



PARENT HANDBOOK

Welcome to Suzuki Preschool 2020/21!

Hello and welcome to Suzuki Preschool in the beautiful Capilano Community at 10720-54 Street. The general office phone number is 780.468.2598. Please direct any questions you may have via e-mail to the Preschool Director/Teacher, Lauryn Thiessen, at thiessenlauryn@suzukischool.ca.

Year Schedule

Our preschool year will run concurrently with the Suzuki Charter School year schedule, beginning in September with a week of orientation and ending in the third week of June.

Please note we are closed on all statutory holidays, winter break (2 weeks), spring break (2 weeks), and all Professional Learning Community Meeting days for the Suzuki Charter School. These dates will be posted on the calendar each month and mentioned in the newsletters. It is important to note that our schedule of openings and closures directly follows those of the Suzuki Charter School.

Hours of Operation

Mondays & Wednesdays

Morning class: 8:45 – 11:15 a.m.

Tuesdays & Thursdays

Morning class: 8:45 – 11:15 a.m.

Daily Routines

Our classroom is open and supervised starting at 8:45 a.m. Please respect the teacher's need for preparation time by remaining outside the classroom until they open the door. Please note that supervision will not take place before 8:45 a.m. Please wait outside until dismissal time.

Prior to the first day of classes, you will receive a notice with tips on how to make our first day an easier transition for your child. You will also receive a supply list and instructions about what to bring to orientation class.

*Your preschooler's outdoor shoes or boots need to be removed throughout the year. Outdoor shoes need to be stored on the top shelf of the boot rack directly outside the preschool room. Backpacks, jackets and indoor shoes will be stored in cubbies outside the classroom. Parents and siblings, please remove your outdoor shoes or boots by the preschool entrance as well. Please help to keep our school safe and clean by not wearing wet footwear in our school! No outdoor footwear should be worn in the preschool classroom.

*Please make sure your child uses the washroom at home before class begins each day.

Attendance Sign-in

- We are required in the Alberta Child Care Licensing Act to have a daily sign-in and

- sign-out sheet.
- Parents or guardians are able to enter the program when needed, but should minimize the time spent there and stay two meters away from staff and other children at all times.
 - Parents and children must not enter the preschool space if they have COVID symptoms. Parents must check children's temperatures daily before coming to the program. The parent conducting drop off must fill out the screening tool for each child every morning. (See attached.)
 - You will have to sign your name and the time your child was dropped off and picked up each class. Please be sure that any person in charge of dropping off or picking up your child is aware of this requirement. Also, please let the teacher know who is picking up your child if it is not you.

At the end of class time, please wait quietly outside. Once class is finished, doors will be opened and students will be released to parents in a staggered procedure to maintain physical distancing measures. Please reinforce with your child that you will come in for him/her as we do not want children leaving the classroom to find their parents.

Nutrition and Snack Time

Snacks are to be provided by each family for their own child. Preschool classes have a snack break approximately halfway through class. Parents are to send a healthy snack, preferably one that is low in sugar: no pop, chocolate or candy. We recommend that all snacks contain at least 2 food groups. A great way to add extra food groups is to include fruit or veggies, which should be sliced lengthwise with nothing wider than an average pinky finger. Please make sure all grapes and tomatoes are cut in half. No glass containers are allowed. Water is recommended instead of juice. No sharing of food is allowed. Each child's lunch bag, as well as all reusable containers, should be labelled with each child's name to avoid confusion. Snack bags are to be placed on the classroom shelf before class begins. We would prefer not to have fruit cups with liquids and yogurt tubes as students tend to spill them when they open.

****Absolutely NO NUT OR PEANUT PRODUCTS are allowed in the building at any time, due to life-threatening student allergies. This includes products that are labelled "May contain traces of peanuts". This will be strictly reinforced by the teacher throughout the school year. If food containing nuts or peanuts is sent, the teacher will send the item home with the student, along with a reminder note to the parent.**

Punctuality

To ensure maximum learning without disruptions, please arrive at 8:40 a.m. Please stay with your child for a few minutes. This will give your child time to settle in, share journal or handwriting time with you, and say goodbye.

Please be aware (and advise all others who might be responsible for picking up your child) that class ends promptly at 11:15 a.m.

Please plan to arrive at school at least 5-10 minutes early or even earlier in winter conditions to allow for unexpected delays.

