

# PARENT HANDBOOK

LITTLE LOTUS INC

Incorporating mindful & meaningful  
practices into your child's early  
education.



**Little Lotus Inc**

Revised August 2020

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## LITTLE LOTUS INC PHILOSOPHY

Just like the lotus flower, we want children to rise above the murky waters and become their bright and beautiful selves. Children live in a fast paced world: multiple activities, too much screen time and rushing from here to there. We are a preschool program that offers children time to play, time to build strength, and time to slow the mind through daily yoga practices.

Our philosophy is a belief that children are worthy of meaningful experiences that encourage the growth of their whole mind, body, and spirit. Building and nurturing relationships through genuine caring, warmth, and acceptance, we offer an environment for children to feel safe, secure and loved. We know that when a child feels safe, they are able to explore the world around them with a sense of confidence. This helps them to feel comfortable asking questions and learning in their own unique way.

It is our goal to reflect, and combine, Alberta's framework curriculum of well-being, play and playfulness, communication, literacy, diversity and social responsibility, with the philosophy of yoga. It is our intention to provide a program that nurtures the whole child by offering meaningful experiences that foster growth in all areas of self: social, emotional, physical, intellectual and creative. Additionally, we hope to give children the tools to maintain lifelong wellness through yoga and mindful movement.



## LITTLE LOTUS INC PROGRAM DETAILS

We are a preschool program that runs in three, ten-week sessions a year.

Session I	Session II	Session III
September - November	January - March	April - June

M/W/F am	T/Th
9:00 am – 12:00 pm	9:00 am – 12:00 pm

*\*Children **must** be three years old at the time of session start in order to be eligible to attend our program\**

As part of our philosophy of whole-child wellness, our program includes access to supports from a speech-language pathologist (SLP). Currently, approximately 25% of preschool-aged children experience challenges with speech, language, and/or communication. Early identification and support are key in helping our children develop to their fullest potential. Our resident SLP will provide speech and language screenings, as well as classroom support throughout each session. It is our goal to eventually offer occupational therapy screening as well.

Our Fees are \$535 per session for the Tues/Thurs (60 hours of instruction) or \$802.50 for the M/W/F (90 hours of instruction), plus a \$50 non-refundable registration fee. We require **NO** duty days or fundraising for our program.

For parents interested in registering for all three sessions at one time, we will happily waive the second & third session registration fees.

## HOW TO REGISTER ONLINE

To register for our Little Lotus Inc program, please:

1. Send an email to Little Lotus Inc with your child's name, age and which class you prefer. *(Step One does not guarantee a spot in our program.)*
2. You will then receive a confirmation email containing both a registration form (to be fully completed and brought in the first day of preschool) and information regarding the \$50 non-refundable registration fee. Your spot is confirmed once the registration fee is received. We accept e-transfers only.
3. Full session payment, via e-transfer is due 2 weeks before the start date. You will receive a welcome email from Little Lotus Inc reminding you of your upcoming session and payment.

\*we are open to monthly payments- please contact Little Lotus Inc\*

**We accept a limited number of children per session.**  
**Registrations are on a first come, first served basis.**

## TOILETING

Children **must** be toilet-trained to attend Little Lotus Inc. Being toilet-trained includes independent use of the bathroom (pulling up and down of pants, and wiping). If your child has a bowel movement accident at preschool, parents will be called to assist the child.

## CLOTHING

Children need comfortable clothes in which to play and practice yoga. T-shirts and sweat pants/yoga pants are best. While we do offer paint shirts to paint in and water shirts to play in, children may get dirty. An extra set of clothing should be kept in their backpack. Please ensure all clothing is labeled with your child's name. All children must have indoor shoes for both safety reasons and in case of an emergency exit from the building. Shoes must be Velcro or slip-on. Backpacks go home daily with the child.

## **DROPPING OFF & PICKING UP**

### Dropping off and picking up during COVID

We ask that you arrive no earlier than 5 minutes before the start of the day. Staff will meet you at the outside door, where a mandatory questionnaire from AHS will need to be filled out and signed daily. We will do a daily temperature check of each child using our non touch thermometer. Temperature must be 38 degrees or below to enter our space. Hands must be sanitized when entering and exiting our building. We will bring the children into the building and get them settled into play. If you need to come in, you must wear a mask and only stay 5 minutes. If you are worried, we can send a quick text to let you know your child has settled.

At the end of each day, we will dismiss from outside. We will plan to spend our last 10 minutes outside, reading a story together and saying goodbye. Please adhere to social distancing while waiting to drop off and pick up.

