

INFORMATION PACKAGE FOR ELVES' SCHOOL PROGRAM 2022/2023 SCHOOL YEAR



You will see ALERT symbols throughout this document. They are intended to draw your attention to protective measures that need to be followed in our attempts to promote a healthy community at Elves.

INTRODUCTION TO ELVES

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



Elves' School Program (Elves) is an independent, non-profit school serving children ages 2.8 to 6 years of age and students ages 6 to 20. 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.



Elves is 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 a focus on schools furthering the education of the student through a multi-disciplinary approach.

SCHOOL DAY

1. TIMETABLES:

- CHILDREN WHO ARE IN THEIR FIRST AND SECOND YEAR OF EARLY EDUCATION (2.8 UP TO 5 YEARS OLD) WILL RECEIVE 400 HOURS OF ON-SITE SERVICE. (Monday to Friday with every second Friday being a closure day). *See calendar on page 4.*
- CHILDREN IN THEIR KINDERGARTEN YEAR (BETWEEN AGES 4.8 TO 6 YEARS OF AGE) WILL RECEIVE 800 HOURS OF SERVICE. (Monday to Thursday). *See calendar on page 7.*
- STUDENTS IN GRADES 1 TO 12 ATTEND MONDAY TO FRIDAY (with some closure days). *See calendar on page 10.*

SAMPLE TIMETABLES
400 HOURS - FIRST AND SECOND YEAR (CHILDREN AGES 2.8 UP TO 5 YEARS OLD)

400 HOURS – 2.5 Hour Day			
Time	Pre-Kindergarten Group Activities	Time	Pre-Kindergarten Group Activities
8:55 am Start	Arrival/Toilet/Free Play/ Snack	12:05 pm Start	Arrival / Toilet / Free Play
9:30 am	Circle	1:00 pm	Circle
10:00 am	Exploration Centres / Focus Centres / Gross Motor (therapy incorporated into centres)	1:15 pm	Exploration Centres / Focus Centres / Gross Motor (therapy incorporated into centres)
10:30 am	Snack / Hygiene	1:45 pm to 2:30 pm	Play / Toileting / Snack
11:25 am	Preparation for Home/Departure	2:35 pm	Preparation for Home/Departure

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

Bell Times	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am Start Time (Mornings)					
9:00 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	NO SCHOOL
10:00 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	NO SCHOOL
11:30 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	NO SCHOOL
12:15 pm # of instructional minutes: 30	Hygiene Guided Play	Hygiene Guided Play	Hygiene Guided Play	Hygiene Guided Play	NO SCHOOL
1:00 pm # of instructional minutes: 60	Program Activities Individual Programs	Program Activities Individual Programs	Program Activities Individual Programs	Program Activities Individual Programs	NO SCHOOL
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	NO SCHOOL
2:30 pm	DISMISSAL	DISMISSAL	DISMISSAL	DISMISSAL	

A modified curriculum is integrated into daily routine as per classroom grouping. Therapist/Therapy Assistant supports will be made available to individuals or groups based on level of individual need and therapist availability.

SAMPLE TIMETABLE
1000 HOURS - SCHOOL PROGRAM (STUDENTS GRADES 1-12)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:50 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 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.				
2:30 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 18.10 for further details.

2. ELVES' SERVICES AND SUPPORTS

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 on 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.



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

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



Family-Oriented Program Coordinator, supports on and off-site visits with parents.

The Family-Oriented Program Coordinator is primarily responsible for coordination of on-site family-oriented sessions. Family Support Liaison and teachers also visit families in their community. During periods with COVID-19 restrictions in place, Family-Oriented Programs will be offered to families through digital supports.

Occupational Therapists address the issue "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 his or her health and well-being?" Occupational Therapists may provide direct intervention to improve fine motor or oral motor skills, assist families with ordering 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 assessment of students who may have swallowing difficulties.

Therapy Assistants are trained personnel who work directly with children and youth. They are very familiar with the individuals with whom they are assigned to work. They act as extensions of Elves' therapists in undertaking treatment.

Psychological Services are contracted externally by Elves. Results of assessments are provided to families. Psychological assessments are contracted for children in their Kindergarten year and Grades 1-12 students on a three-year cycle.

Special Education Supports/Learning Coach (SES) and PUF Coordinator/Learning Coach consult with classroom, resource staff, and families by acting as liaison in promoting the success of all children and students. Focus is upon developmentally-appropriate practice and implementation of appropriate educational strategies based upon 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.

