

Lacombe Christian Playschool



Parent Handbook

2022

Welcome!

Lacombe Christian School has been in operation for over 75 years! We welcome you to the LCS family, and wish you a successful year in which each one of us may grow in understanding the truths contained within God's Word and Creation.

God has commanded us (parents) to instruct you (students) in the way that He wants you to go (Proverbs 22:6). Since God reveals Himself in the Bible and in all of Creation, it becomes the task of the Christian school to integrate these two revelations of God's will into a meaningful unity. You, an image-bearer of God, have been created a spiritual being. Learning is centred around Biblical values. Only in a Christian school are we privileged to teach the special revelation found in the Bible. This is our God-given responsibility. We hope that the education offered at LCS will help you to raise signposts of God's Kingdom in this world and that it will equip you to serve God and your neighbour, as Christ expects from each of us.

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LACOMBE CHRISTIAN SCHOOL

Playschool Program Plan 2020-2021



Lacombe Christian Playschool
5737 - 53 Avenue
Lacombe, Alberta T4L 1L3

Mailing Address: Lacombe Christian School
5206 - 58 Street
Lacombe, AB T4L 1G9

After Hours Emergency Contact Number & Head Preschool Teacher:
Karri Folkerts: 587-876-8295

Hours of Operation

Tuesday / Thursday - 8:45 - 11:15 am
Friday - 8:45 - 11:45 am

A. Program Plan

Lacombe Christian School Philosophy (I)

Lacombe Christian Playschool offers a transitional experience that extends the home and early childhood programs into the elementary school. As such, it provides a flexible program that considers the developmental stages of children as well as their individual differences.

Our program implements Flight: Alberta's early learning and care framework. Flight is embedded into our program through profile books that are used to share learning stories and pictures about the children's learning. Flight is also used in the naming, noticing and nurturing of each child's learning through documentation shared through displays, on hallway bulletin boards, newsletters sent home to parents, on poster boards, stories made in class, and projects.

Children should be encouraged in having the care and play experiences that support their development and learning. Lacombe Christian Playschool believes that children are mighty learners and are capable of being involved in their own learning. The role of the educator is to facilitate and nurture the multiple relationships that co-exist in early childhood communities (Makovichuk, Hewes, Lirette, & Thomas, 2014, pg. 52).

We believe play is a central and necessary part of a child's development. Play is a major avenue for learning and provides a natural opportunity for young children to add to their knowledge, learn new skills and practice familiar ones. Play provides situations where the child observes, discovers, reasons, and solves problems. Play also brings together physical and intellectual abilities, emotional health, spiritual awareness, creativity, and the ability to get along well with others.

Our philosophy appreciates the relationship between families and educators in our program. We involve families of children in the program whenever possible. Our program strives to provide the safety and well being of children in our care, with thought and planning for the stages of child development in regards to children's physical, mental, spiritual, and emotional needs.

Lacombe Christian Playschool Meets the Developmental Needs of Children (2)



Lacombe Christian Playschool has been formed to meet the social, physical, intellectual, cultural, emotional, and spiritual needs of four year old children. Our philosophy is applied to encourage care and play experiences by ensuring that play is the major avenue for learning and provides opportunities where children can observe, discover, reason and problem solve. We offer play experiences that invite children into discovery and exploration. Experiences are carefully planned in an engaging, caring and responsive environment.

Lacombe Christian Playschool will operate under the direction of a certified early childhood teacher who will plan age-appropriate activities through centers and play activities. Activities and centers will be based on the specific needs of the group and developmental level. These activities will include gross motor skills, activities to stimulate appropriate social interaction, fine arts activities to develop creativity, exploration activities to stimulate curiosity in learning, and use of stories and media to meet spiritual and emotional learning. All activities are designed to be appropriate to the age and needs of preschool children, focusing on “hands on” and interactive methods of learning used to build skills that will assist them when they enter school.

Learning stories are used to document children’s learning within their daily experience and then reflected on to flexibly adjust planning according to the development stages of the child. We believe that our program is an extension of the home and encourages children’s families to be active supporters and contributors to their children’s learning through involvement in the classroom through volunteer opportunities or sharing of talents, stories, rituals or holidays.

The Mental Needs of Children (3a)

Lacombe Christian Playschool will meet the mental needs of children through the nurturing of relationships, providing a positive and safe environment and providing social opportunities for children to develop their social-emotional needs. Children are co-constructors in their thinking and language development by exploring and experimenting with their environment. We will provide environments that promote the sharing of ideas and support children through prosocial behaviors including sharing and cooperation. Each child is nurtured by a certified early childhood educator who appreciates the children’s family, social, indigenous or other cultures and traditions within a practice of relationships. Children are supported to develop self regulation skills - the ability to adapt their behavior, attention, emotions and thought in consideration of what is going on around them. Children will be given opportunities to build confidence by providing safe environments to express their needs. They will have opportunities to help in special ways and be kindly supported through the validation of feelings. Educators will show they treat children and their families with respect, modeling appropriate behaviors and respecting children by treating them as important and unique individuals.

The Emotional Needs of Children (3b)

Lacombe Christian Playschool will provide for the emotional needs of the children in their care by making children feel safe knowing the adults they depend on will offer care and protection. Children are supported to develop skills in making and maintaining relationships with peers and other adults. Children are modelled behaviors such as empathy, kindness and engaging self-esteem through feelings of both love and being capable. Educators will adjust their practice to meet the emotional needs of children thereby respecting and valuing the varying abilities and development stages of children. Educators will use notice, name and nurture when documenting the emotional needs of children (Makovichuk, Hewes, Lirette, & Thomas, 2014). Noticing the child and their behaviors, naming the needs that the children appear to need, and nurturing the plans to meet those needs. Lacombe Christian Playschool will create an atmosphere where children and families feel a sense of belonging in a safe, non-judgmental environment where they can feel free to express themselves and their emotions.

Self regulation will be promoted by encouraging sitting when appropriate, positive self talk, teaching mindfulness, and both personal and group awareness.

The Spiritual Needs of Children (3c)

In consultation with families, each child is celebrated for being a unique image bearer of God. Lacombe Christian Playschool provides a welcoming environment where children and their families explore opportunities for spiritual development and growth in an effort to help them understand their faith and the world in which they live. Opportunities for children are provided through Bible stories, songs, and center play.

The Physical Needs of Children (3d)

Lacombe Christian Playschool will provide children with opportunities to use and develop large and small muscles and for the development of perceptual skills. Children have opportunities in both indoor and outdoor environments to move freely and explore while being able to take risks and test their minds, bodies and environments. Children will have access to both gymnasium play and outdoor play during the school year.

Fine motor activities are offered during free play to encourage building of fine muscles for future writing skills. Children who need quiet space will be encouraged to seek out the quiet room attached to the classroom. Educators will ensure safe transitions from classroom to outside or gymnasium by ensuring children follow hallway procedures of walking in a line and being quiet as a courtesy to the learning of other students.

Nutritional needs of the children will be supported by forwarding nutritional information from AHS, such as Canada Food Guide, to parents during the year. Educators will promote healthy eating by encouraging children in their recognition of beneficial foods, and being a good example in their own nutritional choices. Children will sit down together at large tables to eat and share time together. Children eat snacks that are provided by their families and are encouraged to eat their own food.

Sensory experiences shall be offered to the children as part of their physical needs. Some of the experiences offered are sand and toys, water, water beads, playdoh, floam, shaving cream, ice cubes, natural materials like leaves, sticks, rocks, mud, and pebbles.

Inclusive and Accommodating Needs of all Children (4)



Lacombe Christian Playschool will learn to understand what each child with exceptionalities needs in order to make learning successful for them in their unique situations. Educators will work with parents and other support workers like Occupational Therapists, Physical Therapists and Speech Therapists to plan for and identify areas of participation for children with exceptional needs.

Educators will value the unique personality and skill set of each child. Focus will be placed on each child's strength and abilities as modifications are made to the environment to allow participation for each child. Educators will seek out supports from organizations like the Getting Ready for Inclusion Today (GRIT) program, Access, Support & Participation and the Autism Society for children with particular needs.

The Value of Cultures and Heritage (5)

Lacombe Christian Playschool values the heritage and cultural backgrounds of the families and children that attend. Educators will ensure that heritage and backgrounds are honoured and respected by seeking to learn and appreciate the diverse families that make up our world. When inclusiveness and equity are practiced, children come to appreciate their physical characteristics and their gendered, racialized, linguistic and cultural identities (Makovichuk, Hewes, Lirette, & Thomas, 2014, pg 111). Educators will seek to include diverse groups of people when providing materials, books, photos, and content used in the program. Educators will provide opportunities for children to learn about differences, including cultural, racial, physical, spiritual, linguistic, gender, social and economic (Makovichuk, Hewes, Lirette, & Thomas, 2014, pg 111). Educators will work with families to learn ways to incorporate their values and traditions into the program as a way to respect children and their families.

