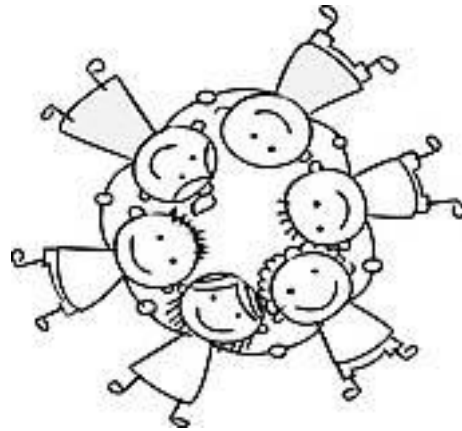


2021-2022  
Parent Information Handbook

# BEAVERLY PRESCHOOL PROGRAM



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## **INTRODUCTION**

### WELCOME TO BEAVERLY PRESCHOOL

Looking for a quality preschool for your children to attend? Beverly West Leisure Society provides a licensed preschool located in the portable adjacent to the Beverly Elementary School. We are a licensed facility offering high quality, enhanced programs for preschoolers.

The preschool program provides opportunities for preschoolers to socialize with other children while enjoying some new and fun skill challenges. It also gives parents in our community a chance to meet each other and become acquainted with Beverly Elementary School and the playmates their children may have, moving into Kindergarten.

### BEAVERLY WEST LEISURE SOCIETY

Beverly West Leisure Society (BWLS) is a Not-For-Profit Society registered with the Province of BC. We are committed to providing quality programs to the residents of the Beverly Community and surrounding areas. The Society is comprised of a group of hard-working volunteers, who make-up the Board of Directors as well as the many leaders of our programs.

The BWLS runs and employs qualified staff to facilitate both the licensed Beverly Preschool and Kids Club Afterschool care program. Both of these children programs operate at the BWLS facility located in the portable adjacent to Beverly Elementary School

## **PRESCHOOL OBJECTIVES**

### Encourage the intellectual development of children by providing:

- a flexible daily program that responds to the needs and interests of the children.
- an environment that facilitates the development of curiosity, reasoning and problem-solving skills.
- age-appropriate activities that encourage development of concept-building skills.
- activities and materials that encourage creative endeavors such as art, music, movement, imaginative play, storytelling and construction.
- activities and materials that foster a great understanding of the environment.

### Encourage the language development of children including:

- modeling of good language and listening skills.
- providing opportunities for children to develop receptive and expressive language skills.
- providing activities that encourage communication.

### Encourage the emotional development of children including:

- helping children develop a positive self-concept and accurate perception of self.
- Helping children express positive and negative feelings in appropriate ways.
- providing a comfortable atmosphere in which children feel proud of their cultural heritage and cultural sharing is encouraged.

### Encourage the social development of children including:

- providing an environment to work independently.
- providing an environment that fosters positive behavior.
- helping appreciate differences and respect the personal feelings and property of others.
- providing opportunities for social interactions that help develop appropriate skills for social relationships.
- providing experiences that facilitate a child's feeling of belonging to family, community and the world at large.

## EXPECTATIONS

### EXPECTATIONS OF THE FACILITY

- Provide a safe environment for learning
- Have respect for each child
- Establish and maintain mutual trust
- Display appreciation of each child as a unique individual
- Keep open communication with parents/guardians

### EXPECTATIONS OF THE PARENTS/GUARDIANS

- Be prompt when dropping off and picking up child
- Provide child with daily requirements (nutritious snack, indoor shoes)
- Support your child in their endeavor to preschool
- Review all communication received by preschool staff
- Keep open communication with preschool staff

### EXPECTATIONS OF THE CHILDREN

Our facility has a zero-violence policy. The following list is the limits and expectations of the children attending our facility:

- No hitting, biting, pinching, throwing, pushing, hair pulling, or hurting ourselves or others.
- No purposefully breaking of anything
- No running, jumping, wrestling, climbing indoors or on furniture.
- No leaving the facility or supervision of the staff without permission.
- No name-calling, yelling, foul language or teasing.