Behavioural Consultation is provided through the educational consulting team with the possibility of a multi-disciplinary approach. Behavioural intervention may look at the way your child interacts within a classroom environment. Challenging behaviours may be detected based on parental or classroom staff feedback.



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 Classroom Teachers.

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

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.

3. INFORMED CONSENT

You are enrolling your child in Elves' School Program. Educational and therapeutic programs will be developed to align with your child's needs. As each child has different needs, parents or guardians are asked to provide approval for services and supports that extend beyond the educational supports offered in schools.

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

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

- 3.1 a) Informed consent for an assessment, educational, therapeutic, behavioural, and medical intervention should be a process for the legal representative of the child or student who is enrolled in a program operated by Elves' School Program.
- b) The legal representative will determine whether to return consents via paper copy or via digital format.
- c) In the event of virtual therapy for children/students at home, the legal representative of the program participant may decide to accept or refuse the treatment/procedure. The outcome of the consent process must be documented and retained in the program participant's cumulative or main file. In the case of those enrolled in Elves' School Program, the consent will also be uploaded into the individual's PASI profile that is managed by the Government of Alberta.
- d) Virtual therapy may be used in classrooms when a child/student is at Elves. While not identical to in-person support, this intervention will allow therapist/teaching team to support your child when in-person supports have been reduced or suspended.
- e) In keeping with **Elves Special Needs Society Consent Policy**, program participants or their legal representatives have a right to be informed by an authorized Elves' staff about the benefits and risks of intervention or attending a session using digital interventions. Written/signed consent is required for virtual session appointments. The program participant's voluntary acceptance or refusal to attend a virtual session is to be documented in the program participant's records.
- f) Virtual/Digital Sessions - When a child/student arrives for their virtual session, an authorized Elves' staff will ensure that the legal representative/program participant has been informed and agrees to proceed.
- g) Parents/guardians may at any time discontinue intervention or participation in all virtual sessions by providing in writing, their request to the designated Elves' representative.

CONSENT - DIGITAL SUPPORTS /VIRTUAL SESSIONS

3.2 Virtual sessions use technology such as videoconferencing, to connect the child/student, their legal representative and/or designate with Elves' representative when all parties cannot be at the same location. This means that program participants/legal representatives don't always need to meet with your teacher or therapist in person for an appointment.

- a) The virtual session service is free for all program participants enrolled in Elves' programs (School, Adult, and Respite Services).
- b) Legal representatives/designates/program participants will receive details on how, when, and where to access meeting appointment with authorized Elves' representative.
- c) An assigned Elves' representative will inform legal representative or designate/program participant about services that will be provided to you during your virtual session and review the Educational/Individual Service Plan/Therapy Plan(s) and care options, as well as other necessary information pertaining to your session.
- d) The virtual Zoom session technologies provided for therapy are secure. Families will not be asked to provide intimate personal or health-related information via Google meetings, classrooms, or other applications. Any personal or health information you share with Elves' staff member is used only for your care and treatment, and other purposes allowed by law. Your information collected by Elves is in accordance with Alberta's Freedom of Information and Privacy Act (FOIP) and the Personal Information Protection Act (PIPA).
- e) For your virtual session appointment, the program participant and person supporting the session will need to be in a private, quiet, and well-lit area so shared information and privacy, is protected to enable Elves' representative to hear and see you well.
- f) Elves' representative will let them know who you are and the reason for the appointment. Each party attending the virtual meeting should tell each other if anyone else is in the room or comes in to the room during your appointment, and name who they are even if they can't be seen on the screen.
- g) If technology does not work on the day of your appointment, your Elves' representative may need to contact you to book a new appointment for a different day and time. In this case, please reach out to your Elves' representative to let them know as soon as possible. Program participants/parents/guardians may designate management of the session to a caregiver or may choose to have a family member or someone else you trust, with you during the appointment.
- h) If at any time the legal representative or designate/program participant feel that a virtual session appointment is not appropriate, they have the right to request that Elves' representative cancel or stop the appointment.
- i) Elves' representative and legal representative will make alternative arrangements to meet the program participant's needs.

4. ITEMS REQUIRED FOR SCHOOL

4.1 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 adaptors (if applicable)
- Personal hygiene items as requested by the classroom teacher
- Sunscreen/bug spray
- **Communication book will be provided by the school**



and

4.2 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
- Therapy Assessment and Treatment Consent Form
- Photograph/Videotape Consent Form
- Electronic Communication Consent Forms
- Verification of Aboriginal Status
- Psychological Consent Form (for children ages five to six only)

4.3 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.