Lacombe Christian Playschool and the Community (6)

Lacombe Christian Playschool will use community resources such as the Mary C. Moore Library, community parks, and other places as they relate to the play activities. Students, their teacher, and parent volunteers will visit and tour these places. Community members (police, firemen, nurses, etc.) may also visit the classroom as it relates to the interests of the children. Educators will provide connections to family resources or professional supports for families in the program when needed. A practice of relationships supports educators to work with children, families and others in the early childhood community to co-construct continuity in transitions for the benefit of each child and family's well-being and learning (Makovichuk, Hewes, Lirette, & Thomas, 2014, pg 73).

Parental Involvement in Lacombe Christian Playschool (7)

Lacombe Christian Playschool understands the transition students make from home to school. Parents are welcomed and encouraged to volunteer in Lacombe Christian Playschool. Lacombe Christian Playschool will encourage parental assistance for after hours duties such as painting, cleaning of toys, etc.. Parents may be involved as much as they would like at Lacombe Christian Playschool. Although we don't expect parental involvement every day, we do expect involvement from time to time. Parents are not permitted to bring siblings of the playschool children when volunteering in the class; this follows the guidelines of the program and licensing agreement.

Parents are able to provide feedback by way of a year end questionnaire in which they can share thoughts, concerns, and ideas for consideration. When parents and community members engage in the provision of child care, it supports the child's optimal development. Families are able to participate in special days like a Mother's/ Caregiver Day tea, Kite Day with Dads/Caregivers, open house day, field trips, and volunteering in class on their child's special helper day.

Parents are welcome to communicate with educators anytime during the year by way of email, text, phone calls or in person. Families may take concerns to the principal if they feel they are unable to seek a solution with the educators in the program.

Ongoing Evaluation and Improvement of Lacombe Christian Playschool (8)

The Lacombe Christian Playschool educators will meet regularly with the Leadership Team from the Lacombe Christian School to discuss the program. These meetings allow the educators to make requests and to express needs to the Lacombe Christian School Education Committee. There are many informal observations done by the principal of Lacombe Christian School. Each year, Lacombe Christian Playschool does have a formal inspection from a representative of the Central Alberta Child and Family Services Authority.

Lacombe Christian Playschool considers evaluation and feedback for programming critical. Educators will consult with the principal for feedback and evaluation. Parents will have an opportunity to fill out an evaluation of the program and give feedback to the educators. Lacombe Christian School's Education Committee mandate will include observing in the classroom during the school year. Lacombe Christian Playschool is accountable to the Lacombe Christian School Society Board.

Educators will have opportunities to keep current with best practices and research in early childhood by having professional development available to them during the year. Currently, educators have participated in the Flight course offered through MacEwan University, and the annual Maximize Conference.

Parents are informed of the merits of quality child care by having access to links to government websites, and through educators providing suggestions of websites, books, journals, and papers written by credible early child care professionals concerning the subjects families are interested in.

B. Staffing Plan

Lacombe Christian Playschool Staff and Responsibilities (9)

As described in the Child Care Licensing Act, Lacombe Christian Playschool requires the classroom teachers to be certified.

Educators will have a Level 2 certification minimum.

Staff positions are a head preschool teacher and secondary teacher.

- The lead preschool teacher is responsible for the daily duties of entering
- attendance in Powerschool, communication with parents and other educators, maintaining government standards according to the Child Care Licensing Act, and coordinating all activities and programming for Lacombe Christian Play school.
- Secondary teacher is responsible for working closely with the lead teacher in
- coordinating curriculum and programming. Duties will also include working with
- children daily within the program, contributing pictures and writings for the
- creation of learning stories, and daily classroom cleaning. It is the duty of all staff members to ensure the child is protected from all forms of physical punishment, physical and verbal abuse and emotion deprivation.

Lacombe Christian Playschool will maintain the appropriate staff positions required to meet staff-to-child ratios in our licensed program of 24 child spaces.

Staff will be monitored and assessed on their abilities to perform in their roles under the supervision of the Lacombe Christian School Leadership Team, who will also be available for staff concerns and for feedback. Staff are provided with 6, 6 hour paid teacher days per year for program planning.

Parent helpers may serve as assistants under the supervision of our primary staff work, if scheduled. As enrollment numbers dictate, for eight or more registrants another primary staff member will be hired to ensure staff-to-child ratios are met. Staffing at Lacombe Christian Playschool will be based on enrollment.

Screening Process for Staff and Volunteers (10)

All staff and classroom volunteers who have unsupervised access to children will be required to provide a criminal records check, including a vulnerable sector search, dated not earlier than six months prior to the date of commencement with the program and every three years after that date. This confidential information remains on site in the Lacombe Christian School office, while the individual is actively associated with Lacombe Christian Playschool. All staff will be required to be certified in basic first aid and CPR.

Screening processes ensure that the safety, security, well being and development of the child is to be supported and preserved. Providing parents with the assurance that the adults who are around their children are safe, positive role models encourages the involvement and engagement of parents in the accountability of the child care program providers, monitoring of child care programs and maintenance of good quality child care programs.

Introducing Staff to Lacombe Christian Playschool Administrative Policies and Procedures (11)



Staff and volunteers will be provided with a Lacombe Christian Playschool Program Plan and they are required to familiarize themselves with this plan. Room orientation and instruction will follow as required. All new staff at Lacombe Christian Playschool will review the administrative policies and procedures, as well as the Early Learning and Child Care Act and Regulation with the Lacombe Christian School Leadership Team or Lacombe Christian School Education Committee. Returning staff will review procedures before the school year and sign a statement that they have read the policies and procedures. Overseeing and supervising of new staff would ensure that the safety, security, well being and development of the children in the program is supported and preserved. Further education and professional experience may be attained at the discretion of the staff member, and encouraged to better the care for children's mental, emotional, spiritual and physical needs and stages of development.

Staff will be included in the ongoing development and implementation of the program plan by giving feedback and being involved in discussions with other educators.

C. Administrative Policies and Procedures

Lacombe Christian Playschool Child Guidance Policy (15)

All child guidance is based upon the basic tenet that children are individually special and unique creations, who are image bearers of God; the children will be led and directed in harmonious relationships with God, others and themselves, through example and loving words. Expectations must be consistent with the age and maturity of preschool children.

Children will be protected from all forms of physical punishment, physical and verbal abuse and emotional deprivation by caring educators who will treat each child in the loving, respectful way they deserve. Educators will immediately share concerns for children who share talk or actions that are deemed inappropriate or alarming.

Lacombe Christian Playschool seeks to create a positive learning environment in the classroom. Children's behavior will be guided to create self-respect, respect for others, respect for the property of others, and safety appropriate behavior will be modeled by all staff in order to provide the children with an example that encourages sharing, cooperation, problem solving, and independence. Our goal is for each child to develop self-control, self-discipline, self-confidence and ultimately sensitivity to the way they relate to others.

At the time of registration, the parent/guardian will be receiving the Lacombe Christian Playschool Program Plan. Once they have read and agreed to the guidance policy, acknowledgment with a signature is required.

Any child guidance action taken must be reasonable in the circumstances.

The following child guidance strategies are regarded as preventable methods to the need for discipline:

Clear, consistent and simple limits – Statements of acceptable behavior in terms of safety and protection of self, others, and play environment are given to ensure order and prevent children from having to guess what is expected. Simple frequent reminders are helpful to young children, who have short attention spans and are easily distracted.

Straight-forward explanations – Children are more likely to comply with the imposed limits when they understand the reason for these limits. Providing reasons for limits, help children learn social skills that are necessary for living within society. *Example: "When you put the toys back on the shelf, you can find them easier when you want to play with them next time."*

Positive statements rather than negative – Limits are expressed from a positive stance, reinforce to children the appropriate behavior and model the desired communication. *Example: "It is time to put the balls on the shelf" as opposed to "Don't leave the balls on the floors."*

Focus on behavior not the child's character – Opportunities for positive guidance builds a child's self-esteem and teaches appropriate behavior. *Example: "When you climb there, I am worried you will fall and hurt yourself"*

Statements rather than questions – When there isn't a choice, especially in matters of routines, limits and expected behaviors, a clear statement must be given. *Example: "It is clean-up time now" as opposed to "Do you want to clean up?"*

Offering choices – Caregivers can offer children choices without non-threatening and non-punitive language. *Example: "You can come do the craft or sit quietly in your chair with a book. You can decide."*

Allow time for children to respond to expectations – When children are offered cues and warning, they tend to act more favorable. Children need time to prepare for change. *Example: "In five minutes, it is clean-up time." As opposed to "Clean this up right now."*

Reinforce appropriate behaviors with words – When children are behaving appropriately, positive reinforcement words from the teacher is important. This builds self-confidence and encourages the repeated desired behaviors. *Example: "Thank you for sharing the truck with your friend" as opposed to "What a good boy!"*

Ignore minor incidents – Adults, who work with young children, need to develop patience for a certain amount of noise, clutter and attention-seeking behavior. As long as children's activities are safe and do not infringe on the rights of others, it is often best to stand back rather than interfere. Often, children are able to solve a disagreement with others rather than have the adult suggest a solution.

Guidance Strategies (continued)

Distract and divert when appropriate – Behavior problems may be quickly resolved among preschool children by offering a different activity or toy. This strategy is less desirable with a more mature child because it does not help the child learn problem solving skill.