## KEY CONTACTS

Preschool Teacher	Summer Hatch	250-964-1511	beaverlypreschool@gmail.com
Facility Manager	Andrea Sapecnik	250-964-1511	beaverlykidsclub@gmail.com
BOD Childcare Director	Jessica Van Der Star	250-964-1511	beaverlywest@gmail.com

## STAFF QUALIFICATIONS

Beverly Preschool staff members meet the criteria outlined in the BC Child Care Licensing Regulations. All certificates are displayed at the entrance to our facility. Our staff members:

- are 19 years of age or older
- have successfully completed a criminal record check
- have current First Aid and CPR certificates
- have valid ECE Certificate/ECE Assistant Certificate
- have Food Safe certification
- receive continued professional development

## PROGRAM INFORMATION

### PRESCHOOL STREAMS

30 months -3 year old	Tuesday and Thursday	8:30 am – 11:00 am
4-5 year old	Monday – Wednesday – Friday	8:30 am – 11:00 am

\*At the discretion of the preschool teacher a child may be enrolled in either stream regardless of the stated age group. The child's abilities and families unique needs will be taken into consideration\*

### HOURS OF OPERATION

Mon to Fri, 8:30 to 11 am. Preschool starts the 3rd Monday of Sept and ends on the 3rd Friday of June.

Our program follows School District #57 Calendar. Preschool will **NOT** be in session on Non-Instructional Days, Report Card Writing Days, Statutory Holidays, Winter Break, Spring Break and Summer Break. Refer to the approved School District #57 calendar. Please note also that the School District #57 is subject to change.

### CLOSURES

Beverly West Leisure Society is committed to having our programs open on all scheduled days. If it is known ahead of time that Preschool is going to be closed for any reason, we will attempt to give you ample notice verbally, posted signs, newsletters or via email.

We recognize that emergencies beyond our control such as the breakdown of essential services (hydro, heat and/or water) or inclement weather could cause us to close facility. We reserve the right to close the facility or have an early closure due to emergency conditions if we consider the safety of the children or staff to be at risk.

In the event that we will need to close Preschool due to any emergency condition, prior to the start of the day, staff will make all efforts to call families of the closure.

## IN THE CLASSROOM

### DAILY SCHEDULE

The following schedule is a typical day in Beverly Preschool. However, each day may be different as it depends on planned activities. Please note that all times are approximate.

8:30 - 8:45	Children drop off
8:45 – 9:15	Free Time
9:15 - 9:40	Circle Time - Calendar, Music, Story, Show'n Tell, Theme Intro
9:40 - 10:05	Centers - Curriculum, Fine Motor, Gross Motor, Dramatic Plan
10:05 - 10:10	Clean up
10:10:10:15	Wash Hands
10:15 - 10:25	Snack
10:25 - 10:30	Bathroom Jobs
10:30 - 11:00	Active Play/Outside Play
11:00	Home Time

## PLANNED ACTIVITIES

Preschool staff plan activities based on a theme. Please check the monthly newsletter and bulletin board in boot room for more information about these activities, and speak to a staff member if you have questions or concerns.

## HOLIDAY CELEBRATIONS

Birthdays are a special and exciting time for each child! We are happy to acknowledge and celebrate birthdays throughout the year. Parents are welcome to provide a special class treat for their child's birthday. Please remember our facility is a **NUT FREE ZONE**.

We honor and celebrate all Canada's major holidays and celebrations in our preschool. In addition, we will incorporate other cultural celebrations, as much as we are capable of, out of respect for the children in our preschool and the diversity of our community. If you would like us to celebrate something meaningful to your family that is not already on our calendar, please let us know and we will do our best to accommodate your request. If there are celebrations you prefer your child not be involved in, please discuss this with us prior to the date so we can accommodate your preference.

## COMMUNICATION TOOLS

Our communication tools are designed to ensure that you are fully aware of what is happening in your child's preschool class.

A **newsletter** is emailed out each month with information regarding activities, special events and other notes relevant to the preschool program. Please take the time to review the newsletter as there may be important messages.

The **bulletin board** located in the front entrance will have a copy of our newsletter as well as additional information we want you to be aware of.

Midpoint and End of Year Preschool Evaluation forms will be made available to parents. Please take the time to fill these out, they are invaluable to us and help us with constant improvement to ensure that we provide the best services to your family.

## CHILDREN'S PERSONAL ITEMS

In a school sized backpack, please send your child to preschool each day with a change of clothes, a pair of indoor shoes, and a nutritious snack. Indoor shoes should be non-marking. **It is important that all your child's belongings are clearly labeled.** Please dress your child in comfortable, washable play clothes that are weather appropriate (i.e, boots, coat, mittens and snow pants in the winter). We will provide paint smocks for crafts, but accidents do happen.

