

To: Mayor and Members of Council

May 3, 2011

Re: Preschool Playschool - Policies

### **Background**

At the April 18, 2011 Council meeting the discretionary business application for a Preschool Playschool at 64 Fairway Crescent was approved on the condition that the applicant provides the Town with policies around her business. Misty has provided the Town with the preschool policies and I have attached the policies to this report. Administration has requested the White City Cooperative Playschool to provide their policies as well.

### **Discussion**

The purpose of this report is to update Council, and to discuss the policies that were presented. Are they acceptable?

### **Budget Implications**

None.

### **Recommendation**

Administration would like provide Misty with Council feedback on the policies.

Respectfully submitted,



Shauna Bzdel,  
Town Manager

## PRESCHOOL POLICIES

### In the Preschool Centre

- All electrical outlets must have plug covers
- All or any harmful chemicals or medications on the same floor where class takes place must be in a locked cabinet
- A first aid kit must be accessible and on the same floor that the preschool is located on
- A clear diagram of fire exit plans must be posted visibly
- Each child must always wear indoor shoes in case it is necessary to exit the building in an emergency
- one present instructor must be at least First Aid and CPR level B certified and up to date
- Any instructors must have a criminal record available for clients to view if requested, and renewed every second year
- It is important to note that in Section 3 of *The Child Care Regulations, 2001* (<http://www.qp.gov.sk.ca/documents/English/regulations/regulations/c7-3r2.pdf>) services for preschool children, whose primary purpose is education and attendance is for no more than three hours per day or three days per week, do not apply to *The Child Care Act* (<http://www.qp.gov.sk.ca/documents/English/statutes/statutes/c7-3.pdf>).  
If any one child or a group of children in a preschool attend for more than three hours per day or for more than three days per week, the service is no longer excluded from child care legislation and must meet child care regulations.
- If there are more than 15 preschool children in a class, an assistant or additional instructor must be present
- Children must be adequately supervised by an adult at all times
- There must be an adequate and accessible record of each child attending the preschool that includes: any applicable allergies, phone number contacts in case of emergency, list of people who are permitted to drop off/pick up child.
- There will be no smoking within the preschool center
- The following practices are not permitted methods of child management with respect to a child attending the preschool:
  - Corporal punishment
  - Physical, emotions or verbal abuse
  - Denial of necessities
  - Isolation
  - Inappropriate physical or mechanical restraint
- A written and signed agreement must be entered into between the child's/children's parents and the preschool regarding policies, an agreement for fees, both schedule and amount
- all parents are charged the same for the same services
- The preschool must provide developmentally appropriate toys, equipment and materials for the age of the children, as well as appropriate toiletry facilities, storage of personal affects.

### Excursions:

- If leaving the preschool and yard of the preschool (so walks in the neighborhood) the ratio of adult to children should be 1:10
- If going on an excursion out of the neighborhood the ratio of adult to preschool children should be 2:10, Staff to preschool children 1:10
- The instructor of the preschool must consider the location and activities involved in the excursion and assess possible risks associated with that location and add extra adult supervision/volunteers where needed
- A copy of each child's emergency information must be present on all excursions as well as a small first aid kit