

## INFORMATION PACKAGE FOR ELVES SPECIAL NEEDS SOCIETY 2020/2021 SCHOOL YEAR



This Information Package outlines essential information and requirements for individuals attending Elves' Educational Programs and Grades 1 - 12. Elves' Social Workers will be available to answer any questions related to this package.



You will see COVID Alerts and Highlights throughout this document. They are intended to draw your attention to protective measures that need to be followed in attempts to promote a healthy community during this period of COVID-19.

Elves Special Needs Society is a private, non-profit school serving children ages 3 to 6 years of age and students ages 6 to 20 with speech and language, gross motor, fine motor and cognitive delays as well as individuals with diagnoses of Global Developmental Delay, Autism, Fetal Alcohol Spectrum Disorder (FASD), Down Syndrome and behavioural challenges.



Early Education Programs are funded through Alberta Education. Educational grants and service agreements with sponsoring school boards fund students from Grades 1 - 12. Funding for students is received with the focus on schools furthering the education of the student through a multi-disciplinary approach.

The focus of Elves' School Program is to provide programming in the areas of communication, cognition, fine and gross motor skills, socio-emotional development, and functional life skills. Students are divided into multi-aged groupings designed to meet student abilities and dominant areas of need.

### **1. CENTRE INFORMATION**

- 1.1: **Elves Child Development Centre/Administration:**  
**Address:** 10825 - 142 Street, Edmonton, AB, T5N 3Y7  
**Phone/Fax:** Phone: 780.454.5310 Fax: 780.454.5889  
**Office Hours:** 8:00 am to 4:00 pm (Monday to Friday excluding holidays)  
**Program Hours:** 9:30 am to 2:30 pm
- 1.2: **Elves Youth Centre/Pre-school/Kindergarten and Grades 1 - 12 Programs:**  
**Address:** 10419 - 159 Street, Edmonton, AB, T5P 3A6  
**Phone/Fax:** Phone: 780.481.5335 Fax: 780.483.5316  
**Office Hours:** 8:00 am to 4:00 pm (Mon to Fri excluding holidays)  
**Program Hours:** 8:45 am to 2:15 pm

□ 1.3: **Elves Room 9 Satellite Location:**

**Address:** 14205 – 109 Avenue, Edmonton, AB, T5N 1H5

**Phone/Fax:** Phone: 780.484.3078 Fax: 780.484.5903

**Office Hours:** 8:30 am to 3:30 pm (Mon to Fri excluding holidays).

**Program Hours:** 9:30 am to 2:30 pm

- CHILDREN WHO ARE IN THEIR FIRST AND SECOND YEAR OF EARLY EDUCATION (2.8 YEARS TO 5 YEARS OLD) WILL RECEIVE 400 HOURS OF ON-SITE SERVICE. THERE WILL BE FAMILY-ORIENTED SESSIONS THAT WILL BE OFFERED TO FAMILIES DIGITALLY.
- CHILDREN IN THEIR KINDERGARTEN YEAR (BETWEEN AGES 4 .8 TO 6 YEARS OF AGE) WILL RECEIVE 800 HOURS OF SERVICE. THERE WILL BE FAMILY-ORIENTED SESSIONS THAT WILL BE OFFERED to FAMILIES DIGITALLY.

**SAMPLE TIMETABLE**

**400 HOURS** (FIRST AND SECOND YEAR Children Ages 2.8 Years to 4.8 Years Old)

400 HOURS for 3.0 hour day START TIME 9:00 am to 12:00 pm <u>or</u> 12:15 pm to 3:10 pm			
Time	Pre-Kindergarten Group Activities	Time	Kindergarten Group Activities
9:00 am	Arrival / Toilet / Free Play	12:15 pm	Arrival / Toilet / Free Play
9:30 am	Snack	1:00 pm	Snack
10:00 am	Circle	1:15 pm	Circle
10:30 am	Exploration Centres / Focus Centres / Gross Motor (therapy incorporated into centres)	1:45 pm to 2:30 pm	Exploration Centres / Focus Centres / Gross Motor (therapy incorporated into centres)
11:15 am	Lunch / Hygiene	2:30 pm to 3:15 pm	Play / Toileting / Snack
11:50 am to 12:00 pm	Preparation for Home Departure	3:00 pm to 3:10 pm	Preparation for Home Departure