We understand that children sometimes want to bring in toys and personal items from home, however these items can get lost in our very active environment. This would be disruptive to the class and upsetting to your child, so please leave these items at home.

We ask that personal electronic devices be left at home. We believe that while children are with us, they should be engaging with one another, the staff and the environment around them. If a child is found using an electronic device while in preschool, we will confiscate it and return it to you when you pick up your child.

## CLASS SIZE

Class size and leader-to-child ratio is mandated by the BC Child Care Licensing Regulations. For 30 months to school aged children, the maximum class size is 20 with a ratio of 1:10. This will always be maintained. The preschool program will require a minimum of 6 children to be registered in each stream in order to operate.

### ARRIVAL PROCEDURE

- Children **MUST NOT** be dropped off before class starts.
- Parents/guardians must sign their child in. Always ensure that a staff member is aware that you are dropping off your child.
- Please notify the center if your child will be absent
- Please let a staff member know any pertinent information about your child's previous night or morning that might be helpful to staff.

### DEPARTURE PROCEDURE

- Your child must be picked up by closing time.
- Parents/guardians must sign their child out and check for any messages from staff
- Always ensure that a staff member is aware that you are taking your child home.
- **A CHILD WILL NOT BE RELEASED TO ANYONE OTHER THAN A PARENT OR GUARDIAN OR AN AUTHORIZED PERSON LISTED ON THE REGISTRATION FORM UNLESS STAFF IS NOTIFIED IN WRITING.**
- Photo identification may be required to verify the identity of the person picking up your child.

### LATENESS

All families are expected to follow our hours of operation. We will not tolerate constant lateness as it is disruptive to our program.

If there is an **emergency** that forces you to be late for picking up your child, you must contact us immediately so we can agree on other arrangements.

If pickup is not able to occur, and staff has not received notice prior to 11am, parents will be contacted. If you cannot be reached, staff will contact the emergency contact. Late pickups will warrant an extra charge of \$1 for each additional late minute that will be invoiced and due the first of the following month.

### GRADUAL ENTRY

Please inform the preschool staff of any special needs or concerns you may have for your child. The well-being and comfort of your child is important, and we wish to ensure the transition to preschool is as comfortable as possible. Parents are welcome to stay until their child feels comfortable enough for them to leave. Often this is needed for only the first one or two classes.

### FAMILY CHANGES

If there are any changes in the family, such as a move, separation, death, illness or change in routine, that may affect your child, please advise the staff so we can be prepared and supportive to your child. This will help us to understand any unusual behaviors your child may display at the facility and assist us in providing the best possible experience for your child. **Please be sure to give staff any changes in your address or phone number.**

### PARENTAL CONCERNS

Our preschool staff strives to offer exemplary care and aim to continuously improve our preschool programming. If you have any questions or concerns about our policies, procedures or staff, we encourage respectful, open communication between all families and our staff. It is important that you contact us in a timely manner if you have concerns. When there is a delay in addressing concerns, it affects our ability to resolve the issue.

## FINANCIAL POLICIES

### PROGRAM FEES

Stream 1 - two days a week - \$135 per month  
Stream 2 - three days a week - \$165 per month

### ADDITIONAL FEES

Late payment fee .....	\$25/incident
Failure to notify facility of absence .....	\$15 per incident
NSF fee .....	\$25/incident
Late pickup fee .....	\$1/minute

All extra fees incurred will be invoiced and must be paid by the first of the following month.

After one month that fees are in arrears, your child will not be able to attend the facility. A friendly reminder that our preschool is run by a Not-For-Profit business and fees are required to run the business

If your child is sick, on vacation, or not attending for any other reason, you will not be reimbursed for those days.

### PROVINCIAL CHILD CARE SUBSIDY

The government childcare subsidy program is available to families based on provincial eligibility requirements. Please visit [www.gov.bc.ca/mcf/](http://www.gov.bc.ca/mcf/) for more information. It is the responsibility of the parent/guardian to apply for the subsidy, and if approved, pay for the difference between subsidy and Beverly Preschool fees (with postdated cheques).

The preschool will report your child's attendance each month and submit your subsidy claim on your behalf. Please note that subsidy can take up to 6 weeks for approval and it is the responsibility of the parent/guardian to find out the status on their application with subsidy.