Washroom Use

All preschoolers must be able to use the washroom independently with the door closed. Make sure they are dressed in clothing they can get in and out of independently. Please make sure your child always uses the washroom before class.

Show-and-Tell

Preschoolers will be assigned a day for Show-and-Tell three times during the year. There will be a special theme each time, for example one month they are asked to bring a favourite book. Their turn should last not more than 5 minutes. Show-and-Tell is generally done the last 10 minutes of the day. You are welcome to attend with attention to keeping a 2 m distance from students and staff, and bring a camera, if you would like.

Communication

We are attempting to go "paperless" for environmental reasons. This means that newsletters and other notices will be e-mailed to you, when possible. Nevertheless, please check your child's cubby daily for important notices, show-and-tell calendars and homework. Each month you will receive a preschool newsletter via e-mail highlighting classroom events for the month. Please be sure to check your e-mail regularly!

Birthdays

If your child is celebrating a birthday, we are happy to honour your child in class. If your child has a birthday during the summer months, we will honour them in June or September. We'll sing "Happy Birthday" and have a special birthday badge or crown for the Birthday Boy or Girl to wear during class. At the end of class, they will receive something from the Birthday Box. Suzuki Charter School asks that students do not share cakes or other sweets to celebrate birthdays.

Please be aware that not all families celebrate birthdays (and other holidays, such as Halloween, Christmas, Valentine's Day, Easter). We make every attempt to respect these families' beliefs with alternate activities. Please make sure we know if this is the case for your family.

Celebration of Learning Events

As a fun way of sharing the learning that takes place at Preschool, we share our learning with parents each trimester (November, March and June). Due to health guidelines at this time, we will be considering alternatives to sharing learning activities with you. This is a wonderful opportunity for the preschoolers to share some hands-on learning activities with you.

Volunteering

There may be times where a parent volunteer is needed. In these instances, volunteers must be symptom-free and wear masks. Although we do not require a helper every day, there will be special project days when one would be greatly appreciated. Younger siblings will not be allowed to accompany parents during their volunteer time.

Every month two families will be responsible for washing and disinfecting the toys and classroom. We will ask four families to volunteer for a big end-of-year cleanup in June. Each family will sign up for this at the beginning of the year and be reminded in newsletters when your turn has arrived. Although it's generally more fun to coordinate your schedules and come in together, this isn't always possible and it is not necessary so make arrangements with the teacher to find a time that works or to take toys home to clean.

Homework

Preschool "homework" goes home approximately once a month. It is intended to extend

classroom learning in a fun and positive way. Most kids at this age enjoy the extra work and look forward to it, believe it or not! It's important, as always, to remain patient and positive with your child, breaking it down into smaller, successful bits as necessary. Please try to have your child hand homework in the next class, if possible, or soon after (but it's more important to keep it fun). As always, feel free to discuss any issues with me at any time.

I am sincerely looking forward to a wonderful year with all of the preschoolers and their families!! Please read our policies and procedures handbook (next page) for details on our discipline policy, illness policy and emergency procedures.

Lauryn Thiessen

Suzuki Preschool Policies and Procedures

CHILD DISCIPLINE POLICY

(Schedule 5, Section 3)

At Suzuki Preschool, priority is placed on dealing with the children in a calm, safe, and effective manner for everyone. Expectations for behavior are consistently and clearly communicated to the children. The children are always encouraged to work out conflicts on their own, and guidance is provided as necessary. Different strategies are used to achieve this: appropriate supervision, respectful, nurturing environment, positive modeling, redirecting, positive choices and logical, age-appropriate consequences, problem solving (identify mistakes, apologize if necessary, identify appropriate behaviour/options), and/or a discussion with the parent. If deemed necessary, the child may be placed on a short "thinking time session," during which time the child may be asked to take some time (near the teacher and never in isolation) to think about what has happened and how the child might deal with similar issues next time. At no time will the child be placed in any form of confinement or isolation.

No threats of any kind, no form of physical punishment, no verbal or physical degradation or emotional deprivation, no confinement, and no isolation discipline strategies will ever be used against a child at Suzuki Preschool. In some cases a positive behaviour plan will be discussed and/or the parent may be required to attend preschool classes with the child to see if the issues improve. If the safety, learning, and/or enjoyment of others at preschool is deemed to be at risk, the teacher reserves the right to have the child withdraw from our program at any time.

