

**St. Josaphat's
SADOSHOK**

~

**САДОЧОК
СВ. Йосафата**

HANDBOOK




St. Josaphat's Sadochok
2020 - 2021 Program Handbook

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*****COVID CONSIDERATIONS*****

All information and guidelines in this book will be superseded by our Covid-19 information and guidance document. Sadochok staff and exec reserve the right to modify programming and rules to comply with current government and health standards and guidelines.



1.0 Philosophy and Goals

1.1 Goals

The aim of Sadochok is to offer preschool children, of any background, Ukrainian Catholic culture and a play-oriented program, in order to:

- Encourage the development of the child's physical and intellectual abilities;
- Contribute to the development of positive self-esteem; and
- Encourage the desire to learn.

1.2 Methods

St. Josaphat's Sadochok strives to promote a strong Ukrainian Catholic cultural foundation, thus enriching the Canadian cultural mosaic. These goals are fostered by providing the child with:

- Stimulating material and activities (examples: arts and crafts, puzzles, books, music, blocks),
- Ukrainian language instruction in the form of stories, songs, dramatizations, games and Teacher directives,
- Free play to select activities that reflect the child's individual needs, interests and development level,
- A clean, safe, organized and attractive facility,
- In-house presentations and special events, and
- An involved commitment from the Ukrainian Catholic clergy and parishes of the Edmonton area.

2.0 Classes

Following is the standard scheduling of Sadochok classes. Depending on enrolment, classes may be merged, cancelled or added as needed.

Classes are offered for different age groups and could be divided based on the language needs of the child. Instruction is provided in Ukrainian, with support in English as needed. The Teacher reserves the right to move a child to a more appropriate class should they find the child would benefit from an alternate setting. This would be done in consultation with the parents, only after detailed discussion regarding the child's individual situation. The decision of the Teacher is binding. Resulting changes shall be implemented within one week of the decision.

Sadochok supports flexible enrolment - the child may join any of the programs at any time during the school year (September to June) and attend 1 to 5 days a week (if space is available).

2.1 Toddler Program

This program is offered pending enrolment – minimum 3 students required. Instruction is provided in Ukrainian and English.

Age requirements: 19 months to 3 years;

Time: 8:30 a.m. to 11:10 a.m. Monday through Friday.

2.2 Sadochok – Morning Program

Age requirements: 3 and 4 year olds (must be toilet trained);

Time: 8:30 a.m. to 11:30 a.m. Monday through Friday.

Important: 4 year olds may attend either the morning OR afternoon program, NOT both.

2.3 Sadochok - Afternoon Program

This program is directed towards children who are registered in Kindergarten or 100 Voices programs at a school, but children who are 4 years old may join the program.

Age requirements: 4 and 5 year olds

Time: 12:30 p.m. to 3:45 p.m. Monday through Friday.

Important: 4 year olds may attend either the morning OR afternoon program, NOT both.

2.4 Lunch program

A supervised lunch program is provided to facilitate transfer of children registered in our afternoon program who attend Kindergarten in the morning at St. Matthew School*. Children will be picked up from their classrooms and walked to the Sadochok classroom. Lunch Supervision is offered from Kindergarten dismissal (approximately 11:10 a.m.) to 12:30 p.m.

* If the child is attending our afternoon program, but is enrolled in another school, parents are responsible to ensure the transportation of their child to Sadochok.



3.0 Program Guidelines

To provide a safe and happy environment for the students, Sadochok has a number of rules and guidelines. These guidelines help assure that things run smoothly among parents and teachers for the benefit of the children.