Parents/guardians are responsible for ensuring their subsidy authorization remains up to date. If subsidy is not in place prior to your child starting preschool, parents/guardians will be responsible for paying monthly fees in full. If/when subsidy has been approved; we will refund the subsidy portion of the payment when received from the Ministry.

## ADMISSION AND WITHDRAWAL POLICIES

### ENROLLMENT REQUIREMENTS

All children must be at least 30 months of age at start date and 3 years old before Dec 31 of the calendar year. Each child must be completely toilet trained, completely free from diapers and pull-ups, before starting our preschool programs.

### REGISTRATION REQUIREMENTS

To register your child in a Beverly Preschool program, you must:

- complete Registration Form Package.
- sign Parent Handbook Agreement Form.
- provide a copy of your child's birth certificate.
- provide a deposit equivalent to one month's fees (which will cover fees for June 2022) payable by cheque/money order/cash. If possible provide this via e-transfer to [beaverlywesttreasurer@gmail.com](mailto:beaverlywesttreasurer@gmail.com) with your child's name and program "Preschool". E-transfer is the quickest way to secure your spot and reduce contact during COVID.



- submit 9 post-dated cheques to cover the remaining months of your child's school year.
- provide proof that your child has participated in the BC vaccination program.
- if applicable, provide a copy of any court-order pertaining to your child(ren).

Please date each cheque using the 1<sup>st</sup> day of the month and make them payable to “Beverly West Leisure Society”.

### REGISTRATION PACKAGE

All registration packages and information are available at the facility or from our website. <http://beaverlywest.weebly.com/>

### RECEIPTS

Parents/guardians will receive a yearly tax receipt by February 15 of each year. Please ensure that we have the most up to date mailing address.

### TRIAL PERIOD

There is a 2-week trial period for each family. Either party may terminate this agreement within this period, via phone, in person or letter with or without cause. A pro-rated refund will be given during this time.

### FAMILY REQUEST FOR WITHDRAWAL

A deposit equivalent to one month's fees is required at the time of registration. It is applied to the fees for the month of June. If the parent/guardian chooses to withdraw from the program early, 30 full days' notice in writing by the 1<sup>st</sup> of the month prior to leaving, is required in order to receive a full refund of your deposit. Failure to do so will mean that your deposit is forfeited. The remaining post-dated cheques will be returned.

### FACILITY REQUEST FOR WITHDRAWAL

Every effort will be made by our staff to meet the needs of each child. It is essential that parents share any information with staff that may affect the child's time at preschool (i.e. behavioral concerns, language barriers). Staff will make every effort to share concerns with parents/guardians and work together to find potential solutions.

However, if after the Behaviour Policy has been followed, and after consultation with the Beverly West Leisure Society Child Care Director, it is determined that a child's behavior is consistently and/or severely disruptive and that the well-being of the child and/or other children or staff in the program is seriously jeopardized, the parent/guardian will be requested to withdraw the child immediately.

If the facility terminates the childcare immediately, the remaining monthly fees will be pro-rated and refunded to the parent within 2 weeks of the termination date. The remaining post-dated cheques will be returned.

The facility reserves the rights to terminate your child's attendance in preschool for the following reasons (but not limited to):

- Lack of compliance with facilities policies.
- Failure to pay fees or continual NSF fees.
- Failure to complete required forms.
- Lack of parental cooperation, lack of respect to the facility.
- False information supplied by the parent either verbally or in writing
- Consistent late pickups
- Failure of child to adjust to the facility after reasonable amount of time
- Continual or serious behavioral issues with the child
- Physical or verbal abuse of any person or property

- Facility inability to meet child's needs
- Serious illness of child
- Abuse of non-cancellation policy

### REPAYMENT

Extenuating circumstances will arise from time to time. A written request may be submitted to the preschool staff, and then presented to the Beverly West Leisure Society Board of Directors for a final decision regarding repayment of pre-paid fees.

Refunds will be given if for some reason fees have been paid and Beverly preschool program cease to exist.

## **HEALTH AND SAFETY POLICIES**

If your child requires any special or additional care due to allergies, disabilities or other reasons, please contact one of our staff members prior to the start of preschool, to set aside a time to meet and discuss the needs of your child. This will enable us to create a health care plan that will aid us to properly care for your child.

