschool.

4.2 Registration Policies and Procedures

Registration dates and times for the upcoming term is determined by the PSAC. Registration is generally held at the end of February.

The Program Registrars are the contacts for individuals regarding registration. Maximum enrollment allowed in the SSPS classroom is based on licensing limits not to exceed eighteen (18) for three (3) year olds, and twenty (20) for four (4) year olds. Minimum enrollment allowed in the Preschool will be at the discretion of the PSAC.

4.2.1 Pre-Registration

- Prior to the general, open registration, the PSAC will hold pre-registrations. Current PSAC members will be allowed to enroll their children at the Committee meeting in January.
- Families of children currently in the program will be permitted to pre-register. This includes both current students and their siblings. Registration materials will be sent home in the student's backpacks. Completed registration materials are to be sent back into the school the following week. The Registrars will accommodate class preferences where possible.
- One evening of pre-registration will be held to accommodate residents of Silver Springs and families which have had children attend Silver Springs Preschool within the past five years.

4.2.2 Registration

- One open registration time will be held to accommodate families not meeting any of the above criteria.
- Any PSAC members assisting during Registration will not be allowed to register for anyone else. Anyone who attends Registration may only represent one family.
- Registration will be on-going until such time as the classes are full.

4.2.3 Waiting Lists

- If classes have been filled, those wishing to register will be placed on a waiting list maintained by the Registrars for that school year only.
- Those on the waiting list will be offered enrollment as places become available.

4.3 Program Withdrawal

The Preschool reserves the right to dismiss a child from the Program because of the inability of a child or parent to adjust to the SSPS Program.

4.3.1 Prior to start-up date of school term

The Registrars will accept any canceled registration up to August 15 and the parent will forfeit only the non-refundable registration fee. Post-dated cheques will be destroyed or returned to the parent as directed by the parent. A refund of the June tuition will be given to the parent.

After August 15 and up to September 1 the June tuition will not be refunded but all other post-dated cheques will be returned to the parent.

4.3.2 After start-up date of school term

- A child may be withdrawn from the SSPS at any time after the first day of school provided the Registrars are notified in writing at least 30 days prior to the first day of the calendar month. All post-dated cheques after the withdrawal date will be returned to the parent. June's tuition will only be refunded if the 30 days written notice is prior to March 1st. Failure to provide 30 days written notice will result in the parent forfeiting June's tuition as well as the non-refundable registration fee.
- The parent will be refunded any paid tuition past withdrawal date and/or post-dated cheques will be returned.
- Exceptions to the above policy regarding refunds will be made where the child is withdrawn for medical reasons. In such case, a letter from a physician outlining the medical reasons for the withdrawal will be required by the PSAC.
- Exceptions may also be made where the child is dismissed from the Program pursuant to Section 4.3 hereof. All exceptions will be kept confidential.

4.3.3 Temporary Absence

Should a parent withdraw a child from class for a brief period (e.g. vacation), fees must be paid to maintain the child's place in the Program.

4.4 Switching Classes

Following orientation in September, the Registrars will not accept parent requests for classroom change unless there are extenuating circumstances that need to be and can be accommodated. These circumstances are at the discretion of the Registrars and will be subject to a \$25 administration fee each time a change is made.

SECTION 5 – EMERGENCY INFORMATION AND CHILDREN WITH LIFE-THREATENING ALLERGIES OR CONDITIONS

In accordance with licensing requirements, in each classroom will be maintained an updated and comprehensive binder (the "Portable Record") containing emergency information for each child. The Portable Record will accompany the class during all activities, whether on the Preschool Premises or not.

5.1 Emergency Contacts

In the event of emergency cancellation of classes in progress or any incident, parents will be telephoned to pick up their children. It is therefore essential to inform the Preschool of any change of address and/or phone number.

Parents will provide the Preschool with alternate addresses and phone numbers in case they are not available at the time of dismissal. These emergency phone numbers are kept in the Portable Record . Emergency Allergy Alert Forms, Children with Allergies release forms will also be kept in the Portable Record.

In the event that information regarding a child changes during the Preschool year, parents are requested to advise the Preschool of such changes as soon as it becomes available.

5.2 Emergency Evacuation

In the event of an emergency requiring evacuation of the premises, children will be taken to:

Silver Springs Elementary School
7235 Silvermead Road N.W.

5.3 Medical Emergency

In the event of a medical emergency in the classroom, the teacher will:

- Assess the extent of the injury or in the case of an adverse allergy reaction, consult the Portable Record for the doctor-prescribed emergency plan and follow any instructions
- At the teacher's discretion, 911 will be called
- Contact parents or alternate contact person
- Accompany the child in the ambulance to the hospital if required, if the parents cannot be reached
- Designate an alternate adult to assist in supervising the children remaining in the class
- Prepare, or request the teacher assistant to prepare an incident report.

5.4 Life-Threatening Allergies or Conditions

Silver Springs Preschool will take all precautions, which are practical and reasonable to protect children enrolled in its classes who have known life-threatening allergies or medical conditions.

These precautions include, but are not limited to:

- Attempting to eliminate food allergens (i.e. peanuts and nuts) from the classroom
- Bring appropriate medication and medical information on field trips (i.e. in the case of bee-sting, food allergies or medical condition).

The parent who enrolls a child with a known life-threatening allergy or medical condition must recognize that the responsibility for the safety and well being of the child lies first

and foremost with the parent. Parents of these children will be asked to follow these procedures:

- Ensure the teacher and teacher's assistant are aware of the child and allergy or medical condition and medical procedure
- Sign the release form entitled, Children with Allergies. This form will be available from the Registrars at the time of registration
- Provide an alternate snack or ensure each day that the snack is appropriate for your child
- Provide documentation, Emergency Allergy Alert Form, from the child's physician stating the allergy or condition, the name of the medication, the dosage of the medication, and warning signs that indicate when medication is necessary
- Ensure that the medication is in the classroom at all times and travels with the child on out of class activities and check expiry dates of medication and injectors and replace them as necessary
- Provide the student with a Medic Alert bracelet or other suitable identification
- Provide teachers with a complete list of life-threatening allergenic foods or substances.

Concerns regarding allergies or medical conditions may be discussed with the teacher or PSAC as required.