## 800 HOURS - KINDERGARTEN CLASSROOMS (CHILDREN 4.8 TO 6 YEARS)

Bell Times	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am start time (mornings)	475 Hour Child Arrival	475 Hour Child Arrival	475 Hour Child Arrival	475 Hour Child Arrival	475 Hour Child Arrival
9:15 am start time	600 & 800 Child Arrival	600 & 800 Child Arrival	600 & 800 Child Arrival	600 & 800 Child Arrival	600 & 800 Child Arrival
9:30 am # of instructional minutes: 45 - 60	Toilet/Hygiene Individual Program Guided Play	Toilet/Hygiene Individual Program Guided Play	Toilet/Hygiene Individual Program Guided Play	Toilet/Hygiene Individual Program Guided Play	Toilet/Hygiene Individual Program Guided Play
9:45 am # of instructional minutes: 45	Circle/Conference Individual Programs Snack	Circle/Conference Individual Programs Snack	Circle/Conference Individual Programs Snack	Circle/Conference Individual Programs Snack	Circle/Conference Individual Programs Snack
10:30 am # of instructional minutes: 120	Individual Programs Therapy/Hygiene Lunch	Individual Programs Therapy/Hygiene Lunch	Individual Programs Therapy/Hygiene Lunch	Individual Programs Therapy/Hygiene Lunch	Individual Programs Therapy/Hygiene Lunch
12:00 pm	475 Hour Departure	475 Hour Departure	475 Hour Departure	475 Hour Departure	475 Hour Departure
12:15 pm start time (afternoons)	475 Hour Child Arrival	475 Hour Child Arrival	475 Hour Child Arrival	475 Hour Child Arrival	475 Hour Child Arrival
12:30 pm # of instructional minutes: 30	Hygiene Guided Play	Hygiene Guided Play	Hygiene Guided Play	Hygiene Guided Play	Hygiene Guided Play
1:00 pm # of instructional minutes: 60	Program Activities Individual Programs	Program Activities Individual Programs	Program Activities Individual Programs	Program Activities Individual Programs	Program Activities Individual Programs
2:00 pm # of instructional minutes: 30	Hygiene Guided Play Departure Routine	Hygiene Guided Play Departure Routine	Hygiene Guided Play Departure Routine	Hygiene Guided Play Departure Routine	Hygiene Guided Play Departure Routine
3:00 pm	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL

A modified curriculum is integrated into daily routine as per classroom grouping.

**PRE-SCHOOL/KINDERGARTEN GROUP (ages 3 to 6 years old) and  
SCHOOL PROGRAM SAMPLE TIMETABLE (Grades 1 - 12)**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 am	<u>Student Arrival:</u> review of communication books and/or correspondence; medications or health concerns relayed to nursing staff. Students who are mobile work on transition goals.				
9:00 am	<u>Toilet Hygiene:</u> each student is changed or toileted upon arrival, allowing staff to ensure student health. If concerns are present, incident forms are completed and/or nursing staff informed. Students are taught personal care and hygiene.  <u>Individual Programs:</u> 1:1 learning activities are introduced. In the case of our more mobile children, a free play time is encouraged for social skills, fine motor or cognitive development, etc.				
9:45 am	<u>Circle/Conference Time:</u> theme-based group learning which might include the weather, calendar, current events, songs and rhymes, sign language to encourage listening and turn-taking skills, conversation skills and community awareness. Knowledge assessment. Speech and Language Pathologist or Assistant may also may also lead these session <u>Therapy Sessions:</u> 1:1 therapy sessions with occupational therapy, speech pathologist and/or physiotherapist. Time is dependent upon student groupings. Consultation intervention one to three times weekly, dependent upon need.				
10:15 am	<u>Snack:</u> many students are on a bus early. Individuals may be hungry or require fluids. Daily living /social skills/communication training and etiquette are included in this time.				
10:30 am	<u>Individual Programs:</u> adapted Alberta Education curriculum is introduced to students in their classrooms. As well, personal goals from each student's IPP are incorporated. These activities are 1:1 or small group and may include goals such as reading/math development, making choices, personal care, and daily living or computer skills. Therapy may be incorporated into the classroom. These are group sessions in the Snoezelen Room, kitchen or gym. These sessions may occur several times throughout the day depending on student's disability and therapy needs.				
11:30 am	<u>Lunch:</u> Due to the high needs of our students, Elves has supervised lunches in the classroom. Lunch time is instructional time; staff remain with students and teach eating and socialization skills. Also, many of our students require G-tube feedings which must be supervised 1:1 and may need an extended time to complete a feeding depending on the student.				
12:30 pm	<u>Hygiene:</u> Students are changed or toileted after lunch. Students are taught personal hygiene and self-care at this time.				
1:00 pm	<u>Individual Programs/Program Activities:</u> In addition to IPP goals, modified curriculum is presented. Students are involved in recreational activities such as community walks, gym time, crafts, cooking, or relaxation time in the Snoezelen Room (sensory room). Each class has at least one session per week in the kitchen. Field trips are planned for the education and interest of students, using our wheelchair accessible buses and vans.				
2:00 pm	<u>Hygiene:</u> Students are toileted or changed before dressing to go home. Communication books are filled in regarding the day's events as well as any school calendars or communications for families. Lunch boxes and/or G-tube equipment are sent home to be cleaned for the next school day.				
2:15 pm	<u>Dismissal:</u> Students are supervised by staff until they are secured in the buses for transport home for the day. Students who are mobile work on transition goals.				



**Student and staff safety is important to Elves! Our facilities are secured buildings, "nut free" zones and "scent free" zones. Please see Section 8.7 for further details.**

## COVID-19



**The Safety of all members of the Elves community is dependent upon each and every member ensuring that their health is optimal prior to coming to school.**

This year Elves is modifying the School Program model in education to accommodate modifications due to COVID-19 related health and safety concerns. We have protective measures in place that will include:

- Daily Self-Assessments are required; temperature checks will be conducted twice daily.
- Those who are enrolling their child at Elves understands that the children and students are unable to social distance.
  - Staff will be fully wearing personal protective equipment (PPE).
- There are enhanced cleaning and disinfecting requirements as outlined in Chief Medical Officer of Health Orders, Alberta Health Services, and Elves internal protocols.
- Whenever possible, families will be asked to transport their children to reduce on the risk of exposure to the virus.
- There will be restrictions related to the management of food and personal belongings.
- Children and staff will have separate, wipe-able containers to place their belonging in during the day.
- Lunches will not be placed in the fridge, rather an icepack will be placed into each child/students lunch bag. Icepacks will sanitized at the end of the day.
- There will extra cleaning and sanitizing of areas, dishes, toys, and equipment will occur with approved food safe or hospital grade cleaners.
- Wherever possible children will be directed to separate tables or dividers will be placed between children/students.
- Toys or other teaching tools will be separated and disinfected at the end of the day.
- Activities will be limited to predesignated spaces in the Elves Child Development Centre and the Elves Adult and Youth facility. There will be separate tables/zones in rooms for each individual. However, Elves will not be restrictive with individuals who may cross into the space of another individual.

- Child specific toys and activities will be preplanned presented. This will include water play, music, sensory activities, arts and crafts, play and games.
- Enrichment activities such as the librarian visits will not be offered by non-Elves staff.
- Singing will not be offer this year.
- Wherever possible, children/students will have toys and crafts prepackaged to reduce risk of exposure to the virus. Children/students will not be encouraged to share items.
- Suspected and confirmed cases of COVID-19 will be reported to the Alberta Health Services.
- If there is a confirmed case of COVID-19 the chief Medical Officer of Health/Alberta Health Services has the discretion to close the Elves Program(s).



For the overall safety of the Elves community please be familiar with and review the following questions daily. **If you or a family member answer Yes to any of these questions, do not your child to School and contact the School Nurse or Principal.**

In the past 14 days, did you or a member of your household return from travel outside of Canada?
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Did you or a relative in your household or visiting your household travel within Canada in the past 14 days?
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Are you or your child experiencing any of the following:
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- |  |
|--|
| <ul style="list-style-type: none"> <li>➤ (Atypical) severe difficulty breathing (e.g., struggling for each breath, speaking in single words)</li> <li>➤ severe chest pain</li> <li>➤ having a very hard time waking up</li> <li>➤ feeling confused</li> <li>➤ lost consciousness</li> <li>➤ shortness of breath at rest</li> <li>➤ inability to lie down because of difficulty breathing</li> <li>➤ chronic health conditions that you are having difficulty managing because of your current respiratory illness</li> <li>➤ feeling unwell</li> <li>➤ fever (&gt; 38 degrees C)</li> <li>➤ (atypical) cough</li> <li>➤ headache</li> <li>➤ conjunctivitis (pink eye)</li> <li>➤ diarrhea</li> <li>➤ nausea/vomiting</li> <li>➤ (atypical) shortness of breath</li> <li>➤ difficulty breathing</li> <li>➤ sore throat</li> <li>➤ runny nose</li> <li>➤ nasal congestion</li> </ul> |
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### **ELVES' SERVICES AND SUPPORTS**

Elves' Teachers facilitate education for individual students through daily lesson plans, Individual Program Plans, and daily intervention. Teachers work with families and Elves' Resource Team to address all areas of student development. The Alberta Education curriculum is adapted or modified based upon the student's cognitive, physical, and social-emotional capacity.

Educational Assistants work directly with the whole classroom and are assigned duties as designated by the Classroom Teacher. Educational Assistants are an integral part of the classroom team as they provide input in relation to student functioning, managing personal care and health of students, as well as supporting the development of curriculum resources.



Elves' Nurses work toward the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in health care for individual families within the community.

Social Workers will support students and families in relation to increasing family capacity to seek services for your child and your family. Elves' Social Workers also liaise with the community to ensure that transitions and referrals are appropriately completed in a timely fashion.



Family-Oriented Program personnel support on and off-site visits with parents. The Family-Oriented Program Coordinator is primarily responsible for coordination of on-site family-oriented sessions and Triple P. Family Support Liaison and teachers also visit families in their community.

Occupational Therapists address issues such as: "why does this person have difficulty in his or her daily activities and what can we adapt to make it possible for him or her to better manage their health and well-being?" The Occupational Therapist may provide direct intervention to improve fine motor or oral motor skills, assist families to order specialized equipment and incontinence aids, or provide consultation in relation to improvements to the direct environment.

Physical Therapists assess students who have medical problems or other health-related conditions, illnesses, or injuries that limit their abilities to move and perform functional activities as well as they would like to in their daily lives. Interventions may include therapeutic exercise, functional



training, manual therapy techniques, assistive and adaptive devices, and equipment management/acquisition.

Speech and Language Pathologists assess, diagnose, and treat disorders related to speech, language, cognitive communication, voice, swallowing, and fluency. They may also work with the Occupational Therapist in the assessment of students who may have swallowing difficulties.

Psychological services are contracted externally by Elves. Results of assessments are provided to families.

Special Education Supports/Learning Coach (SES) and Program Unit Funding (PUF) Coordinator/Learning Coach consult with classrooms, resource staff, and families by acting as a liaison to promote the success of all children and students. Focus is upon developmentally appropriate practices and implementation of appropriate educational strategies based upon



## The Mandt System

Proactive Behavioural and Psychological Supports MANDT® training and Triple P Parent Program are offered to families. Assessments and intervention strategies to address cognitive function and challenging behaviours are completed in conjunction with families and the Classroom Teachers.