3.1 Arrival and Departure

Be prompt in dropping off your child at Sadochok and in picking them up. Remember that teachers need their lunch break to rest and re-organize, so please leave the premises promptly. Note the following arrival and departure rules:

1. Sign your children **in** and **out** of Sadochok on the attendance sheet posted outside the Sadochok classroom.
2. The Sadochok door will always remain locked. Upon arriving, please ring the doorbell. **Please do not arrive earlier than 8:25 a.m.** (for the morning classes) **or 12:25 p.m.** (for the afternoon classes).
3. **Please arrive promptly at 11:30 a.m.** for the morning classes or **11:10 a.m.** for the toddler class, **and by 3:45 p.m.** (for the afternoon classes) to pick up your children. This allows the teachers time to prepare for the next class or the next day.
4. If extenuating circumstances affect drop-off or pick-up times, the teacher should be contacted to make arrangements. The Sadochok phone number is 780-421-1769. If a child is not picked up at the appropriate time, the teacher will contact the parents/guardians of the child immediately for further arrangements. Additional fees may apply.
5. Parking or drop off is **not** allowed in the school's teacher parking lot. Please park only in designated areas along the street.
6. Parents are only to use Sadochok doors for entry and exit, and are prohibited from shortcutting through St. Matthew School.

3.2 Transportation of children within School premises

A supervised lunch program is provided to facilitate the transfer of children registered in our program who attend Kindergarten at St. Matthew School. Lunch Supervision is offered from Kindergarten dismissal (approximately 11:10 a.m.) to 12:30 p.m.

Children will be picked up from their classes and walked to the Sadochok classroom. If a child was absent from Kindergarten and not available for pick up, St. Matthew teachers will notify our Sadochok teachers.

Children who are registered in the Sadochok afternoon program and take the school bus home will be walked to the school bus stop by a supervising Sadochok staff member (Teacher or Teacher's Assistant). The supervisor will ensure that child has been transferred to the appropriate bus.

3.3 Clothing

Please dress your child in play clothes and shoes with non-marking, non-slip soles. It is required that a pair of "indoor shoes" be sent to and left at Sadochok for the child to wear during Sadochok times. Footwear is mandatory per fire safety regulations. Clothing appropriate for outdoor play should be provided in the fall and spring as the children do go outside. It is recommended to provide a change of clothing in a labeled Ziploc bag.

Toddler Program ONLY:

A complete set of clothing and diapering supplies should be brought to Sadochok labeled with your child's name. Each child is required to have their own change pad surface.

3.4 Siblings

Other children accompanying parents to Sadochok are the parent's responsibility at all times.

3.5 Illness

Our Sadochok is responsible for protecting the health and safety of our children, and as such, to report increases in illness to Alberta Health Services.

If your child has symptoms of diarrhea, vomiting, fever, cough or rash it is very important that you keep your child at home and advise our teachers of their symptoms. Please do not bring your child back to Sadochok unless he is symptom free or unless you have a doctor's note allowing your child to return to school.

If a staff member identifies that a child has a communicable disease and displays some of the symptoms listed above (diarrhea, vomiting, fever, cough or rash) the child's parents are notified and asked to immediately take the child home. Staff member will record the illness identifying child's name, the date the child was observed to be ill, name of the staff member who contacted a parent, name of the parent, time for child to be removed from the program, date the child returned to the program.

If there is an increase in illness (potential outbreak) Alberta Health Services will assist us in preventing further illness in our Sadochok.

Please notify the teachers when the child will be absent from class. The Sadochok telephone number is (780) 421-1769. You may call at any time and leave a message on the answering machine.

3.6 Health Care

Sadochok staff may provide specialized health care to a child only with:

1. The written consent of the child's parent and
2. Specific instruction and training to Sadochok staff by the parent.

3.7 Administration of Medicine

Sadochok staff may only administer emergency medication to a child.

Sadochok staff may only administer emergency medication to a child with:

- the written consent of the child's parent
- the medication is in the original labeled container
- the medication is administered according to the labeled directions

The emergency medication must be stored in a place that is inaccessible to children.

If emergency medication is administered the following information must be recorded:

- the name of the medication
- the time of the administration
- the amount administered
- the initials of the person who administered the medication

3.8 Smoking

Smoking is not allowed on the school premises.

No staff member shall smoke at any time or place where childcare is being provided.

3.9 Nutrition

Parents must provide a nutritious snack and drink for their child as outlined in Canada's Food Guide found at www.hc-sc.gc.ca. Items that may be of a choking risk must be cut up. Please

provide snacks in containers that your child can eat directly from, and that can be resealed so leftovers may be sent home.