SECTION 6 – DISCIPLINE

The Preschool strives to prevent difficult discipline problems from arising by providing an environment that is comfortable for children in a group setting and provide activities, which allow for freedom of choice. Many different play centers and activities are offered, which keep children busy and happy and allow them to interact in a constructive and stress free manner. Adults in the classroom will always model acceptable behavior to children.

On occasion, children may become frustrated. When a child's behavior becomes unacceptable or unsafe, discipline is a necessary part of guidance. In these situations, the following procedures are applied to assist the child in regaining self control:

- Redirection — When a child is experiencing frustration in a situation, that child will be directed toward another activity where the child may experience more success.
- Limits — Limits are explained and defined in a classroom situation and children are made aware of the behavior expected towards others. Children will be reminded on an individual basis when warranted.
- Reinforcement — Through praise and encouragement, children will learn that acceptable behavior is far more rewarding. Young children learn quickly that

positive attention is far more fulfilling than negative attention. In a classroom setting, the praise of their teachers and approval of their peers is often the only reinforcement necessary to maintain a high level of self-esteem. Acceptable behavior is encouraged at all times and such behavior is rewarded with praise.

- Time Away — A child may be removed from a play situation or equipment if the child is having difficulty resolving a conflict with the situation or with another child. This will occur if attempts to redirect the child were unsuccessful. The child will be moved away from the area to discuss the problem and to allow the child an opportunity to regain composure. The child is given sufficient time to amend the behavior and no time period is allocated to this.

AT NO TIME will we act aggressively towards a child. A child may be gently held only in a situation where the child, another child, or a staff member is at risk of injury. If necessary the child will be moved to a safer area, until they are reassured and calmed and can be incorporated back into the play situation. The parents will be notified if any disciplinary action is taken with their child. In the case of repeated incidents of aggression and disobedience, the teacher will contact the parents to discuss the child's behavior problems in the classroom and what action should be taken to remedy the situation. If the child's behavior problems persist further, the child may be withdrawn from the Program.

The above Discipline Policy shall be communicated to and acknowledged by all parents, staff, and, where developmentally appropriate, children.

SECTION 7 – FIELD TRIPS AND SPECIAL EVENTS

It is PSAC policy to send home, ahead of time, a Field Trip Notice and/or a Consent Form signed by the teacher, describing the details of any field trip. The signed Consent Form portion must be returned to the teacher by the date requested in order for that child to participate in the field trip. Alternate activities will not be provided for children who do not take part in the planned activities.

It is the responsibility of each parent to make sure their child is transported safely to the field trip site unless alternate arrangements have been made by the Preschool.

A Special Person's Night will be held once a year in the evening, and a Father's Day BBQ will be held once a year in the late afternoon. Regularly scheduled classes will be canceled on those days for the class(es) involved in that afternoon or evening's event.

SECTION 8 – PARENTAL DUTIES AND RESPONSIBILITIES

Silver Springs Preschool is a partial parent-cooperative program. We require that the parent of each child registered in the Program sign up for one Volunteer Duty. Parents with more than one child in the Program must sign up once for each child. Sign-up for parent duties will occur on the first full day of classes. Those parents who do not sign up for a duty will be assigned a duty. Duties are described below. Failure to fulfill parental obligations for the Preschool may result in dismissal of the child from the Program.

8.1 Snacks - SSPS is Nut Free Environment!

- Parents are required to bring a snack for their child's class on a rotating basis as designated.
- Please ensure that the snack does not contain or has not been in contact with NUTS or PEANUTS or their oils. Nuts and peanuts (even trace amounts) can cause severe and/or life-threatening reactions in certain children.
- Snacks should be of good nutritional value and come from two of the four food groups (Grains, Vegetables and Fruits, Milk Products, Meat and Alternatives).
- Examples of acceptable snacks include:
 - Crackers/cheese, cut up fruits/vegetables. Snacks high in sugar (i.e. cookies, cupcakes, rice-krispie squares, etc.) should be reserved for special events such as birthdays and Christmas only. If you provide store-bought items, please check the ingredients for nut or peanut content and for general nutritional value. Grapes should be sliced length-wise and pitted fruits, such as peaches, cherries or plums should have the pits removed. Vegetables and hard fruits should be cut into bite-sized pieces.
- The following foods are prohibited: nuts and seeds, hard candies, caramels/toffees, chewing gum, jelly beans, popcorn, gum drops and snacks made with toothpicks and skewers.

8.2 Classroom Volunteer

- All parents wishing to volunteer in the classroom must have completed a police check. The SSCA office staff will help prepare the documents and will send them to the Calgary Police Service for processing. Effective September 2009, the fee will be covered by the Silver Springs Preschool.
- Police checks will be considered valid for Preschool purposes for two (2) years from the beginning of the school year in which they are obtained.
- Other non-program, occasional visitors to the classroom (e.g., family from out of town) will be permitted to stay at the discretion of the classroom teacher.
- Unless specified (i.e. field trips or special events) parent volunteers in the classroom are not mandatory.
- If parents wish to volunteer in the classroom, they may sign up for specific days. Room Parents will provide a sign-up sheet at the beginning of each month.
- Due to licensing restrictions, younger siblings are not allowed in the classroom on volunteer days.

8.3 Volunteer Duties

Parents must sign up for one of the following duties on the first full day of classes:

PSAC Position (described in Section 2.2.2)

Clean-up Night - involves 2 or 3 hours one evening of cleaning/sanitizing the Preschool premises and equipment. Occurs in the fall, winter, spring and end of Program

Sewing -involves doing mending for the Preschool as required. May include sewing of costumes, helping with Christmas crafts and/or any other sewing projects desired by the PSAC

Laundry - involves picking up the laundry on the volunteer's last school day of the week, washing over the weekend and returning the laundry on the volunteer's first school day the following week

Craft -involves making a small Christmas project for each child and any other craft projects desired by the PSAC

Baking - involves assisting in the classroom on baking days

Playdough - involves supplying ingredients and making new playdough as requested by the teachers

Toy Cleaner - involves taking home a bag of toys each week that are dishwasher-safe (i.e. lego, animals, etc.), using your dishwasher to clean and sanitize them, and returning them to school

Recycling Person - involves collecting the recyclables from the Preschool each week and delivering to the depot. NOTE: this does not include "bottle depot" recycling

Scholastic Coordinator - distribution and collection of Scholastic Book Campaigns, orders books and distributes books received communicates necessary Scholastic information to classes coordinates with teachers use of scholastic credits and certificates communicates with Fundraising Coordinator any comments or concerns that need to be brought before PSAC

Substitute Assistant - Must be able to provide teacher assistance in classroom on short notice. Is required to attend classroom orientation before start of classes. Must be able to perform duty without other children in the classroom. Additions and/or deletions of Volunteer Duties many occur as required and determined by the PSAC.