Alberta Education guidelines and developmental levels. SES also plans and delivers training to staff and families using a variety of proactive strategies including MANDT training.

The Principal oversees the educational and staffing operations at all Elves' locations. Internal and external services and supports are coordinated based on the current guidelines/legislation from Alberta Education, Elves' School Program, and Elves Special Needs Society.

The Executive Director oversees operations for all of Elves' Programs and can be contacted with any questions regarding operations, management of Society resources, fundraising, governance, or unresolved grievances.

## 2. ITEMS REQUIRED FOR SCHOOL

2.1 **General Items** - The following items are required at school for your child. **Please be sure to permanently label them:**

- Indoor shoes for school
- Full change of clothing (include socks and underclothing)
- Backpack or tote bag to carry materials to and from school
- Morning snack, lunch and drink for oral eaters, or lunch kit





- and/or plastic container for G-tube bag and adaptors (if applicable)
- Personal hygiene items as requested by the Classroom Teacher
- Sunscreen/bug spray
- **Communication book will be provided by the school**

2.2 **Consent Forms** - The enclosed Consent Forms are required for each student file for centre-related activities and functions:

- Student Emergency Contact Details
- Authorization for Release of Health/Educational Information
- Consent for Disclosure of Health Information
- Nursing/Health Care Form
- Consent to Share Behavioural and Health Information for Care Coordination Purposes
- Photograph/Videotape Consent Form
- Psychological Consent Form (for children ages five to six only)
- Resource Team Information and Therapy Consent Form
- Verification of Aboriginal Status
- Electronic Communication Consent Form

Please sign and return Consent Forms as soon as possible for inclusion in the student's file.

Parents/guardians have the right to refuse assessment or withdraw any consent at any time. This must be done in writing.

3. **CLOTHING** - Toileting accidents are common. Please send an extra set of clothes that can be kept at the Centre or remain in your child's backpack. Please label all clothing and articles with your child's name. Although student items are stored separately, it is easy for belongings to become mixed up if they are similar in appearance.

- **Diapers** - Please also send a regular supply of disposable diapers or training pants, if required.
- **Shoes** - For health and safety reasons, we require students to wear shoes at school. Please include a pair of shoes to leave at school.
- **Outdoor Clothing** - It is necessary for students to be prepared with clothing for use outdoors. The classes frequently have community excursions and play periods outdoors. Please remove drawstrings as they pose a safety risk.
- ***During cold wet weather, please include waterproof pants/footwear and/or change of clothing.*** Elves will use clothing from Elves' Clothing Bank if children do not have extra, but require a change of clothing prior to returning home.

#### 4. FOOD

If a child is attending elves for half a day, please send in two snacks and a drink.

Each child/student should bring two snacks and lunch, (including a drink) to school from home each day.



Prepared lunches are welcomed as we have the equipment to heat food. However, there is a risk of COVID-19 transmission if foods are microwaved. Please ensure food is in a **microwave safe container with lid** if reheating is required.



As mealtime is considered to be part of our program, we ask your help in giving your child exposure to different kinds of food; foods requiring spoons and forks provide opportunity for learning and practice. Cutlery is provided at the school. Please include a cold pack in the student's lunches to ensure lunches stay cold and safe for eating.

Please be aware we are unable to serve homemade treats from home to the classroom due to an increased risk of food poisoning and special dietary restrictions (allergies). Families are welcome to bring in store-bought unopened pre-packaged food such as cupcakes and treats for parties.

**Please note any allergies or food precautions/intolerances/dietary restrictions on intake information or by calling the Nurse directly.**

#### 5. COMMUNICATION BETWEEN FAMILIES AND CLASSROOM STAFF

5.1 Students who are driven in with Parent-Provided Transportation will be received by classroom only, in the foyer of each building. Parents are welcome to visit the classroom once arrangements have been made with the Classroom Teacher and Elves' Social Workers.

5.2 **Communication Books** - Classroom staff and parents communicate daily through "communication books." These books travel back and forth from home and school with students. They are the primary means to facilitate communication relating to student health, classroom activities and concerns, as well as providing relevant day-to-day information from home. Books can be "modified" to include information that families feel is important. Please speak to your child's teacher if you feel more details are required.

5.3 **Telephone Calls** - Telephone contact is always welcomed. Student absences should be

called in to the school. Should you have something to discuss with classroom staff, we ask that you call or come in before 9:00 am or after 2:30 pm. **Hours from 9:00 am to 2:30 pm are devoted to students' programs; if parents/caregivers call the classrooms between these hours, a message will be taken and staff will return your call when it is convenient.** We find this the best way to provide the most effective learning environment for your child.



**Digital Meetings** – there will be digital meetings held in lieu of in person meetings during the period of COVID-19 restrictions. Secure meeting links will be sent to families to enable conversations with your child's classroom or therapy team members.

- 5.4 **After Hours Calls** - Please leave a message on our voice mail system. Staff will return your call upon arrival in the morning. Elves enforces a policy that discourages phone calls to staff at home after hours. **Messages may be left at 780.454.5310.**

5.5



**Parents/Visitors** who wish to visit the classroom during program hours are welcome to schedule observation times with Elves' Social Workers. As the focus of visits will be upon your child, it is anticipated that there will not be questions in relation to issues regarding other students.