### HEALTH AND WELLNESS

The aim of our facility is to provide a healthy, germ-free environment for our staff and children. In order to prevent the spread of contagious diseases, and to care for the children who become sick while in our care, we have outlined the following guidelines for you.

- Each child must have a completed medical information sheet on file, which is to be kept up to date according to Northern Health requirements. The health and safety of your child is of utmost importance. Please notify the preschool teacher of any health changes.
- In the case of severe allergies, it is recommended that Benadryl and EPI Pen are left on the premise in case of an allergic reaction. In emergency situations where medical attention is required, 911 will be called and further instructions followed as discussed with the parents/legal guardians.

### PHYSICAL ACTIVITY

Beverly West Leisure Society recognizes the importance of physical activity for young children. While attending our childcare programs, children are supported and encouraged to engage in active play and to develop fundamental movement skills. Our programs encourage all children to participate in a variety of daily physical activities that are appropriate for their age and fun. Activities may include structured play (led by the adult caregiver) and free play (not led by an adult).

The children attending our childcare programs will be participating in outdoor active play every day. Therefore, parents are expected to provide appropriate outdoor clothing for safe and active play during all seasons. If the weather does not permit (gale force winds or a temperature of -15 degrees Celsius or colder including wind chill), physical activities will be carried out inside the facility. Staff will provide 30 minutes of outdoor active play for the children. This may be accumulated through 15-minute portions throughout the program or continuously. These activities could be action songs, hopping, dancing or exploring the outdoors.

Staff will limit prolonged sitting activities (board games, crafts) and schedule frequent short bursts of activity for 1 to 2 minutes. Screen time will not be permitted in the preschool program. Spending less time being sedentary can help young children develop social skills behave better and improve language skills.

## IMMUNIZATION

The Ministry of Health Services recommends that your child's immunizations are current before your child enters preschool.

- Written record of each child's immunization must be on file.
- If a child is not immunized, a letter stating so must be provided for the child's file.
- If an outbreak of a communicable disease occurs, the non-immunized child will be excluded immediately. There will be no compensation for time away from care.
- In the event of an outbreak, Community Care Facilities Licensing and/or Center of Disease control will be notified.

## SICK CHILD

We are unable to have your child in our preschool if they have the following symptoms:

- any pain which is undiagnosed or unexplained
- sore throat or difficulty in swallowing
- nausea and vomiting
- fever (100 degrees F/38.3 degrees C or more)
- unexplained diarrhea with nausea, cramps, or vomiting
- any communicable disease (chicken pox, mumps, head lice, pink eye etc..)
- headache or stiff neck
- breathing difficulties (i.e. wheezing or persistent cough)
- acute cold with fever, sore throat, coughing, runny nose or eyes
- severe itching on body or scalp or lice
- un-explained rash or infection on the skin or eyes

Your child may not return to preschool until he/she is symptom-free for 24 hours and is well enough to participate in all aspects of our program. If your child suffers from vomiting and/or diarrhea they must wait 48 hours after symptoms subside before returning to preschool.

If your child comes to preschool sick, staff will not allow the child to attend that day.

If your child becomes ill during preschool, you will be notified to pick up your child immediately. If we cannot contact you, we will call your emergency contacts. Your child will be given a quiet area to rest, away from the other children but within supervision, until an authorized person arrives to pick up your child.

**\*\* IT IS IMPORTANT THAT YOU NOTIFY STAFF IF YOUR CHILD IS ILL WITH A COMMUNICABLE DISEASE WITHIN 24 HOURS OF DIAGNOSIS.** This will allow us to notify the other preschool parents and the Medical Health Officer must be advised.

## ALLERGIES

It is important that all allergies are brought to the attention of the preschool staff. This is especially true if the allergy is to any food type. If your child requires special treatment in case of a reaction, be sure that staff is aware and fully prepared. We ask for your cooperation and diligence in ensuring any food items sent with your child are **NUT FREE**.

## MEDICATION

If your child is receiving medication for a communicable disease, he/she must be on the medication for a minimum of 24 hours prior to returning to the preschool.

Medication will only be administered by preschool staff if it has been prescribed by a qualified medical practitioner. We ask that parents personally deliver any prescription medications to us personally and complete a Medication Authorization Form. Please ensure that the medication is in the original container

with the prescription label attached. We will keep the medication in our medication lock box (or in the refrigerator if required).