8.4 Arrival and Departure

Parents are responsible for ensuring their children arrive for class on time and are then promptly picked up following class dismissal.

Sign-In: Parents are required to record their child`s attendance and the time they dropped off and picked up their child at the beginning and end of each class.

Before Class: Please arrive five minutes prior to class time. Children must not be dropped off and left with the teachers prior to these times as it interrupts class preparation time. Children arriving later than five minutes after the start time can cause a disruption to the class.

After Class: Parents are responsible for ensuring their child is picked up promptly at the end of class. Teachers are only in the classrooms fifteen minutes after the end of class and it is not their responsibility to care for children after class.

If a child is not picked up within ten minutes following class dismissal, emergency contacts will be called and the child will be taken to the SSCA office to wait to be picked up.

- If you anticipate that you will be late, please contact the Preschool classroom and make other arrangements for someone to pick up your child. Children can become very upset if they are not picked up at the regular time.
- In cases of repeat tardiness, the PSAC will be notified for consideration of the appropriate resolution. Extreme cases will result in dismissal from the program.

SECTION 9 – EMPLOYMENT

9.1 Hiring

New teachers and teacher's assistants (including substitute teachers) shall be interviewed, hired and services terminated by the hiring committee which consists of the Co-chairperson, Program Coordinator and SSCA Office Manager with input from existing teachers. A standard police check will be required prior to being hired.

9.2 Qualifications

The following is a listing of minimum qualifications for each position. The hiring committee will make a decision based on the individual resume, interview, references and input from existing full-time teachers.

Preschool Teachers

- A diploma from a two year program in Early Childhood Development and Education or an equivalent
- A valid First Aid/CPR certificate

Preschool Teacher's Assistant

- Reasonable experience with pre-school children
- A valid First Aid/CPR certificate

Substitute Teachers

- A.A diploma from a two year program in Early Childhood Development and Education or an equivalent or five years experience as a teacher's assistant at the Silver Springs Preschool
- A valid First Aid/CPR certificate

Substitute Assistant

- Reasonable experience with pre-school children

9.3 Contracts**9.3.1 Preschool Teachers**

- All Preschool teachers are required to sign a contract for each school term.
- In the event that PSAC elects to renew the Preschool teacher's contract for a further year, the new contract shall be negotiated prior to May 15 during the current contract or as soon thereafter as reasonably possible.
- All teaching contracts are subject to change based on enrollment status.
- The teacher's contracts will specify the Salary, Benefits and Duties.
- Either party to a current contract shall have the right to terminate the contract upon giving one month's prior notice in writing to the other party. This notice is to be given to the Program Coordinator or Chairperson.

9.3.2 Preschool Teacher's Assistants

- All Preschool teachers' assistants are required to sign a contract prior to the commencement of the Program in September.
- In the event that PSAC elects to renew the Preschool teacher's assistant contract for a further year, the new contract shall be negotiated prior to May 15 during the current contract or as soon thereafter as reasonably possible.
- All Preschool teachers' assistant contracts are subject to changes based on enrollment status.
- The Preschool teacher's assistant contracts will specify the agreed upon Salary and Duties.
- Either party to a current contract shall have the right to terminate the contract upon giving two weeks prior notice in writing to the other party. This notice is to be given to the Program Coordinator or Chairperson.

9.3.3 Substitute Teachers and Assistants

- A contract shall be signed regarding expectation and Salary.
- A substitute teacher shall be paid at the rate of two-thirds of the average rate of pay for all teachers (or teacher's assistant), for the first two consecutive weeks.
- The rate of pay for the third and any additional consecutive weeks will be adjusted to 100% of the average rate of pay for all teachers (or teacher's assistant). If one teacher is substituting for another, then the teacher's existing class rate will apply instead, if it is higher than the average.

9.3.4 Short-term Substitute Policy

- In the event a teacher is unable to work, the program coordinator will recruit a substitute from the current Silver Springs preschool staff at a rate of \$55 per class.
- If none of these teachers are available, the Program Coordinator will recruit a substitute from the list of qualified substitutes already on the payroll of the Silver Springs Preschool at a rate of \$55 per class.
- If none of these qualified substitutes are available, the teacher's assistant will be asked to step into the teacher role provided they take on the primary teaching role and responsibilities and have a parent volunteer in the classroom assisting them. Their rate of pay will be \$55 per class.
- In the event that a teacher's assistant is ill or absent, the program coordinator will call a parent substitute volunteer to fill in. These parents will be called from the list of parent substitutes for teacher's assistants. This volunteer role goes beyond the role of the regular parent in-class volunteer and includes responsibilities relating to the set up and take down of the classroom under the teacher's direction. Parent volunteer substitutes will be provided with an honorarium in the form of a \$25.00 gift certificate from a local merchant.
- Parent volunteer substitutes will be recruited at the start of each school year (usually at orientation night) and the extra responsibilities of this role will be clearly communicated to them.
- It is the teacher's responsibility to advise the SSCA office regarding payroll adjustments when they are absent and to inform the office on what date the teacher's assistants should have the increased wage difference.

9.4 Salaries and Benefits

All details pertaining to salaries and benefits of the teaching positions will be included in each individual PSAC contract. These contracts will be kept in the PSAC administrative file located in the SSCA office and will be the responsibility of the Program Coordinator.

9.5 Duties

The following is a list of duties and responsibilities that pertain to each position.