5.6



**Digital Meetings** – there will be digital meetings held in lieu of in person meetings during the period of COVID-19 restrictions. Secure meeting links will be sent to families to enable conversations with your child's classroom or therapy team members.

## 6. FIELD TRIPS



While there are COVID-19 restrictions, outings and fieldtrips will not be scheduled.

Once COVID-19 restrictions and precautions are lifted, field trips will be scheduled with consideration to the health and safety of the children/students and the benefits of the outing. Elves will be chartering a bus or cab for all outings. Parent volunteers will be requested. Average adult to student ratios are 2:1, however, 1:1 may be required. If adult to student ratios are not sufficient, outings will be cancelled.



Parents/caregivers who are volunteering on outings will be requested to provide their full attention to the child/children that they are assigned to. All staff, students, and volunteers are under the supervision of the classroom teacher and are mandated to follow the directives of the teacher. If parents are planning to take their child home directly after outings, they will be asked to discuss this directly with the teacher prior to leaving the school.

### 6.1 Trips Requiring Transportation or “On Foot”



While there are COVID-19 restrictions, On Foot outings will be limited. Details and a signed permission slip from the parent/guardian would be required for any activity where the child/student leaves Elves property on foot.



## MEDICAL-RELATED TOPICS

7. **MEDICAL** - There is a Nurse at Elves Child Development Centre, or Elves Adult & Youth Centre.

7.1

**Medications must be delivered by pharmacy or directly by parents. No form of medication can be transported via Yellow Bus, as other children may attempt to access/consume them. This includes medications mixed in drinks and included in lunch kits, as this is a practice which endangers other children.**

### Medications

**Medications are to be sent to Elves via parent/caregiver or Pharmacy Courier only.** The handling and administration of medication is regulated by Government legislation. Elves' Society's policies are in accordance with the legislation guidelines that state: “A licence holder may administer or allow the administration of patent (over-the-counter medication) or prescribed medication to a child only when:

- Parent/Guardian authorizes completed Medication Administration Form/Medication Change Form; and
- Medications are in pharmacy-labelled containers that include:
  - Physician Name
  - Child's Name
  - Name of Medication
  - Dosage
  - Route of Administration
  - Administration Times
  - Strength/Dilution

We would greatly appreciate your cooperation in complying with these regulations. By working together we can provide a safe and healthy environment for your children.

- 7.2 **Medication Authorization** - Our designated trained staff will supervise the administration of any medications that your child needs at school. Specific authorization is required. However, for every medication to be given at the Centre, you will be asked to sign the necessary consent form when you bring in the medication(s).

7.3. **Medication Administration Form, Medication Changes and Updates**

You will be asked to sign a "Medication Administration Form" if your child attends Elves and has medications to be given at school. This form will be sent to you during the first week of school. If your child is a new student, please contact the Nurse at the program. If your child has a medication or dosage change, please notify the school Nurse by filling in the Medication Change Form provided in this package or by contacting the School Nurse by phone during program hours. Please be advised that if the dosage changes, we will require new labels on the medication container(s).

In case emergency care is required, we ask that you inform the school of the exact medications, dosages and administration times of any medications your child receives daily.

7.4 **Medication Storage**

Medications that are to be given at the school will be stored in a locked cupboard or refrigerated when necessary. The staff will advise you when the medication supply requires a refill. Medications must be in pharmacy-labelled, childproof containers.

7.5 **Medications to be Administered at School**

For the safety of your child and other children and to be in compliance with bus company regulations, medication may not travel with the child on the bus. If you are unable to bring medications to school, ask your pharmacy if they will deliver prescriptions free of charge and if they will do deliveries to your child's school destination is requested. You could also speak to the staff to make other mutually acceptable arrangements. When you fill your prescriptions, please ask for a second labelled container for the School Program.

7.6 **Medications and Field Trips**

Nursing will pre-package medications and a staff member will be responsible for holding and administering medications. If you and your child are meeting your child's classroom on a field trip or outing, please note that Elves' policies state:

"The parent will be responsible for providing and administering any of the child's routine medications while on the field trip."

## ILLNESS

8. a. Elves implements proper hand washing and infection control practices with students, such as sneezing and coughing in your sleeve. Daily tracking of student and staff absences will continue. Parents will now be asked to provide information about the reason for their child's absence such as an illness, injury, or a medical/dental appointment. This information will help Alberta Health Services track the flu in our schools.



- b. **Illness** - We request that you abide by the school's policy regarding illness. Diseases/colds/viruses can spread quite quickly through a classroom because of the close proximity of the students to each other. Please ensure you have a backup emergency plan in the event your child is ill and cannot attend the school.

c. **Pandemic Virus/Communicable Diseases**



Families must conduct Self Assessments for their child and avoid sending their child to school if the child is ill or there is a member of the families or a visitor to home who is ill.

- If a child is ill at Elves, they will be placed in quarantine and the parent or designate must pick them up immediately.
  - Families must ensure that the emergency contact is a person who is able and willing to take care of your child in the event that you cannot respond to an emergency call or receive your child at home.
- d. Elves is working with the government and community to prevent the spread of viruses. We are committed to informing families of any updates or changes to existing policies or recommended illness control interventions. If students are demonstrating symptoms, they must remain at home. Parents are asked to develop a plan including alternative contacts and drop off addresses should your child become ill while at school and you cannot be reached. Pandemic kits are being distributed to schools to help establish sick rooms should students and staff become ill at school. If individuals become ill, you or emergency contact will be called to take your child home.