OFF-SITE ACTIVITY AND EMERGENCY EVACUATION

(Schedule 5, Section 4)

Suzuki Preschool, as a classroom in Suzuki Charter School, will follow the same procedures for off-site activities and emergency evacuation as set by the school.

Off-Site Activities

For any off-site activities, such as class field trips, parents will be advised of the activities in newsletters as well as on a separate field trip notice. Written consent for a child's participation must be obtained from all parents for all off-site activities. Our medical emergency policy is outlined on each permission slip as a reminder to parents. Portable records and a first aid kit will be brought to all off-site activities.

Transportation for preschool field trips: parents are to drive their own children or make carpooling arrangements on their own initiative.

Emergency Evacuation

Regarding emergency evacuation, our school practices fire drills as well as alert drills (for lock downs or other security alerts). Portable records will be brought during emergency evacuation and even practice drills. As per Suzuki Charter School policy, if we are ever in a situation where evacuation becomes necessary, our school will evacuate to St. Gabriel Catholic Elementary School. If this ever becomes necessary, portable records will be taken along and parents or emergency contacts will be notified as soon as possible so that the children can be picked up.

ACCIDENT OR ILLNESS

(Schedule 5, Section 6)

In the case that a child becomes ill or has an accident, every attempt will be made to contact parents or guardians as soon as possible and the child will receive emergency medical care first if necessary. Some emergencies may require us to contact 911 for emergency help first. In any event, if it is deemed that the student needs to be seen immediately by a physician, an ambulance may be called for transportation. The cost of the ambulance is the responsibility of the parent or guardian.

Where a staff member knows or has reason to believe a child is exhibiting the signs or symptoms of illness, Suzuki Preschool must ensure that the child's parent arranges for the immediate removal of the child from the program's premises. When a parent fails to arrange for the immediate removal of a child, the child's emergency contacts are contacted. In the event of exhibiting symptoms of COVID, the students will be isolated and parents will be called for immediate pick-up.

A child removed from the program because he/she is ill is not returned until Suzuki Preschool is satisfied that the child no longer poses a health risk to other persons on the program premises, following Medical Officer of Health (MOH) direction.

The program will record and document children who are ill including the name of the child, date the child was observed to be ill, name of staff member who identified the child was ill, time the parent was initially contacted, name of staff person who contacted the parent, time the child was removed from the program and the date the child returned to the program.

Parents will be informed of the program's management of children who are ill through the Suzuki Preschool Handbook posted on the Suzuki Charter School website.

The program will record and document all accidents including the name of the child, the date and time of the accident, the staff member who was supervising the child at the time, the actions taken to care for the child, who was contacted, and what follow through occurred. This information will be analyzed on a regular basis to identify trends and issues in programming and environment.

INCIDENT REPORTING

(Schedule 5, Section 7)

Suzuki Preschool staff will immediately report any incident listed below that occurs while a child is attending the program or any other incident that occurs while a child is attending the program that may seriously affect the health or safety of the child. Any such incident will be reported immediately to school administration and licensing staff. An initial report must be made by telephone to the local Child and Family Services Authority's licensing office immediately. Within two (2) days of the incident's occurrence, an Incident Report form must be completed and submitted to the local licensing office. Copies of the form are available at www.child.alberta.ca/childcare under the Forms link.

The following incidents must be reported:

- an emergency evacuation;
- an unexpected program closure;
- an intruder on the program's premises;
- a serious illness or injury to a child that requires the program to request emergency health care and/or requires the child to remain in hospital overnight;
- a student exhibiting symptoms of COVID;
- an error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/or requires the child to remain in hospital overnight;
- the death of a child;
- an unexpected absence of a child from the program (i.e., lost child);
- a child removed from the program by a non-custodial parent or guardian;
- an allegation of physical, sexual, emotional abuse and/or neglect of a child by a program staff member or volunteer;
- the commission by a child of an offence under an *Act* of Canada or Alberta; and/or
- a child left on the premises outside of the program's operating hours.

Once per year, Suzuki Preschool will submit to their regional child care office an annual summary and report, using the prescribed form, of all incidents that have occurred in their program.