St. Josaphat's Sadochok is **NUT FREE**. Do not send peanuts, nuts, or other products that may contain traces of nuts.

Snacks are scheduled at approximately 10:00am for the morning classes and 2:00pm for the afternoon classes.

3.10 Birthdays

Sharing of cakes and other birthday treats has been suspended due to Covid regulations for now.

3.11 Parties and Concerts

The Sadochok newsletter/monthly calendar will inform you of upcoming parties and concerts. These may include a group snack to which you will be asked to contribute. Again, please remember we are a **NUT FREE** playschool.

3.12 Fieldtrips

Off-site fieldtrips are organized occasionally. Unlike "off site outings" which are governed by a blanket parent authorization, fieldtrips require written parent authorization for each individual event. Details pertaining to fieldtrips, including transportation and supervision arrangements, and authorization requirements will be provided in advance.

Siblings are occasionally welcome on fieldtrips (space permitting) and it will be so noted on the permission slips. A fieldtrip fee (if applicable) will be required for siblings. An adult must accompany any siblings attending fieldtrips.

Due to the size of the classes, fieldtrips may be taken as one large group (all classes shall merge as one). Therefore, a fieldtrip may or may not be scheduled on your child's Sadochok day or time.

In the case of an activity off-site or an emergency evacuation, a staff member takes the portable emergency records.

3.13 Cold Weather Policy

Sadochok classes continue to be offered in cold weather (for example, when the weather forecast for the following day is a high of -25 degrees Celsius or lower). However, parents may choose to keep their young children at home when the weather is extremely cold. Please advise teachers if your child will not attend a scheduled class.

4.0 Child Discipline Policy

4.1 Supervision Policy and Practices

When observing children play (indoors or outdoors) teachers position themselves in the opposite corners and regularly check the program premises. When indoors, the program room door will remain closed.

Teachers participate in the children's play to ensure that the children are playing in a safe manner. Teachers always monitor the children's health. The program supervision practices will always meet the children's needs.

4.2 Child Discipline Policy

The management of children discipline in a kind and effective manner is important to children, teachers and parents alike. Child disciplinary action taken is reasonable in the circumstances. The following principles are used to encourage self-control, self-discipline, cooperation and self-esteem:

1. Teachers act as "models" for the child to see appropriate behaviours.
2. Teachers reinforce appropriate behaviour among students.
3. Teachers redirect a child away from potential problem to an acceptable activity.

4. Teachers discuss privately with the child any inappropriate behaviour

The following forms of discipline are not permitted:

- any form of physical punishment
- verbal or physical degradation
- emotional deprivation
- deny or threaten to deny any basic necessity
- use or permit the use of any form of physical restraint
- confinement or isolation.

5.0 Emergencies

5.1 Evacuation procedure

Evacuation maps, telephone numbers of the local emergency response services and poison control centre are posted in both classrooms.

If Sadochok and/or St. Matthew School must be evacuated, the following plan will be used for both rooms (218 and 216):

1. Children form a single file line and follow the teacher down the stairs and out the Northwest door of the school and walk to the field adjacent to the courtyard area (approx. 40 feet)
2. The Teacher takes the portable emergency record for children.
3. Teacher's Assistant checks the bathroom and hallway and ensures the stairwell is clear.
4. Teacher takes attendance outdoors.

In addition, St. Josaphat's Sadochok will participate in any and all fire drill or lock-down drill activities that St. Matthew School may be conducting as per discussion with Emergency Response Department, Fire Prevention Branch or other civic authorities.

5.2 Individual Medical Emergency (accidents or illness)

If a child becomes ill or suffers an injury, not requiring immediate medical attention, the Teacher will administer First Aid and contact the child's parents/guardians or other individuals as designated in the Emergency Response section of the child's Registration form.

If a child requires emergent medical attention, the Teacher or Teacher's aide will accompany the child via ambulance, at the parent's expense, to the Emergency Department and the parents/guardians will be contacted immediately.