- **Incontinence Aids/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. If your child has complex needs that impact his/her ability to wear shoes indoors, alternative slip-proof foot covering must be provided.
- **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 individuals do not have extra but require a change of clothing prior to returning home.

4.4 **FOOD**

If a child is attending Elves Early Education Program for half a day, please send them with 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. There is a risk of communicable disease transmission if foods are microwaved. Please ensure food is in a **microwave safe container with lid** if reheating is required.



As meal time is considered to be part of the educational day, 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 note any allergies or food precautions/intolerances/dietary restrictions on intake information, or by calling the Nurse directly.

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



Currently, sharing and preparing food at Elves will be monitored, and possibly suspended, in order to prevent the spread of communicable disease among students and/or staff.

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

5.1 **Transportation**

- (a) Students who are driven in with Parent-Provided Transportation will remain in their vehicles until an Elves' designate receives them or has completed a Self-Assessment confirmation and temperature check. When parents arrive at end of the day, they will call or text the school to have the child brought to the family vehicle. Parents will be asked to complete a self-assessment and temperature check confirmation.
- (b) Children who travel to Elves via bus will have their temperatures taken upon arrival.

If a child has a temperature of 38°C or over, they will be placed in quarantine and Elves will contact families for pickup.

5.2 **Communication Books** - Classroom staff and parents communicate daily through "communication books". These books travel back and forth from home and school with children/students. Communication books 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 further should you wish to have a more detailed conversation.

5.3 **Telephone Calls**

a) Telephone contact is always welcomed. Absences should be called in to the school or a note sent in your child's communication book:

Elves Child Development Centre: 780.454.5310
Elves Adult & Youth Centre: 780.481.5335

b) **After Hours Calls** - Please leave a message on our voice mail system. Staff will return your call upon arrival in the morning. Elves has a policy discouraging phone calls to staff after hours at home. Messages may be left at your child's 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 student programming; if parents/caregivers call 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.

5.4: **Digital Meetings** – Digital meetings will be offered to families in lieu of in-person



meetings. Secure meeting links will be sent to families to enable conversations with your child's classroom or therapy team members.

5.5 **In-Person Visits** to the school will be available based on prescheduled events or parent/guardian/caregiver request. However, parents/visitors who wish to visit the classroom during program hours are welcome to contact Elves' Social Workers to schedule a virtual tour. As the focus of visits will be upon your child, it is anticipated that there will not be questions related to issues regarding other students.

6. **OUTINGS**



Field trips may be scheduled if there are no restrictions or safety concerns. If the teacher is planning an outing, students will receive details in advance of any off-premise activity. 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 or by vehicle.

PROGRAM-RELATED TOPICS

7. **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's communication books. Concerns related to abuse occurring in the community may be reported to the Child Crisis Hotline at 780.422.2001 before 4:30 pm, or 780.427.3390 after 4:30 pm.

8. **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 at 780.454.5310, ext 203.

Consents may be revoked at any time through written notification directed to Elves' Principal at principal@elves-society.com

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.

9. **ELVES' PROGRAMS** - The following programs are available at Elves in addition to regular Early Childhood and School Program:
 - 9.1 **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.



Outreach support will be individualized to accommodate Health and Safety considerations associated with COVID-19 or any other communicable disease that may create restrictions.

- 9.2 **Home Visits** – Home visits are completed by Elves’ team members as deemed necessary to support child development and well-being. Due to COVID-19, home visits will only occur in urgent/emergency circumstances. Whenever possible, visits may be scheduled outdoors or in public places. Families will be asked to complete a COVID-19 Self-Assessment. Home visits 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, or 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.



- 9.3 **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 by phone or if desired, in person. Families will receive a request to confirm a preferred time to meet and a link will be sent to them.

10. **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.

WHAT MAY THE ASSESSMENTS AND TREATMENTS INVOLVE?