Encourage children to use you as a resource – As children feel a greater sense of comfort with their caregiver, they will know that you are there to protect, guide and help. Knowing their teacher is willing to listen and respond in a fair and supportive manner, increases their control and security. By modeling problem solving skills through words and examples, children can learn appropriate behavior when issues arise.

Adequate supervision – Caregivers must be observant of the children at all times. By being involved in their play, the teacher can anticipate problems and difficulties before they happen.

Gain child's attention respectfully – Unless there are imminent physical dangers, caregivers should approach children using names, establishing eye contact on their level and using a calm controlled voice.

Closeness of adult – An upset child can re-establish self-control when an adult reassures with words on his/her level.

Acknowledge feelings first – Allow a child to express his feelings with his words and if unable, the teacher may say, "You seem to be feeling _____. *Example: "You seem to be angry with Bill, but he had the race car first."*

Natural and logical consequences – A statement of natural consequences provides the desired outcome and the reason why it is important. *Example: "When you forget to hang up your coat, we will be looking everywhere for it at home time."* A statement of logical consequences clarifies the undesired behavior and the outcome of this behavior. *Example: "When you cannot remember the no-throwing rule at the block center, you will have to play at a different center."*

Provide opportunities for children to re-establish friendships – After an incident between children, encourage the children to think of a way to play together. Demanding an insincere apology does not solve the feelings between the children. *Example: "What can you do to help Billy feel better?"*

Guidance Boundary Clarification



Physical and corporal punishment is defined as spanking, hitting, clapping, biting, shaking, squeezing, withholding food and withholding of emotional support. This is strictly prohibited and never acceptable.

When or if a playschool staff member is not able to manage a child's behavior, parents will be notified. Child guidance strategies can be discussed and incorporated. If behavior persists, program options and alternatives will be explained and mutually agreed upon. Having parent involvement in developing positive child behavior guidance that will be implemented with their children supports the child's optimal development and engages the parents support of the accountability of the child care program providers. It also encourages parental involvement in monitoring the child care program and the maintenance of a good quality child care program. Should parents or staff identify concerns with the child guidance in the program, they can take their concerns to the principal.

The Program will be monitored to ensure the Guidance Policy is followed by informal observations done by the principal of Lacombe Christian School. The vice principal will do weekly check ins with educators and will observe in the classroom several times during the school year. Educators will help each other be accountable for best practices in the guiding of child behaviors through reflection and support when child behavior guidance is needed.

The guidance policy of Lacombe Christian Playschool is required reading for playschool staff, practicum students, and parent/guardian volunteers. A signature and date indicating that they have read the policy is required. The guidance policy will be posted in the classroom.

Lacombe Christian Playschool Off-Site (16)

Parents will be informed of each off-site activities via the programs newsletter and a permission slip sent home. Each child's parent must consent in writing to the child's participation in the activity. Details of the trip, date of activity, transportation and supervision arrangements, additional family members attending and teacher off site phone numbers will be included in the activity consent form.

Transportation to all off-site activities will be the responsibility of the child's parent. The teacher of Lacombe Christian Playschool will have a set of portable records, of each student, available in case there is an injury, emergency, or evacuation.

Lacombe Christian Playschool Emergency Procedures

In the event that there is an emergency evacuation, the Lacombe Christian Playschool will follow the Lacombe Christian School guidelines for evacuation. If an emergency evacuation arises, the playschool teacher will be notified and assisted by staff at Lacombe Christian School. Lacombe Christian Playschool and Lacombe Christian School uses a system of bells/intercom to alert staff of potential harm. Once staff is informed of the emergency procedure, they will follow the posted emergency procedures that will be displayed in each classroom and hallway. Children are orientated to the emergency by practicing regular fire drills (6 times per year). All students will line up at the classroom door and be escorted by their teacher away from the threat and assembled in a safe location with the rest of the school. Once emergency services have been contacted, parents will be notified for immediate pick up, if necessary.

In the event of a lockdown, students will be moved away from the doors and windows (doors locked, doors and windows covered, students are kept quiet). Students will be calmly instructed what to do in the event of an emergency. All communication will be verbal, either in person, or using walkie-talkies or cell phones. All emergency evacuation procedures are made known to staff and to children where developmentally appropriate.

The teacher of Lacombe Christian Playschool must ensure that the following telephone numbers are posted on the program premises and are readily accessible: emergency medical service, ambulance service, police service, poison control center, nearest hospital or emergency medical facility and child abuse hotline.

Lacombe Christian Playschool Administration of Medicine Policy (18,19,20)

Parents of children who need medicine will need to make educators aware of medications to be administered. Educators will be made aware of children with allergies or medication requirements at registration and will communicate with parents the requirements for medication distribution. The parent must give instructions on the administering of the medication to the educator in writing on a consent medication form. This form will be kept in the medication binder in the filing cabinet in the classroom. The medicine must be in the original labeled container with the child's name clearly marked on the side. The educator will administer any medication that is to be given to a child in the Lacombe Christian Playschool room as per the administration instructions on the consent records. The educator will record the time it was administered, the amount administered, and the initials of the person administering the medication on the medication log located in the binder. All medications will be administered to the exact specifications written on the medicine container label.

All medications will be kept in the cabinet in the classroom bathroom that is high above children's reach in the bathroom cabinet. Parents will be notified by immediate phone call if an epipen was administered.

Medications that need to be refrigerated will be kept in the staff room fridge.

If there is a medication that needs to be used in an emergency situation (i.e. EpiPen), that will be stored in clear view out of students' reach. Epipens will be stored in a clear plastic bag, accompanied by a copy of the signed consent form.

Staff will be made aware of the emergency medication plan for children upon beginning of working in the classroom. Emergency medication will be taken off site with staff, by taking the medication in the backpack with the emergency records. The lead educator will be responsible to check for expiry dates of medication, and assess when medications are needed.

Lacombe Christian Playschool Accident or Illness Policy (22,23)



If a student is injured or ill at Lacombe Christian Playschool, parents will be notified by phone call to determine if the child should be picked up early.

In the case of a serious injury, the Lacombe Christian Playschool educator will immediately have the administration of Lacombe Christian School notified. If it is a life threatening injury or illness, 911 will be immediately notified. Lacombe Christian Playschool will ensure that each child will receive medical attention as necessary. Any injury or illness requiring a child's parent will be contacted via phone, potentially using emergency contact information that is provided by the parents.

Lacombe Christian Playschool educators will also be certified in basic first aid.

Lacombe Christian Playschool Incident and Accident Reporting Policy (24)

Incidents will be reported immediately to the regional child care office using the prescribed form. Incidents are analyzed annually and a report using the prescribed form is submitted to the regional child care office.

- an emergency evacuation
 - program closure due to an emergency
 - an intruder on the premises
 - a serious illness or injury to a child that requires the program to request emergency healthcare and/or requires the child to remain in hospital overnight
 - an error in the administration of medication by a staff resulting in the child becoming seriously injured or ill; requiring first aid, emergency healthcare and/or hospital overnight due to the error of administration of medication by staff
 - a death of a child
 - a child removed from the program by a person without parent/guardian consent
 - an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff or volunteer
- a lost child or a child left on the premises after operating hours
the commission by a child of an offence under an Act of Canada or Alberta

Lacombe Christian Playschool will record accidents so that the playschool can track and analyze trends and issues. These can be discussed at staff meetings to receive feedback on how accidents may be avoided in the future. Any incident that affects the health and safety of a child, will be reported. The following examples of accidents that must be recorded:

- a child sustains a serious injury or illness during class
- a child becomes extremely upset or frightened
- a child arrives with untreated injury (example: excessive bruising)

Potential Health Risk



Children playing in close contact with one another provide a ready vehicle for transmission of disease. All precautions are taken to ensure the health and safety of children in our care. For the well being of children and staff, children in attendance must be well enough to participate in all playschool activities, including outdoor play.

Our program has neither the space nor the staff to care for or comfort a sick child. If, in the opinion of staff, a child is not well enough to be in care, the parents will be notified and requested to make immediate alternate childcare arrangements.

The program will determine that a child is ill and the parent will be contacted to remove their child from care if they exhibit any of the following symptoms:

- vomiting
- fever (a temperature greater than 38 degrees C or 100.4 degrees F)
- diarrhea (runny watery or bloody stools, or a sick child who cannot make it to the bathroom in time)
- a new and unexplained cough or rash

A child may also be considered too ill for care if they have:

Behavior: Extreme irritability, continuous crying, or if a child requires more attention than we can provide.

Coloring: Yellow skin or eyes. Pale grey or whitish skin accompanied by fever and/or lethargy.

Coughing: Severe coughing, with obvious discomfort is a sign that a child is too ill to be in care.

Sore Throat: A sore throat with fever, swollen glands, and/or a rash.

Eye Discharge: Discharge that is thick with mucus or pus, or pink eye.

H1N1 Influenza/Covid Symptoms of influenza include sudden fever of 38C (100.4F) or higher, headache, dry cough, muscle aches, extreme weakness and exhaustion. May include vomiting and/or diarrhea.