POTENTIAL HEALTH RISK

(Schedule 5, Section 8)

Parents will be informed of our management of children who are ill through the distribution of our parent handbook at the beginning of each year. In addition, the program's management of ill children will be posted on the Suzuki Charter School website.

Sick children are not to be brought to school. For the health and well-being of all students and staff at Suzuki Preschool as well as their families, if a child is suffering from a known or suspected communicable disease, the child's parent/guardian or emergency contact will be called and expected to remove the child immediately. It will be up to the discretion of the teacher to admit the child if the preschooler exhibits signs of illness before or during class. This decision is to be respected by the parent, as it is intended to be in the best interests of everyone who is a part of our program.

A child is considered to be too ill to attend or remain at school if they demonstrate any of the following symptoms:

- diarrhea or vomiting;
- fever
- new or unexplained rash or cough
- persistent coughing, sneezing, or runny nose (These symptoms are different from a dry cough (non-mucous-producing) or a clear nasal discharge typical of allergies.
- infected nasal discharge (thick, coloured nasal mucous)
- eye or skin infection
- any signs or symptoms of COVID
- any signs or symptoms requiring greater care and attention than can be provided without compromising the care of the other children in the program, or
- any other illness or symptom the staff member knows or believes may indicate that the child poses a health risk to persons on the program premises

Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness as listed above, Preschool staff will ensure that:

- the child's parent arranges for the immediate isolation and removal of the child from the program premises, and
- the child does not return to the program premises until the licence holder is satisfied that the child no longer poses a health risk to persons on the program premises. Acceptable evidence may include that a child has been symptom free for a minimum of 24 hours or that a child's parent has provided written notice from a physician indicating the child does not pose a health risk to persons on the program premises. In the case of a child exhibiting symptoms of COVID, return to the program will rely on direction of the MOH.

If parents fail to arrange for the immediate removal of their child, the Preschool staff will ensure that the sick child is kept as far away as is practical from the other children and is directly supervised by a staff member until the parent arrives.

Suzuki Preschool will record and document any children that exhibit any aforementioned symptoms during Preschool time, including the name of the child, the date the child was observed to be ill, the name of the staff member who identified the child was ill, the time the parent was initially contacted, the name of the staff member who initially contacted the parent, the time the child was removed from the program, and the date the child was returned to the program.

For communicable illnesses the child must remain home from school until they have been asymptomatic for at least 24 hours and/or provided direction to return by the MOH. Parents are required to inform the school of the illness as soon, as it has been confirmed by a doctor, so that we will be able to inform the other parents in our program to be on the lookout for symptoms. If parents suspect a communicable disease, they are expected to keep their child home from school until he/she can be seen by a doctor.

- In cases of head lice, children may only return to school once all lice and nits (eggs) have been removed and treated with appropriate lice medication.
- For any health issues that are contagious (e.g. lice, chicken pox, measles, fifth disease, whooping cough, etc.), parents must notify the school immediately at 780-468-2598.

SUPERVISED CARE FOR SICK CHILDREN

(Schedule 5, Section 9)

If a child seems to be exhibiting any of the above mentioned (or other similar or otherwise worrisome) symptoms, the parent/guardian or emergency contact will be called and asked to remove the child immediately. In the meantime, all efforts will be made to keep the child as comfortable as possible, but also as far away from the other children as possible while still under the direct supervision of the primary staff member (the teacher). Parents are expected to respect the health and well-being of all people participating in our program and remove their child as quickly as possible. Again, if a child exhibits any of the symptoms, parents must be sure the child is well enough to return and participate in class fully. In the instance of COVID symptoms or a positive test result for COVID, parents must follow the direction of the MOH.

ADMINISTRATION OF MEDICINE

(Schedule 5, Section 10)

Medication will not be administered by the teacher under normal circumstances. If a child is on medication, the parent is to administer it before or after class time as necessary or keep the child home if necessary. An exception to this rule is medication required for emergency purposes, such as an Epi-Pen (for an anaphylactic allergic reaction) or medication for asthma relief. Parents must provide written consent on a prescribed form for all emergency medications indicating how and under what circumstances such emergency medication should be administered.

Emergency medications will be stored in a place that is inaccessible to children. Medication must be provided in its original, properly labeled container. Labels must include the name of the child for whom the medicine is intended, clear instructions regarding when and how to administer the medication including specific dosage, the date of expiry of the medication, and the name of the doctor who prescribed the medicine.