9.5.1 Teacher(s)

- Plan and prepare an age-appropriate program for each class.
- Follow the requirements laid out in the Silver Springs Preschool Policies and/or by the Alberta Children and Youth Services Licensing Department.
- Ensure a safe environment for the children.
- Oversee the duties of the Preschool teacher's assistant(s) and ensure they are carried out as required.
- Be available at mutually convenient times to discuss with any parent or group of parents specific problems regarding the children or parent participation.
- Consult with the PSAC in regard to the daily operation of the Program.

- Be responsible for the supervision and safety of the children during school hours, both on school premises and on field trips.
- Keep a daily attendance record of children.
- See that a fire drill is carried out monthly and fill out appropriate forms confirming this.
- If necessary, recommend the temporary or permanent withdrawal of any child for reasons of health or any other just cause.
- Help to plan and be on hand for parent orientation sessions, Special Person's Night, Father's Day BBQ and any other special school function. The regularly scheduled class time for the group involved in Special Person's Night on a given evening will be canceled.
- Be present at each PSAC meeting. Provide monthly reports and discussion points to Program Coordinator. If a teacher or assistant is unable to attend a PSAC meeting, they may ask another teacher or assistant to represent them.
- Spend one day following the term's end to conduct inventory of supplies and make recommendations for further purchases.
- Spend at least one day prior to year's beginning in the class to organize supplies, equipment, teaching aids, etc.
- Attend conferences or seminars with financial assistance from PSAC in order to maintain the excellence of the Preschool Program.
- Participate in the evening orientation programs during the pre-school start-up week.
- Present a general overview of the Program's goals to the new PSAC at the start of the school year. Goals will be reviewed and discussed at the January meeting.
- Deal with discipline problems as outlined under Section 6 of the Policies.
- Advise the Program Coordinator when you are going to be absent so that a substitute can be arranged.

9.5.2 Preschool Teacher's Assistants

- Follow the teachers' directions and aid them in their duties.
- Help prepare the classroom and planned activities for the day.
- Set-up and dismantle gym equipment on required days.
- Set-up and dismantle upstairs classroom on required days.
- Help to set-up, dismantle and be on hand for parent orientation sessions, Special Person's Night and any other special functions. The regularly scheduled class time for the group involved in Special Person's Night on a given evening will be cancelled.
- Be present at each PSAC meeting as required.
- Spend one day following the term's end to conduct inventory of supplies and make recommendation for further purchases.
- Spend at least one day prior to the school year's beginning in the class to organize supplies, equipment, teaching aids, etc.
- Attend conferences or seminars with financial assistance from PSAC in order to maintain the excellence of the Preschool Program.
- Assist in presenting a general overview of the Program's goals to the new board at the start of the school year. Goals will be reviewed and discussed at the January meeting.
- Advise the Program Coordinator when you are going to be absent so that a substitute can be arranged.

SECTION 10 – PRIVACY CODE

Consent and Use of Information

Personal information is collected, used and disclosed under the authority of the *Personal Information Protection Act* (Alberta) and *Personal Information Protection and Electronic Documents Act* (Canada). Personal information is collected from children and their parents for registration in the Preschool and will be used for contact purposes regarding emergencies, class activities, Preschool fundraising and volunteering opportunities.

Personal information is also collected to update and maintain contact information for registration purposes. Medical information is required to be posted and/or stored in the classroom for safety and emergency situations. Alternative contact information will be used only when a parent cannot be contacted.

On request, and subject to applicable Privacy legislation, an individual will be permitted to access their personal information. Information is securely stored and destroyed in accordance with current Privacy Legislation. Currently registration information regarding children attending the Preschool is retained for five (5) years to facilitate the Preschool's policy regarding registration of family members. Financial and administrative information is retained for ten (10) years to comply with Provincial and Federal legislation. For further information, please refer to the Preschool's Privacy Policies, which are attached as Appendix B to this Policy Document.

SECTION 11 – DISSOLUTION

In the event that Silver Springs Preschool is dissolved, and after payment of all indebtedness of the Preschool, the remaining funds, investments and other assets shall become the property of the Silver Springs Community Association.

SECTION 12 – WEBSITE

The Silver Springs Preschool website shall be maintained by a PSAC member who will administer the site and by the teachers and the policy committee who will regularly provide updated information. The website shall contain: school year calendars, newsletters, policies, SSPS mission, teacher bios, information on classes offered, registration, fees, location and contact for the registrar. The website shall not contain names, photos or other personal information about the students.

APPENDIX A

Specific Duties of Each PSAC Member

A) Chairperson / President

(Executive Position)

Key Function: *Overall facilitator for meetings, activities and issues requiring attention by PSAC.*

- Conducts and chairs all PSAC meetings
- Ensures government forms are completed and mailed
- Keeps informed of and oversees all Preschool activities
- Ensures flow of PSAC from year to year
- Is a member of the Budget and Policy Committees
- Fulfills role of Privacy Officer
- Books the room for PSAC meetings
- Sets guidelines for meeting procedures and reports
- Is responsible for a \$100.00 refundable key deposit
- Must be called if any member is going to be absent
- Is in charge of the Summer Newsletter to parents
- Ensures all vacant PSAC positions are filled
- Has signing authority for SSPS bank account
- Is responsible for changing the signing authority for the SSPS at the Preschool's financial institution each executive term
- Compiles an Annual Report at the close of each executive term
- Completes agenda for all meetings and ensures all business matters are completed in a timely manner
- Has executive authority to make emergency decisions, in consultation with the Co-chairperson/ Vice-president

B) Co-Chairperson

(Executive Position)

Key function: *To be the liaison for the SSCA Board of Directors and assist the Chairperson as necessary, including but not limited to chairing meetings in the absence of the Chairperson.*

-
- Co-ordination of the orientation night
- Co-ordination of the board Christmas Party
- Chairs PSAC meeting in absence of the chairperson
- Attends pertinent government meetings
- Is the liaison between the Silver Springs Community Association and the PSAC
- Serves as Director PSAC on the SSCA Board of and attends all meetings
- Is responsible for writing all thank you letters on behalf of all committee positions except for the Field Trip Coordinator
- Presents Policy revisions to the SSCA Board of Directors
- Is a member of the Hiring and Budget Committees
- Has executive authority to make emergency decisions, in consultation with the Chairperson

C) Program Coordinator

(Executive Position)