Children who display any of the symptoms listed above must be symptom free for 24 hours or have a physician's note before they will be allowed to return to care.

Communicable disease: If a child has contracted a communicable disease, the child's parent must remove them from the premises immediately. Public Health regulations regarding incubation and/or isolation will be followed for re-entry. A physician's certificate may be required. All reportable communicable diseases are reported to the Public Health Unit.

Parents are requested to notify the Centre if their child is at home ill.

This information will be recorded by the program director and the parent will be advised to keep the child at home until they are symptom free for 24 hours or until they have a note from a doctor stating that they are well enough to attend care.

The staff will record and document the children who are sent home due to illness on the ill child form. The document contains the child's name, date of illness, nature of the illness, the name of the staff who identified the ill child, the time the parent was initially contacted, the name of the staff who contacted the parent, the time the child was removed from the program and the date the child returned to the program. The parent, the program director and the child caregiver sign this form.

Potential Health Risk (continued)

In the event that a parent cannot be reached the emergency contacts will be notified and requested to remove the child from care. If the parent and the emergency contacts are unavailable/unable/unwilling to accommodate this request the child will remain at the Centre in a designated area away from the other children. The child will be cared for by a primary caregiver. Medical and/or emergency assistance will be sought if, in the opinion of the primary caregiver, it is required. The parent will receive a written warning of termination of care.

The parents are notified of this policy in the Parent Handbook and will be provided a copy of the document 'Information for Parents Using Regulated or Approved Child Care'.

The program director keeps track of all illnesses on a spreadsheet as they are reported. All illnesses are analyzed by the head teacher and the principal annually. The information is shared with all childcare staff members each fall. It is analyzed for patterns or outbreaks and for possible hygiene, personnel or facility deficits. Ideas are generated on how to remedy these situations to reduce the likelihood of further outbreaks. Policy is changed or developed if required.

Lacombe Christian Playschool Sick Care Supervision Policy

If a child at Lacombe Christian Playschool becomes ill the teacher will keep the child as far away from the other children as possible. The child will lay down in an isolated area of the classroom until the child's parents can pick up the sick child.

Lacombe Christian Playschool Health Care Policy

It is important for the health of all students that they are not exposed to sickness or disease, while at Lacombe Christian Playschool. Lacombe Christian Playschool encourages parents to find alternative childcare when their children are ill on playschool mornings. If a child becomes ill during the course of a playschool session, the child will be kept as far away as possible from other students. If the child becomes very ill the teacher will contact the child's parents (via phone) and request that the child be picked up from school.

Staff at Lacombe Christian Playschool may provide or allow for the provision of health care to a child only if there is written consent from the child's parents or caregiver. In the case of first aid, the teacher will report the care that they provided to the child to the student's parents.

All staff members are required to ensure that children are at all times under supervision that is effective in ensuring their safety, well being and development. Staff members will participate or guide children's activities while being attentive, alert and watchful of each child, as well as engaging with the group.

An indoor and an outdoor safety checklist must be completed by the caregivers each day and identified hazards are removed. The staff must arrange the equipment and the environment to allow for effective supervision of the children's play, snack time and toileting areas.

At the time of orientation, all staff are informed of where emergency medications and first aid kits are stored, the paperwork and process involved with the administration of this medication, and where to locate emergency contact numbers. A list of the children's allergy information and health concerns are located throughout the Centre.

The staff will ensure the parent has signed the child in and out each day and that the arrival and departure times are accurate. The parent will indicate on this form the adult who is authorized to pick the child up that day.

Staff members must be present and interacting with the children. They must ensure that all regulations regarding staff: child ratios are being met. They must space themselves within the room to allow for effective supervision of the children and to ensure group size standards are being met.

Staff will provide effective supervision by:

- directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children gather in larger groups;
- observing play and anticipating what may happen next in order to provide caregivers with the opportunity to assist children and intervene in the event of potential danger;
- listening closely to children, even those who are not in the caregiver's direct line of sight (such as those in outdoor play spaces); positioning selves to allow for the supervision of the entire group of children;
- monitoring children's health to identify early signs of fever, illness or unusual behavior;
- documenting names of the children who are leaving the room to attend field trips and / or play outside
- conducting and documenting a head count each time the children leave the playroom or return to the playroom, when they arrive at and leave a field trip destination;
- conducting roll call upon arriving at the destination during an emergency evacuation;
- watching and participating in children's play to ensure that children are playing in a safe manner;
- avoiding activities that may draw their attention away from active supervision.
Example: texting, reading, using the phone, administrative tasks.
- Sick children will be brought to the sick room and will wait with an educator/teacher until parental pick up. Another staff member will be called to take their place.

The program supervisor will monitor and evaluate supervision practices to ensure that the staff are adhering to provincial standards and program policies on supervision by:

- spot checking caregivers
- randomly asking caregivers how many children are present
- ensuring that all regulations regarding staff: child ratios, group sizes and supervision are being met
- observing caregivers to ensure that they are following established practices
- reviewing program policies on a regular basis including presenting caregivers with hypothetical scenarios to test their response.

All supervision practices are assessed on an ongoing basis (at staff meetings and on an “as needed” basis). They are formally assessed each year in the Centre’s start up meetings. The license holder will make any necessary changes to the policies and procedures at this time.

Ensuring attendance documents are kept up to date will ensure children are correctly accounted for and may be needed for future use in cases where child custody may be called into question. Staff ensure that children are reunited with their families by being present in the hallway to supervise that children have been picked up.

Supervision Policy and Practices

The license holder meets with the playschool staff to outline the required supervision of children’s play and behavior both indoors and outdoors. At no time are children in the Lacombe Christian Playschool left unattended. Staff members must be present and interacting with the children. All staff members are required to ensure that children are at all times under supervision that is effective in ensuring their safety, well-being and development.

An indoor and an outdoor safety checklist must be completed by the caregivers each day and identified hazards are removed. The staff must arrange the equipment and the environment to allow for effective supervision of the childrens’ play, snack time and toileting areas.

The license holder promotes child safety through supervision that all children are accounted for by requiring the staff to ensure the parent has signed the child in and out each day and that the arrival and departure times are accurate. The parent will indicate on this form the adult who is authorized to pick the child up that day.

Parents will be informed of offsite activities via the school’s newsletter and parent journals. Each child’s parent must consent in writing to the child’s participation in the activity.

Transportation to all offsite activities will be the responsibility of the child’s parent. The teacher of Lacombe Christian Playschool will have a set of portable records, of each student, available in case there is an injury, emergency, or evacuation.

Physically, preschool aged children need constant supervision to ensure they are safe from harm. The playschool teacher can direct the children intellectually and creatively when supervising and interacting with the children. Socially, the teacher can help the children to solve disagreements, express their feelings, and make friends. Because staff are always present supervising and interacting with the children, the children feel a greater sense of comfort with their caregiver. Knowing their teacher is willing to listen and respond in a fair and supportive manner, increases their control and security. This meets the emotional need of preschool children to feel safe and protected.

Supervision Policy and Practices (continued)



Parents are informed of the program's supervision policies when given a registration form that includes program goals and discipline policy. This statement is included in the program goals section of the registration: "The Playschool Teacher is always present to ensure each child develops spiritually, physically, intellectually, emotionally, and socially."

Lacombe Christian Playschool Smoking and Vaping Policy

At no time will smoking or vaping be allowed on program premises and no staff member or volunteer shall smoke or vape where childcare is being provided.

Lacombe Christian Playschool Nutrition Policy

Parents are required to send snacks each playschool day for their children. Parents are encouraged to send healthy snacks and drinks for their children. Students will have a supervised snack break during each session.

Informing Parents of Postings (27)

Parents will be informed of changes to the required information about the policies and procedures, including the Program plan, during parent orientation, at registration, and throughout the year. Parents will receive a monthly newsletter that will include events, information about curriculum or changes to the child care program. Parents will also be contacted by email for new postings and updated on current events. Lacombe Christian Playschool will notify parents or guardians of the concerns or cares that involve their children (i.e. a child was upset for any reason or displayed anxiety during the day). Keeping parents informed of their child's care supports their development. When children feel secure in their relationships and with the relationships between the educators and their families, they are more ready to explore the world and to approach the challenges of learning and living well (Makovichuk, Hewes, Lirette, & Thomas, 2014, pg 29).

Information about child safety, information about community programs, extra copies of newsletters, copy of the Program Plan, and promotional materials about the benefits of learning through play will be posted on the parent bulletin board in the hallway outside of the classroom as additional resources for parents.

The lead educator will be responsible for maintaining the documents on the parent bulletin board to make sure the most current information is available. Having current and applicable information will help parents understand their children's safety is a priority. Informing parents about changes to the current information, like updated licensing reports, will promote the respectful following of licensing guidelines which will also point to safety and welfare of children.

Lacombe Christian Playschool Children Records and Administrative Records Policy (30,31)



The following records will be maintained upon enrollment of each child in digital format in Powerschool. Paper copies of records (registration form) will be kept on file in the school office.