Emergency medications are to be taken by Preschool staff to any off-site activities.

A Medication Log will be maintained by the teacher if medication is ever administered. This log will include the name of the child, the type and amount of medication administered, the date and time of administration and the initials of the teacher who administered the medication.

No over-the-counter medication or cough drops are to be sent to school, as they can often be mistaken for candy by other children and/or be a choking hazard.

HEALTH CARE

(Schedule 5, Section 11)

Health care may be provided to a child only if a written consent from the parents has been obtained or the health care provided is in the nature of first aid.

SMOKING

(Schedule 5, Section 12)

There is absolutely no smoking allowed near the preschoolers during class time. This means that no staff member and no volunteers or guests will smoke at any time or place on the school premises or anywhere childcare is being provided. This also applies to off-site activities, such as field trips.

NUTRITION

(Schedule 5, Section 13)

Snacks are to be provided by each family for their own child. Preschool morning classes have a snack break at approximately 9:30 a.m. Parents are to send a healthy snack, preferably one that is low in sugar - no pop or candy. ***Alberta government licensing requires that all snacks contain at least 2 food groups and all lunches contain at least 4 food groups.*** A great way to add extra food groups is to include fruit (which should be sliced lengthwise with nothing wider than an average pinky finger) or veggies. Clearly labeled snack bags are to be placed in each child's

cubby before class begins. No glass containers are allowed. Water is available to students at all times; please send a water bottle with your child daily. No sharing of food is allowed. Each child's snack bag, as well as all reusable containers, should be labeled with each child's name to avoid confusion.

****Absolutely NO NUT OR PEANUT PRODUCTS** are allowed in the building at any time, due to life-threatening student allergies. This applies to all school events on or off school property (including field trips and special events). This is to be reinforced by the teacher throughout the school year as parents often forget; if food containing nuts or peanuts is sent, the teacher will send the item home with the student, along with a reminder note to the parent.

CHILDREN'S RECORDS

(Schedule 5, Section 17)

As per the licensing regulations, certain information must be collected at time of registration and be up-dated by the parent(s) of each preschooler if the information changes during the school year. Required information includes:

- the preschooler's legal name, date of birth, and home address
- a completed enrolment form
- the parent's name, home address and telephone number(s)
- the name, address, and telephone number(s) of a person who can be contacted in case of an emergency (other than the parent(s))
- if emergency medication is to be administered (See our Medication Policy for specifics): written consent of the child's parent must be obtained, and the parent is to specify the name of the medication, the amount to be administered, and circumstances under which the medicine is to be administered
- all relevant health information regarding the child, including the child's immunizations and allergies, as well as particulars of any health care required, including the written consent of the child's parent as required under section 11 of this Schedule 5,
- Alberta Health Care number, although no longer required as a government regulation is still recommended by the program

The registration form, complete with the above information, will be kept in the main office. Preschool staff, school staff, any visiting Licensing Officer of Alberta Child Care Services, as well as the child's parent will have viewing access to this information if requested.

ADMINISTRATIVE RECORDS

(Schedule 5, Section 18)

The Preschool teachers will maintain up-to-date administrative records, including the following:

- daily attendance records of each child, including arrival and departure times (retained for a minimum period of 2 years)
- evidence of each staff member's child care certification (posted)
- the teacher's current Child Care First Aid certificate, updated every three years (posted)
- verification that each staff member and volunteer other than a parent volunteer provides a current criminal record check, including a vulnerable sector search, (provided to the license holder), which must be updated every three years.

- Post any reports or notices from Alberta Child Care Services as required.

These records will be available for inspection by the director or any visiting Licensing Officer of Alberta Child Care Services at all times. Daily attendance information will be available to each child's parent at reasonable times.

PORTABLE RECORD OF EMERGENCY INFORMATION

(Schedule 5, Section 19)

The portable record of emergency information will be in the classroom at all times, and a copy will be in the main office; the portable record will also be brought on all off-site activities, including field trips, emergency evacuations and even fire drills. As per government regulations, the portable record of emergency information will include the following:

- the preschooler's legal name, date of birth, and home address
- the parent's name, home address and telephone number(s)
- the name, address, and telephone number(s) of a person who can be contacted in case of an emergency (other than the parent(s))
- all relevant health information regarding the child, including the child's immunizations, medications, and allergies, if any
- Alberta Health Care number, although no longer required as a government regulation is still recommended by our program
- Telephone numbers of local emergency response service, including (as per Schedule 5, Section 5(1)), emergency medical service, ambulance service, fire department, police service, the poison control centre, the nearest hospital or emergency medical facility, and the child abuse hotline (These numbers are also to be posted in the classroom.)