The preschool door will be unlocked 10 minutes before the start of the Little Lotus day. You are responsible for your child until the start of class. Parents must fill in a form on who can pick up their child. Only authorized people listed on the form will be allowed to pick up your child. If someone comes to pick up your child, and they are not on the list, we will call you to confirm.

There is free street parking only on 100 St. We are also able to use the Sugar Swing Parking across the alley for a fee. \$10 per session, for drop off and pick up only. (15 minutes)

**Late fees:** We expect parents to be on time; however, we are aware that unforeseen delays can arise. In cases where a parent is continuously late picking-up their child, a charge of \$20 for the first 15 minutes and \$25 for every 10 minutes thereafter will be applied.

## SNACK

Little Lotus Inc is a nut-free program.

Our snack policy has changed. Due to COVID we can no longer serve snack. We are asking that you send a snack daily for your child. As we are a wellness program, we ask that snacks be healthy, preferably a fruit and/or vegetable. Please send a small snack, as children want to get back to playing as soon as they can.

**Please inform us of any allergies or food sensitivities** (*See our Medical and Allergy section*).

Please bring a water bottle daily for your child. The water bottle must be labeled with your child's name.

## COMMUNICATION

Little Lotus Inc is dedicated to building strong relationships with our families. We are always open to connect with you. We will provide a sessional newsletter and calendar containing upcoming learning and events. Email is the best way to reach us. There is white board in the front entranceway that is updated daily, letting you know our plans and learning for the day. **Our White board will go virtual fall 2020. It can be found on our private Instagram page.**

## **MEDICAL & ALLERGIES**

All known allergies **must** be noted on the registration form. Little Lotus Inc will only administer emergency medications, such as an EPI PEN or an inhaler. We will have you sign a medical form allowing us to administer emergency medication if needed. If an allergy is severe the child must have an EPI PEN on site. Emergency medication will be kept with the teacher at all times. It is your choice if the medication stays at school or comes home daily.

If there is a medical emergency, Little Lotus Inc will call 911 and then call the parents. If the parents cannot be reached we will call the emergency contact. Parents are responsible for any costs incurred.

In the event that an emergency medication is administered to a child, the Little Lotus Inc teacher must insure the following information is recorded: name of the medication; time of administration, amount administered; and the initials of who administered the medication.

All medication will be stored in a locked container that is inaccessible to children. Medication that may be needed in an emergency will be stored out of reach of the children, but accessible to staff. The teacher will inform the parents if any emergency medication was administered, and paperwork will be filled accordingly.

Staff have current first aid

## **FIRE DRILL & EMERGENCY PLAN**

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We will have a fire drill at least two times per session. We will use a household smoke detector for our fire drills. We will practice stopping what we are doing, lining up at the door and following the teacher out

of the building. The teacher will count (and roll call) children before leaving the room and while outside. Children will be counted when back in the classroom.

If for any reason we need to evacuate the building, we will muster at the back doors of the Sugar Swing Dance Hall, and then make our way to Advanced Enviro (10047 80 Ave – our old building), where parents will be notified and can pick children up there.

## **CLOSURES**

If we are mandated to close by the provincial government or city we will move to virtual programming offering a 30-minute daily zoom class, with songs, stories, activities, and yoga until the session ends.

Little Lotus Inc is forced to close for any reason, (including, but NOT limited to, extreme weather, power outage, etc.) we will contact you by email and/or phone.

Little Lotus Inc **will be closed on any statutory holiday** that may fall on a registered day (Thanksgiving, Remembrance Day, Family Day, Easter, and/or Victoria Day).

Please note that Little Lotus Inc **does not** provide the opportunity for make-up days.



We want to ensure each child has a special Little Lotus day. This is a very exciting day for your child. When your child is The Little Lotus they are the helper for the day, bring their favourite book for show and share and choose their favourite yoga pose to start our yoga play. Your child's day will be posted on the emailed calendar.

## **HEALTH REGULATIONS**

**If you or your child have any symptoms that include runny nose, cough, nasal congestion, vomiting, diarrhea, pink eye, fever, headache, or chills your child MUST stay home. If a child shows symptoms while at preschool, they will be immediately isolated, a mask put on, hands sanitized, and parents will be called to pick up their child. We will then stay in contact with families, and report to AHS if necessary. Your child can only attend once all symptoms are gone, this does not include using Advil or Tylenol to lessen symptoms. If your child has had a COVID test, or has anyone in your household, your child can only attend once their COVID test is negative or as guided by AHS. We ask that you adhere to these policies. We understand your child loves coming to school but we all need to do our part to keep other children and teachers safe and healthy.**

If your child **will not** be attending school, please contact Little Lotus Inc through email as soon as possible.