The following records will be maintained upon enrollment of each child:

- child's name, date of birth, and home address
- completed enrollment form
- the parent's name, home address and telephone number
- name, addresses (home, business) and telephone numbers of a person who can be contacted in case of an emergency
- if medication is administered, that written consent of the parent and the name of the medication, the time of administration, the amount of administration and the initials of the person who administered the medication
- the particulars of any healthcare provided to the child, including the written consent of the child's parent
- any other relevant health information about the child provided by the child's parent (example: allergies)

Lacombe Christian Playschool will also maintain on the program premises up-to-date administrative records containing the following information:

- particulars of the daily attendance of each child, including arrival and departure times
- evidence of the program supervisor's or member's child care certification
- current first aid certificates for program supervisor and each primary staff member as required
- verification of a criminal record check required and updated every three years

All records, testing, and anecdotal notes made by the teacher will be kept in the classroom. All applications, medical reports, immunization records, and copies of birth certificates will be kept in a locked file cabinet in the Lacombe Christian School office. All records must be kept up to date. All information about each child is available for inspection by the child's parents at reasonable times and be retained for a minimum of two years. The program will track and maintain up to date records by asking parents to inform us of any changes during the school year. Lacombe Christian Playschool uses Powerschool to record information of children and is updated regularly.

Lacombe Christian Playschool Portable Records Policy

All portable records will be in the possession of the Lacombe Christian Playschool teacher, when on a fieldtrip. All portable records need current emergency contact information and medical numbers of the child and parent. It will include the child's name, date of birth, home address, parent's name, home address, phone number, and the name, address and phone number of a person who can be contacted in case of an emergency. The Lacombe Christian Playschool teacher will also have the phone numbers for emergency response service and poison control center.

Emergency Procedures

Educators at Lacombe Christian Playschool are informed of emergency evacuation policies and procedures at the beginning of the year in the policy binder handed out before the school year begins. This binder is kept in the classroom.

The Lacombe Christian Playschool is vigilant about locking entrance and exit doors. The principal and secretary will be informed if any outside door, other than the front door is open. The office is notified by cell phone if any intruder enters the building and appears threatening. If the words "Lock Down, Lock Down, Lock Down" is heard, the playschool teacher is to lock the classroom door and shepherd the students out of sight and down on the floor. The students are to remain down and be quiet in the classroom. The educators will also speak gently and quietly to keep students quiet. The educators will get instructions for "all clear" when its safe.

Strategies the staff will use to teach children about evacuations will be to practice and show the children what to expect in an emergency situation. Educators will calmly discuss what children may see or hear during an emergency. Children will be encouraged to ask questions, share ideas or stories to help them understand what will happen during an evacuation or emergency situation. Children will wear shoes during the school day to ensure evacuation in all weather will be possible. Fire Drills will be practiced at regular quarterly intervals.

Evacuation policies have the children and educators evacuate to the school field and wait together till given the all clear. Evacuation Plan/Procedures is posted on the outside main door of the school as well as inside the classroom on the wall by the door. The name and phone number of the lead educators is clearly posted for after hours communication. Educators will stay with children until parents are notified from the emergency portable records. Parents will be called from educators' cell phones.

Lacombe Christian Playschool Facilities (32,33)

The Lacombe Christian Playschool measures 70.35m².

This amount of space is more than meets the requirements for each child to have 2.5 square meters of space. The students also utilize the gymnasium and use an outdoor play area that measures 4046.8m². Lacombe Christian Playschool and Lacombe Christian School is situated on one (1) acre in Lacombe.

Indoor Play Space (33)

The layout of the program supports effective supervision as educators can see through the room to maintain sight lines for supervising children. The primary indoor area adheres to the maximum group size of 24 children. The environment ensures children's safety by having appropriate sized furniture and having centers spaced to allow room for children to move safely throughout the classroom. Spaces will be designed to open up opportunities for children through the elements of time, materials, and participation with others, materials and ideas (Makovichuk, Hewes, Lirette, & Thomas, 2014, pg. 65).

Consideration for adequate lighting, noise reduction (i.e. carpet under block center) and space will be considered and adjusted as needed. The physical layout will be successful when children are engaged in play and are able to develop their ideas deeply (Makovichuk, Hewes, Lirette, & Thomas, 2014, pg 64). The program will adapt the environment to provide play experiences that support their development and learning throughout the day.

Pictures of how indoor play space is utilized in our program.



Outdoor Play Space (34)

Lacombe Christian Playschool uses outdoor play during appropriate weather conditions. A ½ acre field is available for space to run and play games and promotes adequate supervision of the area. Area is fenced along roadways and children will not have access to the playground equipment during program hours as it's rated for elementary aged children.

Pictures of the field space.



References

Makovichuk, L., Hewes, J., Lirette, P., & Thomas, N. (2014). Flight: Alberta's early learning and care framework. Retrieved from flightframework.ca.

Admissions Process:

We offer a welcoming and practical application process.

Enrollment of children is open to all parents who are in accord with the character of the school, as it is outlined below. We encourage interested families to call or stop in at the school to arrange a tour of our facilities, as well as pick up an Information Package, which includes this Parent and Student Handbook.

We declare that:

1. The Lacombe Christian School exists to educate primarily the children of Christian parents.
2. Admission is available to all students of parents who agree with the aim and purpose of the school. (see below)
3. No child shall, on the grounds of race, color, gender or national origin be excluded from admission to Lacombe Christian School.
4. The Board may limit enrollment.



AIM AND PURPOSE OF LACOMBE CHRISTIAN SCHOOL

1. To have our children taught in a school that acknowledges the rule of God in all areas of life including education and the fields of knowledge.
2. To prepare the student as an image-bearer of God for meaningful participation in society.
3. To make the student see his life-task in the context of the Kingdom of Jesus Christ.
4. To show the student the way to total commitment and surrender to Christ.
5. To guide the student in understanding the radical consequences of such a commitment, affecting all areas and relationships of life.
6. To work (complement/partner) with the home and church in bringing up the children entrusted to us.

Step 1: Application Process:

Your completed Student Application Form can be dropped off at the school office or sent in by email, mail, or fax. **Please note that a copy of the prospective students' Birth Certificates must be included with the application.** You will receive a follow-up phone call from our office upon receipt of your application.

Step 2: the Interview Process:

In order to ensure harmony between what is taught at home and school, all parents who wish to enroll their children at LCS will be visited by two members of the Board, as well as a visit with our Principal. Normally, both parents should be present at the Board visit and the Principal meeting. Parents will be expected to demonstrate a lifestyle that will be reflective of their beliefs of the Word of God and the principles and educational creed of the school. Once the interview process is complete, a Board member will contact the family as quickly as possible to advise of their decision.

Step 3: Playschool Orientation:

To introduce new parents to the school society, an orientation session will be presented in May to parents and children who are registered for the Playschool program.

Tuition Information:

Compare the cost of a Christian Education to the *value* of a Christian Education. It is not a 'cost' but an investment. Investing in quality, Christian Education will enable your child to reap the reward of this stable foundation many times over throughout their life.

Government funding for independent schools in Alberta covers only a part of the school's operating costs, hence the charging of tuition.

Transportation costs are included in tuition.

All fees include the \$100 Membership Fee for the Lacombe Christian School Society.

**The Tuition amount is set at our Annual Society meeting held every May.
After the Society meeting, you will receive the new Tuition Agreement Form to be signed and returned to the school for the 2022-2023 school year.**

WAYS TO PAY:

- We encourage you to use EFT for automatic transfers.
- E-Transfers are also accepted. The email for this is: business@lacs.ca
- DEBIT & CREDIT CARD payments are accepted in person at the office.

Please note: for tuition payments on credit cards, there will be a 3% fee added at the point of sale.

LCS Tuition Policy

1. Lacombe Christian School is a parent governed Christian School. It is the obligation of parents sending children to the school to pay the school tuition. This is essential for good management of the budget which has very little leeway. The Board of directors of the Lacombe Christian School Society shall be responsible for the collecting of tuition in a sensitive manner.
2. Tuition fees are payable as pledged in the parent signed tuition schedule returned by the deadline date set annually by the school Board for the upcoming school year. If the form is not received by the deadline a follow-up telephone call will be made as a reminder.
3. It is the responsibility of parents/guardians to inform the Board if they are experiencing genuine financial difficulties. Parents/guardians are first of all responsible for the full tuition. If unable to meet this cost they must attempt to get financial assistance from the community (family, church, friends, bank, etc.)
4. All payments received will be applied in the following order:
 - 4.1 Membership dues
 - 4.2 Tuition arrears
 - 4.3 Current tuition fees
5. In the event that a family does not have their tuition paid in full by the last day of the current



school year, they forfeit the privilege to have their children automatically enrolled for the following school year. If they wish to enroll their children for the following school year, they are required to re-submit an enrollment application by the appropriate date and initiate a physical meeting with the school board or its representatives.

6. Tuition in arrears are to be dealt with regularly by the Board. Accounts in arrears may be written off with Board approval.