Key Function: *To manage the human resource activities of the Silver Springs Preschool staff.*

- Acts as a liaison between the staff, PSAC, and SSCA
- Oversees all business pertaining to staffing

- Ensures all necessary information is complete pertaining to the teachers' and assistants' payroll
- It is the program coordinator's responsibility to ensure that all parent substitute volunteers have their police checks and paperwork completed
- Responsible for providing substitute teachers as necessary and payment of same
- Responsible for orientation of substitute teachers and assistants
- Keeps on file in the administrative filing cabinet and/or posts in the classroom:
 - List of substitute teachers with resumes
 - Applications and resumes for teachers and assistants
 - Staff certificates (i.e. CPR, etc.)
- Ensures teacher professional days are attended
- Ensures all necessary licensing requirements pertaining to staff are kept. (e.g. CPR and First Aid)
- Is a member of the Hiring, Budget, and Policy Committees
- Is responsible for administering school survey every two years
- Is responsible for coordinating classroom orientation for Substitute Assistants before classes start
- Is responsible for a \$100.00 refundable key deposit

D) Treasurer

(Executive Position)

Key Function: *To oversee the finances of the organization and to prepare and monitor the annual budget.*

- Keeps records of all financial transactions in conjunction with SSCA office staff
- Prepares and distributes a monthly financial statement to the PSAC
- Ensures a Term Deposit is maintained in an amount approximately equal to the deferred income (June tuition)
- Is a member of the Budget and Registration Committees
- Presents Budget to PSAC
- Ensures all information necessary for auditing is available to SSCA office staff
- Has signing authority for the SSPS bank account
- Makes available cheque requisition forms and expenditure forms
- Posts Budget in September
- Responsible for ensuring SSCA office staff receives all original bills and cheque requisitions for payment

E) Registrar

Key Function: *Handles registration preparation, co-ordinates registration opportunities and handles newcomers and withdrawals throughout the year for the preschool program.*

- Registers all children for the Preschool
- Sets up classes and makes class lists, teachers' classroom lists, emergency contact lists and keeps these updated
- Keeps waiting lists, withdrawal lists and student records (including allergy, medical and incident report forms)
- Ensures that parents enrolling children with severe or life-threatening allergies or medical conditions receive the Children with Allergies release form and/or the Emergency Allergy Alert form and/or the Medication Administration Record form
- Provides the Chairperson, Co-Chairperson, Program Coordinator, Co-Registrar, Treasurer, SSCA Office Staff, Room moms, Scholastic and Regal reps with a current copy of all class lists and informs them of any class changes
- Keeps registration files up-dated, dates all termination registration forms
- Is a member of the Registration and Policy Committees

- Contacts everyone eligible for pre-registration from waiting lists & withdrawn students Coordinates with the SSCA office staff to return post-dated cheques and refunds to parents when a child withdraws from the Preschool
- Is in charge of Open House scheduling book rooms and is in charge of Registration day and Pres-Registration days and night Will work closely with the Co-registrar

F) Co-Registrar and Marketing and Communications

Key Function: *Assists with the registration preparation, co-ordinates registration opportunities and assists with handling newcomers and withdrawals throughout the year.*

- Will make a two-year commitment in order to continue in the Registrar capacity
- Ensures community memberships are current
- Is responsible for maintaining an Open House handout
- Is a member of the Registration Committee
- Contacts everyone eligible for Pre-Registration from attending students
- Will work closely with the Registrar and assists with Registration and Pre-Registration days
- Works with registrar and communications regarding Open House advertising
- Regularly updating or ensuring updates are made to the web site
- Responding to electronic and phone inquiries
- Retrieving voice mail from the classroom and changing the message as needed
- Assisting the registrar positions with advertising an communication in the Spirit as required
- Assisting the chair with writing/distribution of the summer news letter
- Coordinates the advertising for the various sub-committees of the PSAC (Registration, etc.)
- Is responsible for Registration and Open House advertising with registrars
- Represents the SSPS to community newspaper(s) (e.g. Spirit) for the communities which the SSPS services, including coverage of special events (Winter Fun Day, etc.)
- Arranges for the distribution of flyers or posters as needed to increase the exposure of the SSPS (flyers on community bulletin boards, etc.)

G) Recording Secretary

Key Function: *Maintains accurate minutes and records for all PSAC activities, particularly tracks policy decisions made in meetings and keeps the policy and procedure manual current as the year evolves.*

- Records and distributes minutes of the monthly PSAC meetings to members and teachers within ten days of meeting being held
- Files minutes of the meetings in the classroom filing cabinet
- Posts minutes of all meetings on the Preschool bulletin board(s)
- Posts a complete copy of the Policy manual outside the classroom
- Picks up mail from the SSCA office to distribute it as required
- Types correspondence, forms and revised Policies etc., as required by the PSAC
- Ensures that revised SSPS Policies are copied for distribution at Registration(s)
- Is responsible for record keeping (see section 2.2.6)
- Is a member of the Policy Committee

I) Purchaser

Key function: *Handles the order of classroom necessities for the teachers in conjunction with the treasurer.*

- Receives all orders for school supplies and equipment on a monthly basis
- Oversees purchases, distribution, delivery and payment of all orders in accordance with Budget
- Keeps a record of on-going purchasing expenditures and inventory
- Has signing authority for the SSPS bank account
- Provides a written monthly report to PSAC on expenditures
- Presents a report of the summer stock-up costs to the PSAC at the September board meeting
- Remains aware of on-going inventory
- Is a member of the Budget Committee

J) Fundraising Coordinator

Key Function: *Coordinating the fundraising needs of PSAC.*

- Coordinates all of the fundraising needs of the SSPS (i.e. fall and spring campaigns, Family Photo Night)
- Is the Scholastic and Regal Fundraiser's representative to PSAC
- Is assisted by parent volunteer fundraisers with the various aspects of the fundraising campaigns
- Solicits donations (i.e. bread dough, craft supplies, prizes for dances)

K) Room Parent Representative

Key Function: *Mentors and provides leadership to all room parents. Provides orientation to the position and notifies room parents of any PSAC information that is relevant to their function.*