5.3 Supervised Care for Sick Children

If a child becomes ill while in class, the child will be kept as far away as practicable from the other children and supervised by one of the teachers. The child's parents/guardians will be notified immediately.

5.4 Incident Reporting and Evaluation

An emergency evacuation, program closure due to an emergency, an intruder on the program premises, a child removed from the program by a person without parent/guardian consent, an injury requiring medical attention, a lost child or a child left on the premises after operating hours will be reported to licensing staff immediately.

All occurrences of accidents and illnesses will be recorded and tracked by a staff member. Records will be reviewed and analyzed annually. The summary of the analysis will be sent to licensing office using Annual Incidents Reporting form.

6.0 Sponsorship and Communication

6.1 Authority

All parents who enrol their children in Sadochok become members of St. Josaphat's Ukrainian Sadochok (Playschool)

Society. A non-profit society requires an elected executive. From among the parents of the children enrolled in the Sadochok, there shall be formed a Parent Executive consisting of a President, Vice President, Secretary, Treasurer, Registrar, Class Representatives, and other necessary officers as the need arises. Executive members so elected shall hold office until re-elected or until a successor is elected. They may serve consecutive terms.

Direction and supervision of the Sadochok is under the authority of the Ukrainian Catholic Women's League of Canada (UCWLC), of St. Josaphat's Cathedral, through its Executive. The Executive of the UCWLC, St. Josaphat's Cathedral shall elect a representative from its membership to liaise with the Parent Executive of Sadochok. The Sadochok Executive shall be responsible to the Executive of the UCWLC, St. Josaphat's Cathedral Branch.

Parents of children enrolled in Sadochok, and parents whose children will be enrolled in the coming school year, will be required to attend an Annual General Meeting to be held prior to the school year.

6.2 Parent Executive

The Parent Executive meets monthly or bi-monthly during the school year, September to June. Notice of meetings will be announced in the Sadochok Newsletter or by e-mail. All parents are welcome to attend.

6.3 Newsletter/Monthly Calendar


A Sadochok newsletter will be published, distributed and emailed out monthly or bi-monthly to inform parents of upcoming events. A monthly calendar with important dates and a snapshot of activities will be placed in your child's mailbox. If you have any questions regarding activities, please contact your teacher or the executive.

6.4 Telephone Number and Messages

The telephone number to the Sadochok is **780-421-1769**. There is an answering machine on site should you wish to report an absence or leave a message.

6.5 Web-site/Facebook

St. Josaphat's Sadochok maintains a web-site at **www.sadochok.com**. Please “like” our Facebook page for updates.



7.0 Eligibility, Registration and Fees

7.1 Eligibility

Toddler program: A child must be at least 19 months to register in the Toddler program. Child is not required to be toilet trained.

Sadochok (morning or afternoon programs): Child must be at least 2 years 9 months of age when registering in the program, and must be toilet trained.

All children shall be screened as to their adaptability to join the program within the first 2 weeks of the program. The teacher will carry out the screening process. On the basis of the screening results, children will be placed in the class in which they are most compatible. In the case of a disagreement, the teacher's decision is final.

If your child's situation falls outside of the Class/Eligibility guidelines, please contact the teacher or President of the Sadochok to discuss your individual circumstances.

7.2 Registration Procedure

Registration commences in the spring of the year preceding the respective school term. Students already enrolled in the program are given registration priority for the upcoming term. All other registrations are on a first-come, first-served basis.

7.3 Students' Records

The prescribed Sadochok Registration Form must be filled out in detail. The date on which the Registrar receives the **completed** Registration Form shall be the date used to establish registration priority. Other forms pertaining to Emergency Treatment Authorization, Off-Site Outings Authorization and Transportation

Authorization must also be completed at the time of registration. The Registrar shall provide these.

A copy of these forms is kept in a filing cabinet at Sadochok for emergency referral, inspection by the director or a child's parent to maintain up-to-date information.

7.4 Administrative Records

The following administrative records must be up-to-date and maintained at Sadochok for inspection by the director or a child's parent. These records must be retained for a minimum of two years:

- Daily attendance
- Evidence of child care certification for each staff member
- A current first aid certification for each staff member
- A current criminal record check for each staff member and each volunteer. Verification of a criminal record will be updated every 3 years.