**L A C O M B E
CHRISTIAN SCHOOL**

The Lacombe Christian School Society
SOCIETY HANDBOOK & INFORMATION

www.lacs.ca

5206-58 Street, Lacombe, AB T4L 1G9



Office: 403-782-6531

email: office@lacs.ca

Purpose and Goals of Lacombe Christian School

Lacombe Christian School Vision Statement

"To the glory of God, by His grace, and on the foundation of His Word, Lacombe Christian School strives to nurture and educate children to be Spirit-filled disciples of Christ and responsible, discerning citizens in society."

Statement of Purpose

God has commanded us (parents) to instruct you (students) in the way that He wants you to go (Proverbs 22:6). Since God reveals Himself in the Bible and in all of Creation, it becomes the task of the Christian school to integrate these two revelations of God's will into a meaningful unity. You, an image-bearer of God, have been created a spiritual being. Learning is centred around Biblical values. Only in a Christian school are we privileged to teach the special revelation found in the Bible. This is our God-given responsibility. We hope that the education offered at this school will help you to raise signposts of God's Kingdom in this world and that it will equip you to serve God and your neighbour, as Christ expects from each of us.

Goals of Lacombe Christian School

To provide our children with an education which is uniquely Christ-centred and which aims at the highest possible academic standards as well as stimulating spiritual growth and scriptural wisdom.
To guide our children as God's image-bearers in their social, emotional and psychological maturation within the spirit of Christ's mandate to love one's neighbour.
To nurture self-esteem, motivate and guide students in their preparation for and choice of a vocation for lifetime service in the Lord.

Our History:

Lacombe Christian School has been in operation for over 75 years!
In 1945 a small group of committed parents established Lacombe Christian School southwest of Lacombe, on the present site of Woody Nook Christian Reformed Church. In 1967, Lacombe Christian School moved to the present site, and amalgamated with the Calvin Christian School. The two schools became one society operating as Lacombe Christian School. (LCS). The school now has about 390 students in K-9, 25 teachers, one secretary, a development officer, and a business administrator. Steps were taken to expand the school to the point where we are now able to comfortably handle 400 students with multiple classes in all grade levels.
The school is operated by the Lacombe Christian School Society through an elected Board. Lacombe Christian School is an interdenominational institution committed to providing quality education through Christ-centered curriculum taught by dedicated Christian teachers. The school caters to students from Kindergarten to grade 9.
Lacombe Christian School is not Christian because school days are started with prayer, or because hymns are learned and sung, or because children come from Christian homes or because the teachers are Christian. All these things are present, of course, but they do not constitute the Christian character of the school. It is not Lacombe Christian's first concern to prepare students for a well paid position in the society we live in. The continued vision of the Board, Administration and Staff is to "... grow in grace and knowledge of our Lord and Saviour Jesus Christ" (2 Peter 3:18) and so mature in the application of God's Word to the totality of daily practice that all thoughts are brought into captivity and made obedient to Christ.

LCS Educational Objectives

These objectives are based on a heart commitment to Jesus Christ within the framework of the Society's statement of beliefs.

Each student will be led in a commitment to:

Love God with their whole heart.

Love their neighbour as themselves (participate positively and graciously in interpersonal and community relationships as a demonstration of love to God).

Love themselves by:

- have a developing sense of their individual value as an image bearer of God,
- demonstrating a continual decision to humbly commit themselves to Christ in all things and to experience the reality of His promised presence,
- setting goals for their use of time and talents as a fulfilment of their calling to serve God in everything, and
- using their body and mind as valuable gifts which belong to God and are instruments for the service of God in all life's activities.

Worldview Development

Each student will be guided in worldview development:

1. The whole world as God's creation, built and held together by the powerful Word of God.
2. Covenantal responsibility and privileges which God in His grace has granted man.
3. Man's calling as a creature made in God's image, called to obey and enjoy God as prophet in thinking God's thoughts after Him; as priest in dedicating the universe to its Maker; and king in being vice-regent of the Ruler.
4. Man's obligation to proclaim in word and deed the Gospel of Jesus Christ to the world.
5. The fact of the sinfulness of man and the impact of sin on creation.
6. Redemption to remove sin and cleanse unrighteousness establishing man as ambassador in his God given calling.

Academic skills will be developed in:

1. Reading and understanding written materials.
2. Using the numerical process.
3. Understanding, shaping, using and enjoying creation as a loving response to God.
4. Thinking clearly about the world from a Biblical view.
5. Forming valid judgments informed by scripture.
6. Expressing clearly and effectively in speech and writing.
7. Implementing opportunities to serve God.

The melding of beliefs/worldview and academics will occur intentionally. All units will have a central objective from the following list of biblical through lines, eliciting a response to the question, "How now shall I live?"

1. **God-Worshipping**

Students understand that worshipping God is about celebrating who God is, what God has done and is doing, and what God has created. It is literally about standing in awe and wonder of knowledge of Him and His promises. Students see this worship as a way of life.

2. **Idolatry-Discerning-Prophetic-Speakers**

Students will understand that when other 'things' are more important to us than our relationship with God, they become idols. Students will be challenged to identify, understand and discern the idols of our time and to then respond prophetically.

3. **Earth-Keeping**

Students will respond to God's call to be stewards of all creation.

4. **Beauty-Creating**

As image bearers of a creative God, students will glorify and praise God by creating that which is beautiful and pleasing to Him. This offering of creativity isn't optional – it's a joyful duty that students offer as a sacrifice of praise.

5. **Justice-Seeking**

Students will act as agents of change by identifying and responding to injustices.

6. **Creation-Enjoying**

Students will celebrate and discover God's beautiful creation.

7. **Servant-Working**

Students will work actively to heal brokenness and bring joy to individuals and to culture.

8. **Community-Building**

Students will be active pursuers and builders of communal shalom. Our classrooms will be communities of grace where students will walk and work together in a spirit of shalom.

9. **Image-Reflecting**

Students bear the image of God in their daily lives. All humans are image reflectors.

10. **Order-Discovering**

Students will find harmony and order in God's creation.

The Christian Teacher

The teacher is of paramount importance in the educational process. We have a fine school facility, but that facility will be unimportant in the long run if our teaching is not God-centered as taught in His Word. remember we are professionals. This means we will strive to do honour to our high calling by a Christian walk in every step of our lives, that the children who have been entrusted to our care may see Christ living in us. This demands a high degree of love to be manifest in all our actions and activities. Let us do our best to advance His cause and build the Kingdom of God on earth. As Christian teachers we share the following commitments:

Our commitment to God:

We believe in the triune God - Father, Son, and Holy Spirit - and confess that this faith must find expression in all our thought and actions. We dedicate our work to the pursuit of scholarship, recognizing that true knowledge can only be found in Jesus Christ.

Our commitment to the Students:

1. We regard every student as sacred before God, Who calls every one of them to obey His Law, and out of concern for their development as citizens of His Kingdom, we dedicate our efforts toward a wholesome growth of their God-given potentials.
2. Specifically, we undertake to:
 - Deal justly and impartially with all students, and make professionally responsible judgments concerning their academic, physical and emotional well-being, and other characteristics as required in our school.
 - Teach and to discipline each student in such a way that his own experiences become meaningful to him and that he develops a sensitivity to the needs of others'.
 - Seek improvements in the classroom program in order to render it more conducive to the wholesome development of every student, according to the curriculum of our school.

Our commitment to the Parents:

1. We acknowledge the God-given authority of the parents concerning their student's education, and consider it a privilege to teach the students according to a plan of learning whose religious direction is determined and accepted mutually by parents and by the teachers. We must establish a relationship of mutual confidence with the parents.
2. Specifically, we undertake to:
 - Cooperate with the parents in the best interest of the students, and to be discreet with information about the students and their parents.
 - Give the parents a fair appraisal of their children's progress at school.

Statement of Philosophical Foundation

The Word of God: The Bible, as the infallible Word of God, is the Truth, by which the Holy Spirit enlightens our understanding of God, ourselves and the world. It is the inspired authority which should direct and govern all our activities, including the education of our children.

Creation: The universe and all things created by God in the beginning were made good and perfect as we read in Genesis 1:31 "... and God saw everything that He had made, and behold it was very good."

Man: Man was created by God in His own image (Genesis 1:26-27) to enjoy fellowship with his Creator. Furthermore, man, endowed with special gifts far above any other living creature, received the mandate to have dominion over all things in accordance with God's will to His honour and glory. (1 Corinthians 10:31)

Sin: Sin, consisting of man's estrangement from God, his fellow man and the world, disrupts the education of children, and brings about man's blindness to the true meaning of life and his incapacity to reach for the true purpose of life. (Ephesians 2:1-6)

Jesus Christ: Jesus Christ is God's provision (Genesis 3:15) to remove His curse and wrath so that through Him, man and creation would be redeemed and reconciled to God (John 3:16). All those who by a true faith accept Jesus Christ as God's provision are no more under condemnation, but are reconciled with God (Romans 8:1-2). There is no other way of reconciliation with God than through Jesus Christ (Acts 4:12). Through Jesus Christ, there is a renewal of our educational endeavours because He is the Redeemer of our corrupted human life in its entirety.