- Organizes the Christmas craft for the children
- Represents room parents at the PSCA level
- Ensures room parents:
 - Act as a communication liaison between teachers and parents
 - Are responsible for telephoning parents in their respective classes with regard to class changes, etc.
 - Inform parents by telephone of information needed on short notice
 - Attend Orientation Night to supervise parents in signing up for Volunteer Duties
 - Coordinate the scheduling of parent volunteer class time and snack duty, and ensures copies of the schedules are posted on the Preschool bulletin board and given to the teachers and parents as soon as practicable
 - Prepare snack duty schedule for the year (keeping in mind children's birthdays) for Orientation Night
 - Arrange for the sign-up for duties, etc. of parents of children entering the Program mid-year
 - May instigate a small collection for teacher's gift at the end of the year
 - Assist the Fundraising Coordinator with fundraising as required
 - Are members of the Registration Committee Organizes sewing and mending projects
 - Coordinates charity drive(s) (i.e. Food Bank)
 - Coordinates with teachers for special events (e.g. Christmas concert, Mother's Day, Special Person's Night, eggs for hatching, etc.)

L) Field Trip Coordinator

Key Function: *Coordinates school field trips to assist the pre-school teachers.*

- Arranges for field trips to community resources away from the school and arranges for bus transportation as required (as requested by teachers)
- Arranges for Santa Claus for the Christmas parties

- In charge of instigating an honorarium and/or thank you card signed by the children for special visitors or helpers, where no fee is charged (i.e. Santa). The same procedure will apply to special or guest speakers for Parent's Nights. All honorariums must have PSAC approval and be of a consistent amount.
- Coordinates with Purchaser for any supplies on behalf of field trips
- Has payments ready in the form of a cheque for special guests and busing
- Responds to any special issues or areas of concern, such as environmental issues, etc.
- Confirms special guests and fieldtrips one week prior to the event

M) Volunteer Coordinator

Key Function: *Ensuring PSAC has enough volunteers, volunteer positions are filled and arranges volunteers for clean up nights. Communicates maintenance needs to the maintenance volunteer.*

- Fill other PSAC position should vacancies arise (if possible)
- Keep current and updated lists of PSAC members
- Ensure copies of these lists are supplied to the PSAC members and teachers, are posted beside the telephone and inside each entry to the Preschool classroom and the SSCA office
- Telephone PSAC members to remind them of the next meeting
- Set up chairs and tables after PSAC meetings
- Organize and supervise on clean-up nights
- Coordinate purchase of supplies for all clean-up nights (including dry cloths)
- Are members of the Recruiting Committee for the PSAC for the upcoming year
- Organize the PSAC Christmas dinner and year-end dinner in May with the Co-Chair
- Communicate to the maintenance volunteer regarding;
 - Coordinating painting and repair needs
 - Providing quotes for any upgrades required
 - Coordinating carpet cleaning

APPENDIX B

Privacy Policies

SILVER SPRINGS PRESCHOOL EMPLOYEE AND VOLUNTEER PRIVACY POLICY

At the Silver Springs Preschool (the "Preschool") we are committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Policy describes the personal information that we collect from or about you, how we use and to whom we disclose that information.

This Privacy Policy covers only those activities that are subject to the provisions of Canada's federal and provincial privacy laws, as applicable.

The Preschool has adopted a series of Privacy Policies in order to address the specific privacy concerns of certain groupings of individuals. This Privacy Policy applies to the personal information of all individuals who seek to be, are or were employed by or volunteered with the Preschool (collectively, an "employee" or "volunteer", as the case may be). For all other individuals, please see our "*External Privacy Policy*" or our "*Website Privacy Policy*" for activities related to our websites.

If you are unsure of which Privacy Policy applies to you, please contact our Privacy Officer for more information.

What is Personal Information?

For the purposes of this Privacy Policy, personal information is any information about an identifiable individual, other than the person's business title or business contact information when used or disclosed for the purpose of business communications.

What Personal Information do we Collect?

We collect and maintain different types of personal information in respect of our employees and volunteers, including the personal information contained in:

- resumes and/or applications;
- references and interview notes;
- photographs and videos;
- offer letters and employment contracts;
- payroll information forms; including but not limited to social insurance number, and paycheque deposit information;
- wage and benefit information forms; and
- beneficiary and emergency contact information forms.

In addition to the information contained in the examples listed above, we may also collect identification information such as name, home address, telephone,

personal email address, date of birth, employee identification number and marital status, and any other information that is voluntarily disclosed by you.

As a general rule, the Preschool collects personal information directly from you. In most circumstances where the personal information that we collect about you is held by a third party, we will obtain your permission before we seek out this information from such source (such permission may be given directly by you, or implied from your actions, such as, for example, when you provide a name of a reference on your resume).

Why Do We Collect Personal Information?

The personal information collected is used and disclosed so that we may conduct our activities, including operating our school, and so that we may establish, manage or terminate your employment or volunteer relationship with us. Such uses and disclosures include:

- determining eligibility for initial employment/volunteering, including the verification of references and qualifications;
- administering pay and benefits;
- processing work-related claims (e.g. workers' compensation, insurance claims, etc.)
- establishing training and/or development requirements;
- conducting performance reviews and determining performance requirements;
- assessing qualifications for a particular job or task;
- establishing a contact point in the event of an emergency (such as next of kin);
- complying with applicable labour or employment laws;
- compiling directories and telephone lists; and
- conducting criminal record checks and/or confirming status of driver's license, where appropriate.

Monitoring

The work product of the Preschool's employees and volunteers, whether in paper record, computer files, or in any other storage format belongs to us, and that work product, whether it is stored electronically, on paper or in any other format, and the tools used to generate that work product, are always subject to review and monitoring by the Preschool.

In the course of conducting our business, we may monitor employee and volunteer activities (including internet usage, and e-mail) and our property. This is not meant to suggest that all employees or volunteers will in fact be monitored or their actions subject to surveillance. It is meant to bring to your attention that such monitoring *may* occur and *may* result in the collection of personal information from you. When using Preschool equipment or resources, employees

and volunteers should not have any expectation of privacy with respect to their use of such equipment or resources.

How Do We Use and Disclose Your Personal Information?

We may use or disclose your personal information:

- for the purposes described in this Privacy Policy; or
- for any additional purposes that we advise you of, and where your consent is required by law, we have obtained your consent.