7.5 Portable Emergency Records

Sadochok will maintain a portable record of emergency information as per the child's registration form, and telephone numbers of the local emergency response services and poison control centre.

7.6 Fees

Registration: A one-time non-refundable registration fee of \$35.00 per child must be included with the completed forms for each "first-time" registrant.

Program fees: Monthly fees are \$70.00 per child, for 1 class per week of any program. This includes all relevant charges and taxes.

Payments are made by pre-authorized automatic withdrawal from your bank account. Payments are withdrawn on the first day of

the month, or the first business day of the first of the month is on the weekend. Please ensure there are adequate funds to cover your fees at the beginning of the month.

***Note: Failure to provide payment shall be grounds for denial of enrolment. No deviance from the payment schedule is permitted.**

7.7 Subsidies

Low-income families may be eligible to receive provincial subsidies for a child registered in Sadochok. Visit the web site <http://www.humanservices.alberta.ca/financial-support/15104.html> for more information. Parents are solely responsible for application and renewal of subsidies, and to pay any Sadochok fees not covered by a subsidy.

7.8 Refunds

If in the first month after registering, the parent finds the program unsuitable for their child, the monthly fees will be refunded. There are no refunds or credits given for classes missed due to vacations or illness. No substitutions of any type (sibling for students, one class for another, etc.) are permitted, as per licensing standards.

7.9 NSF Fees

You will be charged by Sadochok a fee of \$25 for each NSF payment. PLEASE NOTE: your bank may ALSO charge an NSF to you in addition for any NSF payments.

7.10 Withdrawal

The Registrar must be notified in writing of the intention to withdraw a child from the program. A one-month notice is required.

7.11 Freedom of Information and Protection of Privacy Act (FOIP)

The Alberta Freedom of Information and Protection of Privacy (FOIP) Act requires that consent be obtained for the collection and use of personal information. This includes many activities that occur regularly in the Sadochok community, such as taking of individual and group photos, the use of names and description of student activities in newsletters, promotional material, etc. A consent list outlining such activities will be distributed at the beginning of each school year. You will be required to read and return this form to Sadochok where it will be kept on file.

8.0 Commitments

8.1 Fundraising

The Sadochok program is financed primarily through tuition fees and “parent-powered” fundraising. It is mandatory that fundraising responsibility be shared as equitably as possible.

Casinos: Approximately every two years, fundraising will require working casinos. These funds subsidize the tuition fees significantly and allow us the means to provide an excellent calibre of staff and facilities for our children. Each family is required to provide workers to cover shifts as necessary for the casino.

Each year alternative fundraising activities are also selected. Each family is required to participate in the fundraising activities.

Fundraising commitment cheque: As a commitment, a \$50.00 undated cheque is required at the time of registration. It will be cashed only if the fundraising commitment is not fulfilled. The un-cashed cheque will be returned once the commitment requirements have been met (or kept on-file if the child will be continuing with Sadochok the following year).

Casino commitment cheque (every second year): As a commitment, a \$350.00 undated cheque is required at the time of registration. This cheque will be cashed only if the family does not fulfill its commitment to provide workers for the casino. The un-cashed cheque will be returned once the commitment requirements have been met.

8.2 Volunteer Positions

Sadochok is a non-profit, parent-run preschool. All families are required to help our programs continue to run by either taking a parent executive position or by being responsible for 3 (three) volunteer commitments such as toy wash, concert assistance, etc. Sign up for volunteer positions will be available at the annual meeting, then posted at Sadochok.

Volunteer commitment cheques: As a commitment, three (3) undated cheques for \$50.00 are required at the time of registration. They will be cashed only if the commitment to participate in volunteer activities is not fulfilled. The un-cashed cheque will be returned once the commitment requirements have been met (or kept on-file if the child will be continuing with Sadochok the following year).

**St. Josaphat's Ukrainian
Sadochok (Playschool)
Society**

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