Statement of Philosophical Foundation (continued)

The Believer: A person is a believer when by a true faith he trusts in Christ alone for his salvation (Acts 16:31); is born again through the power of the Holy Spirit (John 3:3); and through being in Christ bears the fruit of the Spirit (John 15:1-17).

The Kingdom of God: Through His perfect sacrifice and obedience to God's will, Christ received dominion over all things (Psalm 72:8). It is the proper and urgent mandate to all believers to "Go therefore and make disciples of all nations. . ." (Matthew 28:18, 19) and thus, as members of the Kingdom of Heaven, to defend and further this recognition of Christ's Lordship in all areas of life.

Educational Freedom: Christian education given in accordance with legitimate standards and provisions should receive full recognition and freedom within society.

The Christian School: The purpose of the Christian school is to help educate children for a life of obedience to their calling in this world as image-bearers of God. This calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be faithful stewards in their God-given cultural task.

Parents: The responsibility for the direction of education rests primarily upon the parents to whom children are entrusted by God. Since the Bible teaches that all of life is subject to God's rule (Philippians 2:9-13, Deuteronomy 11:18-21) and that the fear of the Lord is the beginning of knowledge (Proverbs 1:7), Christian parents should continually strive to

provide for their children scripturally based teaching at home, at church, and at school.

Teachers: In addition to maintaining the highest academic standards possible, the teacher, as a believer, must reflect at all times by word and example the love of Christ, and the honour of God.

Students: Children are a heritage of the Lord (Psalm 127:3) and should be brought up in the fear and admonition of the Lord (Proverbs 22:6). Students, having a variety of abilities, but being born in sin, are in need of guidance and instruction, so that they may be allowed to develop their bodies, minds and spirits to the glory of God. Their total potential and uniqueness should be taken into account when they are taught in a Christ-centered manner.

The Christian Community: We believe Christian education plays an important role in the life of the Kingdom of God, not only the parent, but the whole Christian community has a responsibility to establish and maintain Christian schools.



L A C O M B E
C H R I S T I A N S C H O O L

List of Denominations

Lacombe Christian School is a parent-operated private school serving parents from a variety of denominational backgrounds. The list below shows a *general overview of churches that have been or are currently represented in our staff and student body*:



Bethany Baptist Church
Bethel CRC
Canadian Baptist
Church of the Open Bible
City Chapel
Clive Baptist
Clive Christian Fellowship
College Heights SDA

Cornerstone Free Reformed
Covenant CRC
Crossroads Church
Deer Park Alliance
Epic Church
First Baptist
Immanuel PRC
Kentwood Alliance Church

Lacombe First Baptist
Lacombe Pentecostal
Living Stones Church
Louis Bull ALI Nations Church
New Life Fellowship CRC
Nueva Esperanza Edmonton
Parkland United Reformed Church
Parkside Alliance Church
Ponoka CRC

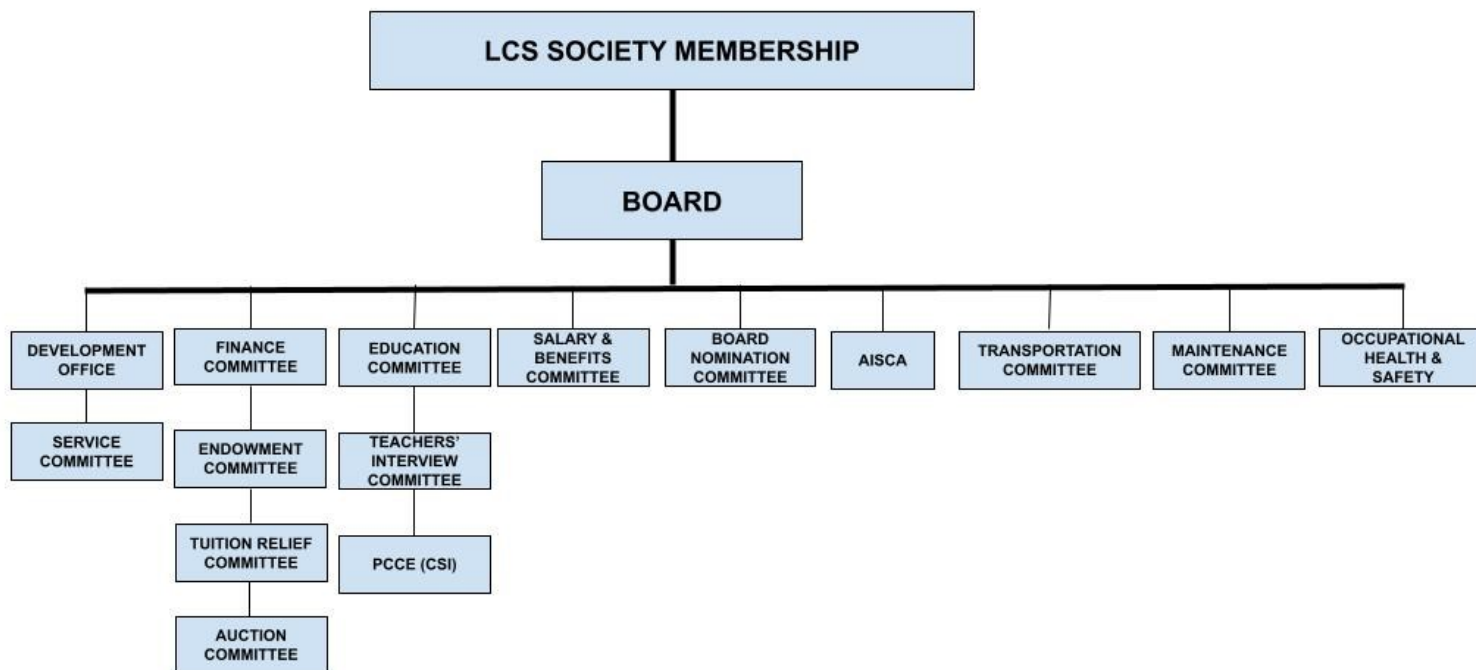
Redeemer United Reformed Church
Redemption Church
Seventh Day Adventist College Heights
Sonrise CRC
Southview Alliance
St. Albert Catholic Parish
St. Stephen's Catholic Church
Wolf Creek Community Church
Woody Nook CRC

Societal Structures

Anyone who can wholeheartedly subscribe to the Constitution and Bylaws of the Lacombe Christian School Society may be accepted (upon application) as a member. Applicants for membership must be over the age of eighteen and must sign a membership form as well as pay the annual membership fee.

Lacombe Christian School Board: The Board is made up of nine elected members who are charged with operating the school in accordance with the desires of the Society.

LCS Governance Model:



Christian Schools International

Christian Schools International (CSI) is a North American body designed to serve individual Christian schools. The Christian Home and School magazine is the official publication of CSI. Subscriptions and is provided on-line.

PCCE - The Prairie Centre for Christian Education

The mission of the PCCE is to provide leadership and support to Christian Education communities in the Canadian Prairie region. pcce.ca

Association of Independent Schools and Colleges in Alberta

The Association of Independent Schools and Colleges in Alberta (A.I.S.C.A.) began in 1958. AISCA represents a variety of independent schools, in Alberta.

aisca.ab.ca

Christian School Foundation

The Christian School Foundation is working to foster the long term financial stability of Christian Schools across Canada.

christianschoolfoundation.ca

The Societies Act—Application

We the undersigned, hereby declare that we desire to form a Society under the Societies Act, R.S.A. 1955, and that:

1. The name of the Society is: THE LACOMBE CHRISTIAN SCHOOL SOCIETY.
2. The objects of the Society are:
 - 2.1 The Society is based on the infallible Word of God as interpreted in the historic Reformed Creed (Article II), the education implications of which are found in the Educational Creed (Article III).
 - 2.2 The purpose of the Society is the erection of and maintaining of a school or schools in which the principles named in paragraph (2.1) above, are carried out.
 - 2.3 To acquire lands by purchase or otherwise, erect or otherwise provide a building or buildings for the purpose of the Society.
 - 2.4 To provide all necessary equipment, furnishings, library and other requirements for carrying out the objects of the Society.
 - 2.5 To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the Society.
3. The operation of the Society is to be chiefly carried on in Central Alberta, in Lacombe and vicinity, in the province of Alberta.

The Societies Act—Bylaws:

Article I - NAME

The name of the society shall be "The Lacombe Christian School Society" and the objects of the society shall be as set forth in the application for incorporation. The address of the society shall be: The Lacombe Christian School, 5206 - 58 Street, Lacombe, Alberta, T4L 1G9.

Article II - PRINCIPLES

The society is based on the infallible Word of God as interpreted in the Three Forms of Unity - The Heidelberg Catechism, the Belgic Confession, the Canons of Dordrecht-and the Westminster Confession, the educational implications of which are found in the Educational Creed (Article III). The fundamental principles are that children are a heritage of the Lord, that, therefore they must be trained for Him, that not the State, but the parents are responsible for their Christian training, that all their training must be in harmony with the Word of God, and that such a training requires a parent-controlled Christian School.