We may use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

When Do We Disclose Your Personal Information?

We may share your personal information with our employees, volunteers, contractors, consultants and other parties who require such information to assist us with managing our relationship with you, including: third parties that provide services to us or on our behalf (e.g. external payroll processing).

Further, your personal information may be disclosed:

- as permitted or required by applicable law or regulatory requirements;
- to comply with valid legal processes such as search warrants, subpoenas or court orders;
- to protect the rights and property of the Preschool;
- during emergency situations or where necessary to protect the safety of a person or group of persons;
- where the personal information is publicly available; or
- where required by law, with your consent.

Notification and Consent

The privacy legislation does not generally require the Preschool to obtain your consent for the collection, use or disclosure of personal information for the purpose of establishing, managing or terminating your employment or volunteer relationship. In addition, we may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

To the extent that your consent is required, we assume that, unless you advise us otherwise, you have consented to the collection, use and disclosure of your personal information as explained in this Privacy Policy.

Where your consent is required for our collection, use or disclosure of your personal information, you may, at any time, subject to legal or contractual restrictions and reasonable notice, withdraw your consent. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to our Privacy Officer.

How is Your Personal Information Protected?

The Preschool endeavors to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to prevent your personal information from loss and unauthorized access, copying, use, modification or disclosure. Resumes, information regarding salaries, benefits, work-related claims, emergency contacts, criminal record checks and driver's license checks (if applicable) are stored in the Silver Springs Community Centre Office, and the Chair, Co-Chair and Treasurer have access to these records. Other Personal Information is securely stored and destroyed according to Privacy Legislation. All files will be shredded when destroyed.

Updating Your Personal Information

It is important that the information contained in our records is both accurate and current. If your personal information happens to change during the course of your employment or volunteer relationship, please keep us informed of such changes. In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question.

Access to Your Personal Information

You can ask to see your personal information. If you want to review, verify or correct your personal information, please contact our Privacy Officer. Please note that any such communication must be in writing.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with your personal information. If you require assistance in preparing your request, please contact our Privacy Officer.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

In the event that we cannot provide you with access to your personal information, we will endeavor to inform you of the reasons why, subject to any legal or regulatory restrictions.

Inquiries or Concerns?

If you have any questions about this Privacy Policy or concerns about how we manage your personal information, please contact our Privacy Officer by telephone, in writing or by e-mail. We will endeavor to answer your questions and

advise you of any steps taken to address the issues raised by you. If you are dissatisfied with our response, you may be entitled to make a written submission to the Privacy Commissioner in your jurisdiction.

Privacy Officer

We have appointed a Privacy Officer to oversee compliance with this Privacy Policy, ensure compliance with privacy laws, and to respond to requests by individuals for access or correction of their personal information. The Privacy Officer is also responsible for developing and updating privacy policies, and addressing training and awareness requirements. The contact information for our Privacy Officer is as follows:

Privacy Officer: Cydney Elofson
Phone: c/o Silver Springs Preschool
Email: ssps.privacyofficer@shaw.ca

Revisions to this Privacy Policy

The Preschool, may from time to time make changes to this Privacy Policy to reflect changes in its legal or regulatory obligations or in the manner in which we deal with your personal information. This Privacy Policy was last updated on January 30, 2009.

Interpretation of this Privacy Policy

Any interpretation associated with this Privacy Policy will be made by our Privacy Officer. This Privacy Policy includes examples but is not intended to be restricted in its application to such examples, therefore where the word “including” is used, it shall mean “including without limitation.”

This Privacy Policy does not create or confer upon any individual any rights, or impose upon the Preschool any obligations outside of, or in addition to, any rights or obligations imposed by Canada’s federal and provincial privacy laws, as applicable. Should there be, in a specific case, any inconsistency between this Privacy Policy and Canada's federal and provincial privacy laws, as applicable, this Privacy Policy shall be interpreted, in respect of that case, to give effect to, and comply with, such privacy laws.

SILVER SPRINGS PRESCHOOL EXTERNAL PRIVACY POLICY

At the Silver Springs Preschool (the "Preschool") we are committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Policy describes the personal information that we collect from or about you, how we use and to whom we disclose that information.

This Privacy Policy covers only those activities that are subject to the provisions of Canada's federal and provincial privacy laws, as applicable.

The Preschool has adopted a series of Privacy Policies in order to address the specific privacy concerns of certain groupings of individuals. This Privacy Policy applies to the personal information of all individuals, unless the personal information is related to our websites (such information is dealt with in our "*Website Privacy Policy*") or is related to an individual who seeks to be, is or was employed by or volunteered with the Preschool (such information is dealt with in the Preschool "*Employee and Volunteer Privacy Policy*").

If you are unsure of which Privacy Policy applies to you, please contact our Privacy Officer for more information.

What is Personal Information?

For the purposes of this Privacy Policy, personal information is any information about an identifiable individual, other than the person's business title or business contact information when used or disclosed for the purpose of business communications.

What Personal Information do we Collect?

We collect and maintain different types of personal information regarding of the individuals with whom we interact. This includes:

- contact and identification information, such as your name, address, telephone number and e-mail address;
- school registration information, such as your or your child's name, and birthdate;
- application information such as, child's previous report cards, assessment information and previous school records;
- extracurricular registration information, such as your or your child's preferences and interests;
- emergency medical information, such as your child's allergies or other medical conditions that you believe are important for the Preschool staff to know about;
- product and service related information concerning the products and services that we provide to, or receive from, you;
- your comments, suggestions and feed-back and any other information requested by or provided to you.

As a general rule, the Preschool collects personal information directly from you. In most circumstances where the personal information that we collect about you is held by a third party, we will obtain your permission before we seek out this information from such sources (such permission may be given directly by you, or implied from your actions).

Why Do We Collect Personal Information?