If your child demonstrates flu-like symptoms, call 811 or complete a Self-Assessment and schedule a COVID-19 test at <https://myhealth.alberta.ca/Journey/COVID-19/Pages/Assessment.aspx>.

- 8.1 **Ill Student Sent Home** - If the Nurse feels that the student is too ill to remain at school according to Elves' policies, she will try to contact the parent/guardian or parent alternate to arrange for the child to be picked up. A child is not usually sent home with a cold or one episode of diarrhea or vomiting. Each situation is considered individually. Please have a



back-up plan for your child if or when he or she becomes ill.

8.2 **Elves' policy regarding when children should stay home from school:**



- When children have a fever (37.8 C), or large amounts of the illness is clearly defined.
- If you Child is demonstrating cold like symptoms or mum of 10 days or a longer period if designated by Alberta Health Services.

If they have infectious diseases, they should not attend school (measles, impetigo, pink eye, chicken pox, etc.) until appropriate treatment has been initiated for more than 24 hours.

- If children have obvious infectious diarrhea or vomiting, they should remain at home for at least 24 hours after the last bout of diarrhea or vomiting.
- If the child is experiencing increased respiratory effort, low oxygen saturations, changes in respiratory patterns or skin colouring, they should remain home to be seen by their family physician for assessment.
- If there is an attendance travelling with your child, they may have the discretion to determine whether the child is stable prior to transportation.
- When in doubt regarding a student's attendance, advice should be sought from a medical professions (doctor, nurse).



**PLEASE NOTE: TRANSPORTATION WILL BE CANCELLED IF THE ABOVE CONDITIONS ARE NOTED.**

8.3 **Emergency Care** - We will obtain your signature on a Medical Consent Form which will permit our staff to obtain emergency health care for your child. In the event that such action is required, the school will make every effort to contact you immediately at the telephone numbers you have provided. Please ensure you update your emergency contact numbers if you move or change your phone number. If an ambulance is required and called, families will be responsible for costs.

8.4 **Public Health** - Elves releases child/family contact information to Capital Health as per existing regulations. Capital Health works together with schools and community agencies to provide a range of coordinated community health and support services for school-age children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language and dental



services in targeted schools. If you have any concerns about your child's health, please talk to the Nurse at Woodcroft Public Health Centre, phone 780.413.5720. Parental consent will be required for the Public Health Centre, for flu shots to be administered.

8.5 **Contagious Disease Contact** - In the case of a contagious disease contact, referral will be made to the Public Health Nurse who will assume follow-up utilizing Public Health protocol with regard to parent notification. We are unable to disclose personal information within Elves' community, as this would be a breach of confidentiality.

8.6 **General Care and Upkeep** - Parents are asked to assist with general cleanliness at our schools by cleaning their child's toys on a daily basis. This is requested to help provide all our students with the cleanest environment possible and to keep germs to a minimum in our school.

8.7 **Allergy Reminders** - If your child has severe asthma, or extreme sensitivity that can result in an anaphylactic allergic reaction, please notify the Nursing Office.



We will require an Emergency Medical Data Sheet to be completed by your physician and returned to the school. If your child has an Epi-Pen, please discuss this with the School Nurse.

Due to students at risk of anaphylactic shock, the school is a "NUT FREE ZONE".

Therefore, no nuts or peanut products will be allowed in school lunches (i.e. no peanut butter sandwiches, peanut butter cookies, candy bars with nuts, coconut, etc.) Food products containing nuts that have inadvertently been sent to school will be sent home. We greatly appreciate your adherence to the "NO NUT" policy to help keep all our students safe and in good health. As some staff and students experience allergic reactions to certain scents, please refrain from using heavily-scented products, perfumes, or colognes.

8.8: **Head Lice/Bed Bugs** - If head lice has been confirmed within your child's classroom, you will be notified and provided with relevant information. Students are asked to remain at home for 24 hours after the initial treatment. Families are requested to notify the school nurse once treatment has occurred. Information regarding head lice can also be accessed through the Canadian Paediatric Society at [www.cps.ca](http://www.cps.ca).



Families and caregivers are asked to notify Elves' Nursing Department if there are bedbugs in the home to prevent spread within Elves' facilities. We will be required to have a change of clothing left at school. All belongings will be left outside of the school during program hours until treatments have eliminated the bugs. Ongoing supports will be provided through the Nursing and Social Work Departments. Families will be notified if "on-site" treatment for infestation occurs.

- 8.9: **Vision** - Kindergarten-aged children are eligible for free screening and glasses through the “Eye See . . . Eye Learn” program supported through the Departments of Education and Health and Wellness, as well as the Alberta Association of Optometrists. Costs for comprehensive eye examinations are covered through Alberta Health and Wellness for all children ages 0 to 18.



9. **ELVES SPECIAL NEEDS SOCIETY** - Parents and foster parents are encouraged to become members of Elves Special Needs Society, the organization that operates the various programs offered at Elves. The Board of Directors, made up from volunteer parents/caregivers and professionals from the community at large, is the governing body of the Society. Changes in the Society Bylaws have established the Elves’ Parents’ Council. New parents will be nominated at Elves Special Needs Society Annual General Meeting.