If your child has contracted a communicable health risk, such as chicken pox, pink eye, measles, impetigo or head lice, you must advise the teacher. Your child can return to school **only after** they have been seen and cleared by a health professional. A note will be

sent home informing of the health risk. *\*All matters are always handled in confidence\**

We believe in wellness. If your child is sick, please keep them at home. This prevents illnesses from being passed back and forth between children. According to AHS (Alberta Health Services) children must stay home for 24 hours after their last bout with illness.

If your child becomes ill at preschool we will call you to come and pick them up ASAP. A child who is sick will be kept as far away from the other children as possible. While waiting for the parent or emergency contact to pick up the child, the child will be supervised in a quiet place within the classroom. (see COVID Guidelines above)

**We will do our part to maintain a safe and healthy environment:**

Masks must be worn by all in common areas in our building, with exception to children under two. Children can take masks off once inside the learning environment; however, we will encourage them to keep them on as long as possible. Children will sanitize their hands before and after removing their masks and sanitize their hands before and after putting their masks back on. Each child will have a plastic bag to put their masks in (bags will be sanitized frequently) All grownups, including staff, must wear masks while in our studio.

All hands must be sanitized when entering and exiting our building.

Anyone in the building longer than 10 minutes is required to fill out a health and safety check list, including all staff and children.

High touch surfaces will be disinfected throughout the day, including door handles, light switches, handrails, coat hooks.

The bathroom will be sanitized after each use with Lysol

Toys, surfaces such as tables and chairs, floors and other equipment will be sanitized between cohorts/or at the end of each day.

We use a bleach water solution as recommended by AHS. We test our solution daily with PH strips to ensure correct cleaning/disinfecting strength

Social distancing will be encouraged as much as possible in our studio. We will set the environment to offer an assortment of activities and cap our enrollment to 10 cohort children. We recognize social distancing can be challenging for young children. While we will encourage social distancing, with words like “I see your friend needs space” we need to build their social and emotional growth.

Snack tables will be sprayed with disinfectant and left for a minute to kill germs before wiping off.

Hands will be washed with soap and water for at least 20 seconds at snack time.

Children will be encouraged to wash or sanitize their hands throughout the day.

Each Child will have their own yoga mat provided by Little Lotus. Mats will be disinfected at the end of each class.

You do your part to help us maintain a safe and healthy environment:

**Sick children must stay home** (please do not give Advil or Tylenol to mask symptoms)

Practice healthy habits at home. Including hand washing for 20 seconds

Practice coughing and sneezing into arm (not hands) and washing hands

Encourage the use of tissues

Encourage keeping hands and fingers out of mouth (and nose)

Give the staff and other parents grace as we are all trying to navigate this new normal.

## **SMOKING**

There is absolutely no smoking on the premises of Little Lotus Inc. No staff member shall smoke at any time or place where childcare is being provided.

The city of Edmonton's bylaws state: No Smoking is permitted: a) inside a building and b) within 5 meters of a doorway, window or air intake.

## **PARENT'S BEHAVIOUR**

Little Lotus Inc wants everyone to feel safe and secure. Verbal abuse or aggressive behaviour towards staff and others will not be tolerated.

## **CHILD GUIDANCE**

### Guidance Policy

At LLI we encourage wellness off the whole child: mind, body and spirit. We see it as our job to help support and guide children when at LLI

We recognize each child is unique and is to be nurtured through caring, patience and understanding.

We build authentic relationships with children

We have a clear understanding of developmentally appropriate practice.

We setup the LLI environment so children are successful

We offer a predictable daily routine

We take the No's Don'ts Stops and Shhh out of our communication.

We state the behaviour we want to see

We set clear expectations

We offer children choices

We redirect children if needed.

We model how to problem solve

We use communication techniques such as I-messages and active listening

We encourage children to recognize their feelings

We share and model ways for children to express themselves constructively

We work closely with children to give them the communication tools to be successful both inside and outside the LLI community.

If a child's behaviour becomes unmanageable, becomes a risk to themselves or others, or injures another child the parent will be contacted to pick up their child. Depending on the incident or if there are ongoing concerns staff at LLI may apply the following:

A) Offer community resources

B) Ask that a parent or other responsible adult stay each time to support their child (with ongoing conversation with staff at LLI)

C) Ask that the child/family withdraw from the program

LLI will NOT IN ANY WAY inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation. LLI will NOT deny or threaten to deny any basic need or use or permit the use of any form of physical restraint confinement or isolation.