The Preschool collects personal information to enable us to manage, maintain, develop and conduct our activities, including operating our school, including:

- to establish, maintain and manage our relationship with you and your child;
- to be able to review our operations so that we may understand your requirements and expectations of Silver Springs Pre-School and so that we may work to meet or exceed those requirements and expectations;
- to properly respond to medical emergencies;
- to be able to review the products and services that we obtain from you so that we may work with you and so that you may understand our requirements for such products and services;
- to be able to comply with your requests (for example, if you prefer to be contacted at a business or residential telephone number and advise us of your preference, we will use this information to contact you at that number);
- to protect us against error, fraud, theft and damage to our goods and property;
- to enable us to comply with applicable law or regulatory requirements; and
- any other reasonable purpose to which you consent.

How Do We Use and Disclose Your Personal Information?

We may use or disclose your personal information:

- for the purposes described in this Privacy Policy; and
- for any additional purposes for which we have obtained your consent to the use or disclosure of your personal information.

We may use or disclose your personal information without your knowledge or consent where we are permitted or required by applicable law or regulatory requirements to do so.

When do we Disclose Your Personal Information?

We may share your personal information with our employees, contractors, consultants and other parties who require such information to assist us with managing our relationship with you, including third parties that provide services to us or on our behalf.

Further, your personal information may be disclosed:

- as permitted or required by applicable law or regulatory requirements;
- to comply with valid legal processes such as search warrants, subpoenas or court orders;
- to protect the rights and property of the Preschool;
- during emergency situations or where necessary to protect the safety of a person or group of persons;
- where the personal information is publicly available; or
- with your consent.

Your Consent is Important to Us

It is important to us that we collect, use or disclose your personal information where we have your consent to do so. Depending on the sensitivity of the personal information, your consent may be implied, deemed (using an opt-out mechanism) or express. Express consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from your action or inaction. For example, when you enter into an agreement with us, we will assume your consent to the collection, use and disclosure of your personal information for purposes related to the performance of that agreement and for any other purposes identified to you at the relevant time.

Typically, we will seek your consent at the time that we collect your personal information. In certain circumstances, your consent may be obtained after collection but prior to our use or disclosure of your personal information. If we plan to use or disclose your personal information for a purpose not previously identified (either in this Privacy Policy or separately), we will endeavor to advise you of that purpose before such use or disclosure.

As indicated previously, we may collect, use or disclose your personal information without your knowledge or consent where we are permitted or required to do so by applicable law or regulatory requirements.

Choice/Opt-Out

You may change or withdraw your consent at any time, subject to legal or contractual obligations and reasonable notice, by contacting our Privacy Officer using the contact information set out below. All communications with respect to such withdrawal or variation of consent should be in writing and addressed to our Privacy Officer.

We assume that, unless you advise us otherwise, you have consented to the collection, use and disclosure of your personal information as explained in this Privacy Policy.

How is Your Personal Information Protected?

The Preschool endeavors to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in

question. These safeguards are designed to prevent your personal information from loss and unauthorized access, copying, use, modification or disclosure. Personal information of children enrolled in our programs and their parents will be stored in a locked filing cabinet in the Preschool classroom. The classroom itself is locked when not in use, and the Silver Springs Community Centre is locked and alarmed when not in use. Personal information will be accessible to the Preschool registrars, Preschool teachers and teachers' assistants. These hard copies of personal information will be retained for five (5) years in order to facilitate our registration policies regarding enrollment of family members. In addition the names and addresses of children enrolled in the Preschool programs and their parents will be stored on the home computers of the registrar(s) and co-chair and will be used for the purpose of creating mail-out labels. These computers are password-protected and the homes are locked when not in use. The electronic information regarding children enrolled in the Preschool's programs and their parents will be deleted at the end of the School year, except in cases where registrars or co-registrars remain in their roles for the following year.

Updating Your Personal Information

It is important that the information contained in our records is both accurate and current. If your personal information happens to change during the course of our relationship, please keep us informed of such changes.

In some circumstances we may not agree with your request to change your personal information and will instead append an alternative text to the record in question.

Access to Your Personal Information

You can ask to see your personal information. If you want to review, verify or correct your personal information, please contact our Privacy Officer. Please note that any such communication must be in writing.

When requesting access to your personal information, please note that we may request specific information from you to enable us to confirm your identity and right to access, as well as to search for and provide you with your personal information. If you require assistance in preparing your request, please contact our Privacy Officer.

Your right to access the personal information that we hold about you is not absolute. There are instances where applicable law or regulatory requirements allow or require us to refuse to provide some or all of the personal information that we hold about you. In addition, the personal information may have been destroyed, erased or made anonymous in accordance with our record retention obligations and practices.

In the event that we cannot provide you with access to your personal information, we will endeavor to inform you of the reasons why, subject to any legal or regulatory restrictions.

Inquiries or Concerns?

If you have any questions about this Privacy Policy or concerns about how we manage your personal information, please contact our Privacy Officer by telephone, in writing or by e-mail. We will endeavor to answer your questions and advise you of any steps taken to address the issues raised by you. If you are dissatisfied with our response, you may be entitled to make a written submission to the Privacy Commissioner in your jurisdiction.

Privacy Officer

We have appointed a Privacy Officer to oversee compliance with this Privacy Policy, ensure compliance with privacy laws, and to respond to requests by individuals for access or correction of their personal information. The Privacy Officer is also responsible for developing and updating privacy policies, and addressing training and awareness requirements. The contact information for our Privacy Officer is as follows:

Privacy Officer: Cydney Elofson
Phone: c/o Silver Springs Preschool
286-3170
Email: ssps.privacyofficer@shaw.ca

Revisions to this Privacy Policy

The Preschool, may from time to time make changes to this Privacy Policy to reflect changes in its legal or regulatory obligations or in the manner in which we deal with your personal information. This Privacy Policy was last updated on January 30, 2009.

Interpretation of this Privacy Policy

Any interpretation associated with this Privacy Policy will be made by our Privacy Officer. This Privacy Policy includes examples but is not intended to be restricted in its application to such examples, therefore where the word "including" is used, it shall mean "including without limitation."

This Privacy Policy does not create or confer upon any individual any rights, or impose upon the Preschool any obligations outside of, or in addition to, any rights or obligations imposed by Canada's federal and provincial privacy laws, as applicable. Should there be, in a specific case, any inconsistency between this

Privacy Policy and Canada's federal and provincial privacy laws, as applicable, this Privacy Policy shall be interpreted, in respect of that case, to give effect to, and comply with, such privacy laws.