- Classroom observation
- Individual assessment (using assessment tools)
- Hands-on techniques (i.e. strength testing, stretching, how the child sits/stands, breathing assessment, positioning, feeding and swallowing, calming strategies, safety)
- Consultation to families and classrooms

13. **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 for our students, given the increased potential for emergency medical situations requiring immediate contact with family members and, therefore, accurate records and contact numbers.
14. **TRANSITIONS** - Kindergarten students may 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 1st, will transition to their resident school boards such as Edmonton Public or Edmonton Catholic School Boards. Interested parents may also discuss with Elves' Principal or designate, Grade One at Elves. To ensure a placement for your child, parents are advised to register your child at the neighbourhood school prior to April 1st. 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. Registration for Grade One will occur online.
15. **TRANSPORTATION**



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 who is ill or not present at the time of pickup or drop off.

- 15.1 Parents may transport their children. Elves has a transportation contract with public transportation companies and parents for students attending Elves' Early Education Programs.
- 15.2 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

There will be a monthly bus fee of \$42.50 (\$425/year) for community children and students and for those who do not have a service agreement.



IMPORTANT NOTE: Elves cannot afford to absorb uncompensated transportation costs; we therefore must 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.

- 15.3 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).
- 15.4 Car seats or 4-point harnesses will be provided for students. Signed Consent Forms will be forwarded to Elves and shared with the transportation company.
- 15.5 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.
- 15.6 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.

HEALTH, SAFETY, AND WEATHER**16. COVID-19 – SELF ASSESSMENT**

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



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* bring your child to school and *do* contact the School Nurse or Principal. Refer to the most up-to-date COVID-19 Self-Assessment.

In the past 14 days, did you or a member of your household return from travel outside of Canada?

Did you or a relative in your household, or visiting your household, travel within Canada in the past 14 days?

Are you or your child experiencing any of the following:

- (atypical) severe difficulty breathing (e.g., struggling for each breath, speaking in single words)
- severe chest pain
- having a very hard time waking up
- feeling confused
- loss of consciousness
- shortness of breath at rest
- inability to lie down because of difficulty breathing
- chronic health conditions that you are having difficulty managing because of your current respiratory illness
- feeling unwell
- fever (> 38 degrees C)
- (atypical) cough
- headache
- conjunctivitis (pink eye)
- diarrhea
- nausea/vomiting
- (atypical) shortness of breath
- difficulty breathing
- sore throat) To be reviewed with Elves' Nursing Team – Physician note will
- runny nose) be requested for those with allergies or chronic conditions not
- nasal congestion) linked to COVID-19.

SCHOOL PROGRAM MODIFICATIONS DUE TO COVID-19 RELATED CONCERNS

Elves operates our School Program model in education, to accommodate modifications due to COVID-19 related health and safety concerns. The following protective measures will be in place based upon COVID-19 Information Guideline for Schools (K-12) and School Buses (March 2022).

- Required daily Self-Assessments; temperature checks will also be conducted at Elves twice daily.
- An understanding by those who are enrolling their child at Elves, that children and students are unable to socially distance.
 - Staff will be wearing full Personal Protective Equipment (PPE).
- Enhanced cleaning and disinfecting requirements as outlined in Chief Medical Officer of Health Orders, Alberta Health Services, and Elves' internal protocols.
- Families will be asked to transport their children whenever possible, to reduce the risk of exposure to the virus.
- In the event of Government recommendations or an outbreak, children/students will be designated to their classroom and remain with their cohort group throughout the day. There will be limitations/scheduling when accessing.
- Restrictions related to the management of food and personal belongings.
- Children and staff having separate, wipeable containers to place their belongings in during the day.
- Lunches will not be placed in the refrigerator; rather an icepack will be placed into each child's/student's lunch bag. Icepacks will be sanitized at the end of each day.
- Extra cleaning and sanitizing of areas, dishes, toys, and equipment, occurring with approved food safe or hospital grade cleaners.
- Children will be directed to separate tables whenever possible, or dividers will be placed between children/students.
- Toys or other teaching tools will be separated and disinfected at the end of each day.
- Activities will be limited to predesignated spaces at Elves Child Development Centre and Elves Adult & Youth Centre. 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 and presented. This will include water play, music, sensory activities, arts and crafts, play, and games.
- Enrichment activities such as librarian visits, will not be offered by non-Elves' staff.
- To reduce aerosols (airborne transmission where droplets may be inhaled) activities such as singing will not be offered until approved by Alberta Health Services.
- Children/students will have toys and crafts prepackaged, whenever possible, to reduce risk of exposure to the virus. Children/students will be encouraged not to share items.
- Suspected and confirmed cases of COVID-19 will be reported to Alberta Health Services.
- If there is a confirmed case of COVID-19, Alberta's Chief Medical Officer of Health/Alberta Health Services, has the discretion to close Elves' program(s).