Article III - EDUCATIONAL CREED

1. God the Father, Son and Holy Spirit - who has created, who has redeemed, and who upholds and governs all things and people, reveals Himself in the universe, in His infallible written Word (the Bible) and in His son, Jesus Christ. We recognize this through the enlightening power of the Holy Spirit.
2. Faith is a gift of God. God perfects His work of grace in us through the hearing and reading of His Word, the Bible.
3. God created people in His image for fellowship with Himself and with each other. He made them stewards over creation and gave them a cultural task. However through their wilful disobedience they estranged themselves from Him, from each other, and from their God-given task.
4. Because of this estrangement, people who are inescapably religious, often serve gods of their own making in place of the true God, and prove to be unfaithful stewards.

The Societies Act—Bylaws: (continued)

5. By His atoning death on the cross, Jesus Christ reconciled His people and creation to God, restored meaningful relationships among people and restored meaning to human labour. Since all power and authority belong to Jesus Christ, we are responsible to Him for all life's decisions.
6. Parents have received children as a trust from the Lord to be raised to honour and serve Him. The Lacombe Christian School Society has been established as a means of fulfilling this mandate.
7. God calls on Christians to present themselves continually as living sacrifices for loving service to Him and their fellow man.
8. As image-bearers of God, redeemed people must love, respect and complement each other, bearing in mind that God has given them various talents and abilities which, when exercised in a spirit of Christian community, will honour His name.
9. God channels His authority through parents, teachers, governments and others, to enable our schools to operate in an ordered and structured way.

Article IV - MEMBERSHIP

1. Membership in the society is open to those who fully agree with the principles expressed in the educational creed, who are eighteen years or older, and who agree to pay the annual membership fee as determined by the Society. This is normally due September 1st. To obtain voting privileges all new members must pay the annual dues no later than thirty (30) days prior to the date of the general meeting.
2. Application for membership shall be given to the Business Administrator of the school and shall be accompanied by payment of the dues assessed for Board approval.
3. Membership in the Society is a prerequisite for enrolment of children in the school.
4. Any member wishing to withdraw from membership may do so upon notice in writing to the Board through the secretary thereof.
5. Any member of the society may be expelled from the society and his membership cancelled, by an extraordinary resolution passed by a majority of not less than $\frac{3}{4}$ of the members present, entitled to a vote in a general meeting of the society.

Article V - ENROLMENT

1. Children of parents who fully agree with the principles expressed in the Creed may be enrolled in the school.
2. In exceptional circumstances the Board may admit children of parents who cannot accept these principles fully.

Article VI - SOCIETY MEETING

1. The society will hold one meeting each year during May, with the exact time and place to be set by the Board.
2. The agenda of the annual meeting shall include the following:
 - 2.1 Reports from the secretary and the treasurer.
 - 2.2 The board shall present a budget for approval for the ensuing fiscal year.
 - 2.3 Election of new board members.

The Societies Act—Bylaws: (continued)

3. The agenda for the semi-annual meeting shall include the following:
 - 3.1 Interim reports from the secretary and treasurer.
 - 3.2 Report by the school principal on the activities and progress of the school.
 - 3.3 Reports from all the committees.
 - 3.4 A financial statement of the previous school year. (Audited statement is available upon request.)
4. The board is empowered to call a membership meeting when it considers this necessary.
5. The board shall give two weeks notice before calling any regular Society meeting.
6. A quorum at any meeting shall be 50 members in good standing. No business shall be transacted at any meeting of the members unless a quorum of members is present.
7. Special meetings may be called by the board, or by written agreement of at least 25% of the members of the society. Notice of a special meeting shall include a statement of the reasons for calling such a meeting. The agenda of this special meeting is limited to the purpose for which the meeting is called.
8. Voting:
 - 8.1 Ordinary business of the society shall be transacted by a majority vote.
Extraordinary resolutions shall require not less than 2/3 majority vote.
 - 8.2 Each member of the society, present in person, shall be entitled to one vote, and in case of an equality of votes the chairman of the meeting is entitled to cast the deciding vote.
 - 8.3 Absentee ballots signed by society members in good standing will be accepted at the beginning of the meeting.
 - 8.4 Elections shall be decided by ballot.

Article VII - BOARD MEMBERS



1. The board shall consist of at least nine members from the members of the society. This board shall also constitute the School Board.
2. All board members shall express themselves in agreement with the basic principles and purpose of this society.
3. Any member of the Lacombe Christian School Society is eligible to serve on the Board if elected with the following exceptions:
 - 3.1 any member who is employed by the school as full time, part-time or substitute Staff.
 - 3.2 spouses of any member employed by the school as full or part time staff.
4. Terms of office:
 - 4.1 Terms of office shall be three years beginning upon election and concluding at the end of August three years later.
 - 4.2 Not more than three members shall retire each year.
 - 4.3 Board members may serve up to two consecutive terms if elected by the society to do so. After having served the terms, the member shall not be eligible for re-election until the next annual meeting. No more than one of the three board members who have completed their terms shall be eligible to stand for re-election to the board.
 - 4.4 Nominations supported by the signature of 10 members in good standing Received at least 60 days prior to the election shall be included on the ballot, provided the nominated member is a member in good standing and agrees to stand for election. A short biography shall be included.
 - 4.5 Generally, the Board shall nominate two persons for each vacancy created by the retiring Board members. The society members shall have the right and opportunity of submitting names of possible nominees in writing to the Board for the Board's consideration at least 60 days prior to the general meeting at which Board members are elected.
 - 4.6 Vacancies occurring during the year shall be filled at the next meeting of the society, to fill the unexpired term.

Article VIII - DUTIES OF BOARD MEMBERS

1. At the first meeting of the Board following the annual Society meeting in May, the members of the Board of Directors shall elect a Chair, a Vice Chair, a Secretary, a Treasurer and a General Adjunct to hold office for the ensuing year. Special assignments of the Board members (such as which committees to serve on) shall also be decided at this meeting. No remuneration shall be paid by the Society for the service of any director as such.
2. Board meetings shall be called at least monthly. Additional board meetings may be held as necessary. Two-thirds of the board shall constitute a quorum.
3. The secretary of the society shall have charge of the minute books and shall have care and custody of the seal of the society and of the records of the society which may be inspected by the members of the society at any reasonable time and by arrangement with the secretary.
4. All matters related to the actual operation of the school shall be entrusted to the board members. They employ the teaching staff and stipulate their salaries. In all its financial and other matters, it shall, as much as possible, consult the society.
5. The school curriculum shall meet the standards set by the Board in conjunction with the teaching staff and education committee and within the guidelines of Alberta Learning. supervision of the entire educational system.
6. It shall be the duty of the board to make periodic visits to the school while in session and to provide for the inspection and supervision of the entire educational system.

Article IX - TEACHING STAFF

1. The Board shall diligently seek committed Christian teachers, who express themselves in agreement with the basic principles, and purpose of our society, who are willing and able to apply them in teaching, and who lead exemplary Christian lives in general.
2. All teachers shall meet the standards demanded by the provincial department of education for teachers in the public school.
3. When teachers are employed in the school, the chair and the secretary of the Board, as well as the teachers, shall sign a written contract. Such a contract shall specify the period for which the teacher(s) is/are employed, the teacher's salary, the length of the school term and other necessary conditions.
4. Teachers shall strive to teach all subjects from a Christian perspective in the light of God's Word.
5. Teachers shall maintain orderliness among pupils, and shall exercise moral discipline for the proper behaviour of the pupil on the school grounds as well as in the school. An unruly pupil may be suspended temporarily by the Principal, but the Board shall decide whether such a student be reinstated or be expelled permanently upon recommendation of the Principal.
6. The teachers shall keep the board informed as to the progress of the school work, and may be required to render reports to the school board from time to time.
7. Should a teacher prove unfit to teach or give instruction contrary to the principles, basis and purpose of the society, or become delinquent in Christian conduct, the board reserves the right to discharge summarily such a teacher, terminate the contract and all its financial obligations and commitments.

Article X - AMENDMENTS

Any article of these bylaws may be amended by extraordinary resolution passed by a majority vote of not less than $\frac{3}{4}$ of the members present at any regular meeting, provided that suitable advance notice of impending changes have been given, with the exception of articles II and X which are not subject to any essential change.

Article XI - FINANCES

1. The amount of the annual membership fee and school tuition shall be determined by the board with the approval of the society at its annual meeting.
2. Parents sending children to the school shall be obligated to pay the school tuition which shall be kept at a minimum.
3. The board shall rule on the inability of some parents to pay this school tuition.
4. No monies shall be borrowed except with the sanction of extraordinary resolution of the members.
5. Mindful that we are to bear one another's burdens, all members of the society shall be encouraged to contribute to the maintenance of the school by annual pledges, donations, special gifts and all other methods that promote the welfare of the school.

Article XII - FISCAL YEAR

The fiscal year of the society shall terminate August 31st.

Article XIII - DISBANDMENT

In the case of disbandment, all properties and assets of the society shall be entrusted to a Barrister and Solicitor whom the society shall appoint, and who shall hold all properties in trust until a general meeting gives him directions. Upon dissolution of the society and after all debts and obligations have been paid, any left over funds will be donated to a charitable organization in Canada, such an organization to be decided upon at the time of dissolution.

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