## Membership

Society Memberships are free of charge. This membership offers parents and foster parents the opportunity to have some input into the working aspect of the Society, and it gives them the right to vote at general meetings of the Society. Parents and foster parents are provided with the opportunity to meet with other parents and foster parents to discuss common problems.

Society Membership is on a strictly voluntary basis and your child will be offered a program at Elves regardless of whether or not you are a member of the Society. Elves is also in need of interested parents or caregivers to participate on the Parent Advisory Council or Board of Directors. Please call Elves Child Development Centre at 780.454.5310 to register, or if you require more information regarding membership or volunteer opportunities.

10. **NEWSLETTERS** - Newsletters are distributed four times throughout the school year to our families. They include information concerning the Board, the Society and the Centre as well as other materials which we feel may be useful or of interest to you. Newsletters can also be accessed on Elves’ website at [www.elves-society.com](http://www.elves-society.com).

### PROGRAMMING RELATED TOPICS

11. **ABUSE CONCERNS** - If you have any concerns regarding the treatment or mistreatment of your child/adult client, they should be directly reported to the Principal, Adult Program Director, or the Executive Director. Elves’ Social Workers are also available for consultation in this matter. (*Elves’ staff are obligated to report continual or excessive bruising or other potential abuse matters*). Staff are required to document any injuries in the student communication books. Concerns related to abuse occurring in the community can be reported to the Child Crisis Hotline at 780.422.2001 before 4:30 pm or 780.427.3390 after 4:30 pm.

12. **APPEALS** - Please direct student-related concerns to your child's Teacher. If you do not feel that the issue is resolved, please discuss with the Principal. Further dispute resolution can be directed to the Executive Director. Communication issues should be directed to the persons of concern. In the case of unresolvable dispute, families must be aware that Elves' Board of Directors are the formal and final level for appeal.

13. **ELVES' PROGRAMS**

The following programs are available at Elves in addition to the regular Early Childhood and School Program:

13.1 **Outreach Program** - Elves has always maintained a program to serve the educational needs of students who are unable to attend school on a full-time basis. This service is available to both Early Childhood Services (ECS) children and school-age students. Students are assigned to "Outreach" on an individual basis. As a general rule, any student who misses more than two consecutive weeks of school due to illness will be eligible for the program. At that time, our Outreach Teacher will contact the family to arrange for a staff member to work with the student from two to nine hours per week in the home or hospital.

13.2 **Home Visits** – Home visits are completed by Elves team members as deemed necessary. They may take place when the child is not at school but will be scheduled with families at mutually convenient times. During these visits, families do not need to provide food or drink to Elves' staff. Please feel free to notify the staff if you have guidelines or expectations regarding environment or home beliefs. This can include, but is not limited to information regarding pets, prayer times, head cover requirements. Staff will be mandated to follow protocols as established within Elves' Policies and Procedures.



- If families wish to speak with an Elves staff, they can also request a virtual or phone meeting that will also be scheduled at a convenient time.
- Families will also be invited to participate in Family Oriented Sessions that will be offered digitally. The details of these parent information events will be forwarded at the beginning of the school year.

13.3 **Individual Program Plans (IPP's)** - IPP's are developed with parental and team input. Parent Team Meetings are set up three times yearly (October, February and June). Parents are asked to attend a meeting or participate in a phone conference a minimum of once yearly. IPP's will be mailed to parents/guardians. It is the parent's/guardian's responsibility to invite/share the information with group homes or caregivers.



Parent Team Meetings will be conducted virtually or via the phone. Families will receive request to confirm preferred time to meet and a link will be sent to them.

14. **RESOURCE TEAM** - Elves' children and students benefit from the assessment and intervention of a Speech and Language Pathologist, Occupational Therapist, Physical Therapist and Educational/Behavioural consultation. Nursing and Social Worker supports are also ongoing. Psychologist may be contracted to complete psycho-educational reports.

15. **PHOTOGRAPHS** - Elves staff may need or will want to take photographs or make videotaped recordings of our children/students for educational and programming purposes. An annual, signed consent form will be requested from you to cover this.



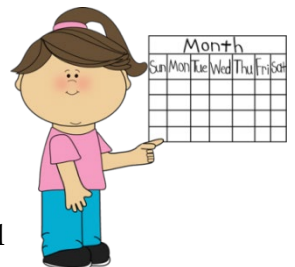
If photographs or filming are desired for any purpose other than internal use, your written permission will be obtained at the beginning of the year. The purpose of the photographs or filming will always be outlined for you. Sometimes we will ask for special permission to take pictures of your child for promotion and public relations.

**School photographs** are usually taken in the Autumn of each year. Retakes will not be available at the school. You will be able to contact the photography company to complete retakes on their premises. Your money will be refunded if you are dissatisfied for any reason. Reminders will be sent out in advance of photo day.



During a period of COVID-19 Restrictions and Precautions, it is yet to be determined whether there will be school photos taken by a professional photographer.

16. **SCHOOL CALENDAR** - Your child's classroom will be closed for planning or for conferences for a day during certain months each year. You will be informed of the exact closures as far in advance of the dates as is possible. In addition, there will generally be two days per month of closure for home visits. Please note that ECS children will have school closure on one to two Fridays each month. It is important that you refer to your monthly calendars as they will have the most up-to-date information. This information is also available on Elves' website.