MEDICAL-RELATED TOPICS

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

17.1

Medications must be delivered by pharmacy or directly by parents. No form of medication can be transported via school bus or taxi, 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 policies are in accordance with 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.

- 17.2 **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).
- 17.3 **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.

Please contact Elves' Nurse to address medication-related matters. 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, please inform the school of the exact medications, dosages, and administration times of any medications your child receives daily.

17.4 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.

17.5 Medications to be Administered at School - For the safety of your child and other children, and in compliance with bus company regulations, medications may not travel with the child on the bus. If you are unable to bring medications to the school ask your pharmacy if they will deliver prescriptions free-of-charge and if they deliver to your child's school site, if 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.

18. ILLNESS

18.1 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 cases of flu in our schools.



18.2 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).

18.3 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.

18.4 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.

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>

Individuals who present with fever, vomiting, or other gastrointestinal disorders, will be required to remain at home for 24 hours or longer until symptoms resolve without medications.

18.5 **Ill Student Sent Home** - The Nurse will try to contact the parent/guardian or parent alternate to arrange for the child to be picked up. Children who are demonstrating COVID-19 related symptoms, or other symptoms that demonstrate the child is too ill, will be placed in quarantine. (Please have a back-up plan for your child if or when he or she becomes ill.)



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

- When children have a fever (37.8 C), or significant illness is clearly defined.


If an individual is demonstrating cold-like symptoms or if they have infectious diseases, they should not attend school until appropriate treatment has been initiated for more than 24 hours. These conditions may include measles, impetigo, pink eye, chicken pox, etc.



- If an individual has obvious infectious diarrhea or vomiting, they should remain at home at least 24 hours after the last bout of diarrhea or vomiting.
- If an individual is experiencing increased respiratory effort, low oxygen saturations, changes in respiratory pattern or skin colouring, they should remain home to be seen by their family physician for assessment.
- If there is an attendant travelling with your child, they may have the discretion to determine whether your child is stable prior to transportation.

- When in doubt regarding an individual's attendance, advice should be sought from a medical professional (doctor).

PLEASE NOTE: TRANSPORTATION WILL BE CANCELLED IF THESE CONDITIONS ARE NOTED.

- 18.7 **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.
- 18.8 **Public Health** - Elves releases child/student/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.
- 18.9 **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.
- 18.10 **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.

18.11: Head Lice/Bed Bugs - If head lice has been confirmed within your child's classroom, you will be notified and provided with relevant information. Individuals 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.



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.

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

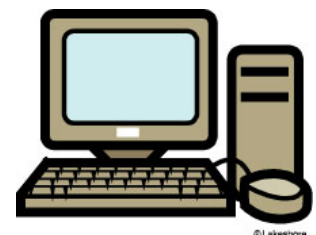
19. TEMPERATURE (WEATHER)



Please ensure that your child is appropriately dressed for the weather. Outings will be cancelled at a temperature of -15°C . The Executive Director or designate may make a decision to cancel programming when temperatures of -35°C or a wind chill factor of -40°C 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



20. VISITORS TO CLASSROOMS



Visitors to classrooms will be limited and tours must be scheduled through Elves' Principal or Social Workers. 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.

Please adhere to the following guidelines:

- 20.1 If you require time to discuss student needs with the teacher, please schedule meetings with the teacher prior to or after school.
- 20.2 If you have concerns about supports being provided to the children, please speak to the teacher and/or the Principal directly. Contact Elves' Social Worker if you wish to either view Elves' environment or to meet directly with staff.
- 20.3 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.
- 20.4 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)

21. VOLUNTEERS FOR FIELD TRIPS

Volunteers must be screened and provide Elves with Police Intervention or RCMP Security Clearances. Volunteers must agree to adhere to Elves' Policies and Procedures and follow directions provided by the classroom teacher or designate.

INVOLVEMENT WITH ELVES' COMMUNITY

22. **ELVES SPECIAL NEEDS SOCIETY** – Parents, foster parents, and caregivers 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. Families and friends of Elves 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.

23. **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.

24. **CENTRE INFORMATION**

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: 9:00 am to 3:00 pm

Elves Youth Centre/Pre-School/Kindergarten and Grades 1 - 12 Programs:

Address: 10421 - 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: 9:00 am to 3:00 pm