EMERGENCY PROCEDURES:

The following emergency numbers are posted:

Emergency Numbers

The following telephone numbers are posted.

- emergency medical service
 - Health Link 780-408-5465
 - Health First Strathcona 780-499-5380
 - Urgent Care Centre
- ambulance service 911
- fire department 780-496-3800
- police service 780-496-8516
- poison control centre 780-496-8516
- nearest hospital
 - Royal Alex 780-735-4444
 - Grey Nuns 780-735-7181
- emergency medical facility
 - Capilano Medicentre 780-468-2911
- child abuse 1-800-387-5437

The following after-hours emergency program contact (EPSB 780.429.8295 or Principal, Karen Spencer 780.554.2723) are posted at the front and side door of the building visible from outside

of the program premises.

Evacuation

In case of emergency (or in the case of a fire drill), all staff, students and parents are to:

- Exit to the southwest field through the nearest and safest exit.
- Line up with the supervising teacher.
- When all academic classes, including preschool, are lined up, teachers will review the portable emergency record to ensure all students are accounted for.
- After fire personnel have deemed the school safe, the administration will signal "All Clear" to indicate teachers are to lead their classes back into the school.

Relocation

In the event that fire personnel have deemed the school unsafe, teachers will lead their classes to our evacuation location, St. Gabriel Catholic Elementary School at 5540-106 Avenue.

Medical Emergency

In case of a medical emergency, 911 will be called. If the child is sent by ambulance to the hospital, the closest hospitals are Royal Alexandra Hospital and the University of Alberta Hospital Stollery Children's Hospital. The hospital the child is taken to will be left up to the discretion of medical personnel. The cost of the ambulance is the responsibility of the parent or guardian.

Supervision Policy and Practices

The Suzuki Preschool ensures that all staff members observe children's play and behaviour both indoors and outdoors through staff orientation, ongoing supervision of staff, staff mentorship and ongoing informational staff meetings ensuring that information including the importance of the following is discussed:

- regular safety checks of the program premises and equipment to remove hazards
- positioning of equipment and arranging the environment to allow for unfettered supervision of all of the children's play areas
- knowledge and record keeping including which individuals are authorized to pick-up a child from the program in place of a parent
- ensuring that the parent or guardian has entered the preschool room before dismissing the child
- ensuring that both arrival and departure times are accurately recorded
- knowing where emergency medications, first aid kits, and emergency contact numbers are kept; and
- monitoring children at all times with regular, frequent head counts

Suzuki Preschool ensures that primary staff members are aware of the program's indoor and outdoor physical environments through orientation and staff mentorship including the following:

- 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;
- 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
- positioning staff to allow for the supervision of the entire group of children
- monitoring children's health to identify early signs of fever, illness, or unusual behaviour; and
- watching and participating in children's play to ensure that children are playing in a safe manner.

When students arrive at the Suzuki Preschool, they are signed in by their parents or caregivers.

When students are picked up, parents sign them out listing the time picked up and their signature.

The Suzuki Preschool program's supervision practices meet children's developmental needs. The children range from ages 3 to 5, and as such, very careful observation, caring interaction, intervention and thoughtful redirection is needed.

To promote safety and reduce injuries, Suzuki Preschool:

- creates and follows policies and procedures that outline supervision practices for programs
- reviews policies on a regular basis with all staff
- records the actual arrival and departure times of children
- uses a consistent system during head-counts or roll call during all transitions
- establishes simple rules for children (for example, "when we are indoors, we walk")
- maintains staff to child ratios at all times
- establishes plans for consistent access to a back-up supervisor from the main office (Principal or designate, School Secretary or designate) in the event of an emergent need where the teacher requires assistance ie. bathroom supervision, illness supervision etc.

Parents are informed of the program's supervision policies in the Suzuki Preschool Parent Handbook and the information is also posted on the Suzuki Charter School website under the header "Suzuki Preschool".