17. **STUDENT DATA RECORDS** - As with any school, Elves needs to maintain accurate and detailed student information records. We ask your cooperation in keeping these records current by providing us with changes of address, phone numbers or other important information immediately as they occur. This is particularly essential with our students, given the increased potential for emergency medical situations requiring immediate contact with family members and, therefore, accurate records and contact numbers.

18. **TEMPERATURE** - Please ensure that your child is appropriately dressed for the weather.



Outings will be cancelled at a temperature of -15EC. The Executive Director or designate may make a decision to cancel programming when temperatures of -35EC or a wind chill factor of -40EC as measured at the Edmonton International Airport at 5:00 am or if weather conditions produce treacherous road conditions. Parents are asked to use their discretion when sending their children to school during inclement weather.

Please tune in to radio stations for current weather reports.

Please also visit Elves' website at [www.elves-society.org](http://www.elves-society.org)



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19. **TRANSITIONS** - Kindergarten students will transition into their community schools for Grade One. Students who have utilized three years of Program Unit Funding (PUF) or who will be age six (6) or older by September 1<sup>st</sup>, will transition to their resident school boards (Edmonton Public or Edmonton Catholic). To ensure a placement for your child, parents are advised to register your child at the neighbourhood school prior to April 1<sup>st</sup>. Social Workers will send letters home to families to that effect. Families wishing for their child to participate in Kindergarten outside of Elves are required to register at their neighbourhood school.

20. **TRANSPORTATION**



During a period of COVID-19 Restriction's, bus companies will establish protocols for limiting the number of riders on the bus and screening passengers for illness via verbal confirmation of health and temperature checks. The driver will have the discretion to refuse a child/student with a temperature over 37.8 C.

20.1 Parents may transport their children and receive a set rate for each day of attendance at school, such rate being established annually by Alberta Education. Elves has a transportation contract with public transportation companies and parents for students attending the Early Education Program.

20.2 Absence Reporting to Transportation Companies - Parents are responsible for contacting their child's bus company on any day when their children will not be attending school and transportation is not required (i.e. illness, appointments, school closures etc.)

- First Student: 780.473.7670
- Parkland: 780.963.8452



**IMPORTANT NOTE: Elves cannot afford to absorb unrecompensed transportation costs. We therefore have to pass charges back to parents/caregivers for days the transportation company has not been informed by you of your child's absence or in the case of excessive absences.**

20.3 Transportation companies are not required to provide car seats or seat belts/harnesses for children/students. These devices are used for safety, however, and are considered to be restrictive devices for safety purposes and require consent (consent form attached).

20.4 Parents are required to provide a car seat for those students under 40 pounds, or a safety belt/harness should their child require additional support to remain in their seat. Signed Consent Forms will be forwarded to Elves and shared with the transportation company.

20.5 In the case of alternate individuals designated for transporting children, photo identification in combination with parental consent will be required before students can be permitted to leave the facility. Parents/guardians will be contacted if consent has not been provided via communication books and/or phone calls.

20.6 It is the responsibility of parents/guardians to ensure that a responsible adult is available to receive your child after school. In the event that a child cannot be dropped off as expected, and all attempts to contact emergency contacts are exhausted, Children's Services may be contacted to provide alternate care.



## 21. VISITORS TO CLASSROOMS



During a period of COVID-19 Restriction's, visitors to classrooms will be limited. Non-Elves personnel will be screened and escorted by Elves staff.

For various reasons (safety, fire emergency, program continuity, etc.) it is required that all visitors, including parents, report to a staff member upon entering the building. Photo ID will be required to remove a student from the program if you are not registered as a caregiver. We are requesting that all visitors respect "Protected Programming Time" and student confidentiality.

If Please adhere to the following guidelines:

21.1 If you require time to discuss student needs with the teacher, please schedule meetings with the teacher prior to or after school.

21.2



If children/students are being driven to school, they should wait in your vehicle as you call a designated Elves staff. An Elves staff will meet you and conduct a temperature check prior to accepting your child into the school.

21.4 If you have concerns about supports being provided to the children, please speak to the teacher and/or the Principal directly.

21.5 If visitors are invited to be in the classroom, they will be expected to remain in a designated area and will be allowed to participate in classroom activities based upon the purpose of their visit under the directives of Elves' personnel.

21.6 Consistent visitors to the classroom will be asked to provide security clearances. Please do not hesitate to contact any of the staff at the Centre if you require any further information or assistance. (Restricted with consideration to Elves COVID-19 precautions)

22.



***VOLUNTEERS FOR OUTINGS (Suspended due to COVID-19 Restrictions)***



- 22.1 Ongoing community/parent volunteers will be asked for security clearance at Elves' cost.
- 22.2 Parents/volunteers will be responsible for the assigned child/children, however, must adhere to the routine and directives as assigned by the classroom teacher.
- 22.3 Siblings of students are not allowed on outings due to safety and insurance reasons.
- 22.4 Parents/children are expected to remain with the classroom grouping.
- 22.5 If parents are planning on leaving early and/or removing their child from the organized group/outing, they must notify the teacher directly.
- 22.6 Elves' staff will be expected to provide 100% supervision and directives during the outings.
- 22.7 If challenging behaviours are present, Elves' staff will be 100% responsible for managing children with challenging behaviours.