If your child carries an inhaler for asthma, an epi-pen for allergies, or other medication for illness or disease, we require that you meet with our staff prior to your child starting preschool with us to create a care plan that ensures all of our staff are aware of your child's condition(s) and aware of the steps necessary to properly care for your child in case of emergency.

### NUTRITION

We have a 15-minute snack time scheduled for each class. In the interest of establishing good eating habits, we ask you provide your child with a nutritious snack following the Canada Food Guide. We encourage you to send two nutritional choices that can easily be eaten in the time allowed. For refreshments, only water will be served. If you would like your child to have juice or milk, please provide a juice box or a Sippy cup with the refreshment of your choice.

Some suggestions for appropriate snacks are: fresh fruit pieces, crackers with cheese and meat, muffins, vegetable sticks, yogurt. Do not send pop, candy or chips of any kind.

The facility follows the Healthy Schools for BC Guidelines and the Canada Food Guide. When there are special events or program themes that involve food and nutrition, no home snack will be needed. We will inform you of those dates.

Our facility is **NUT FREE**.

### HYGEINE

Hand washing is the most important precaution in preventing the spread of germs and diseases. Liquid or foam soap in a pump dispenser will be used. Hands should be washed under warm running water for a minimum of 30 seconds. Posters with descriptive instructions for proper hand washing are located in each bathroom and kitchen area. Hands must be washed before preparing food, before and after eating food, after being outdoors and after using the toilet.

Children must not share personal belongings such as toothbrushes, hairbrushes and eating and/or drinking dishes. All drinking cups will have each child's name identified to prevent sharing.

### MISSING CHILD

To help mitigate the potential of a child to leave the facility on their own accord, there are door alarms installed. They are located on each of the two building exit doors and emit an extremely loud squeal if the door is opened. This will notify staff that a child has attempted to leave the building.

The facility does not anticipate such incidents, but as a precaution we have instituted the following procedures:

- 1) As soon as it is realized that a child is missing from the group, the staff will secure the other children with a responsible adult and the staff will begin a search of the immediate area.
- 2) After two minutes, the staff will expand the search area.
- 3) Get as many people (adults) involved in the search.
- 4) After ten minutes, staff will call 911 and inform them of the situation as well as the child's name, age, weight, height, clothing and footwear and record the file number that the police supply.
- 5) Staff will contact the parents/guardians or emergency contacts to inform of what has happened, what is being done, and that they will be called back in a few minutes to update them.
- 6) When the child is found, facility staff will contact the parent/guardian, alert everyone else involved, and hold a debriefing with Manager and BWLS BOD as soon as possible.

7) As a follow-up, facility staff will assess the problem and make changes, if necessary, to avoid the risk of a similar incident. As well, children will be further educated about the importance of staying with the group.

8) Child Care Licensing requires notification of any incident in this facility. The Manager will notify Northern Health in the incident of a missing child occurs.

### MEDICAL EMERGENCIES

All staff have current first aid training and their certificates will be posted in the entrance of the facility. If your child requires emergency medical attention while attending preschool, we will try to contact you immediately. If it is deemed necessary, 911 will be called and your child will be transported to the nearest medical facility. All costs incurred by such services will be the responsibility of the parent/guardian.

### EMERGENCY EVACUATION

To help mitigate the need for emergency procedures to be carried out, staff of the facility continually attempt to identify risks ahead of time. Maintenance of the facility and facility appliances/equipment such as a new roof (2014) also helps to mitigate emergencies.

Evacuation plans are in place in the event of any of the following: structure fire, forest fire, flood, earthquake, power outage, chemical spill, natural gas leak, bomb threat or severe weather conditions. Each staff of the facility will be trained in the implementation of the Fire Drill and Emergency Evacuation procedures. Fire drills are practiced once a month, and the emergency plan is practiced once a year. Emergency supply kits are located in the facility that contains food, water and other necessary items.

**IMPORTANT - Please keep us informed of current telephone numbers so that we may notify you or your emergency contact in the case of an emergency.**

In the event of a real fire, earthquake or other emergency, parents (or others listed on their child's registration form) will be contacted immediately and tell you where your child can be picked up. Our long-distance evacuation location is the Petro Canada located at Highway 16 West and Carmel Drive. Our emergency routes and designated meeting place are posted at each exit of the facility.

As soon as possible after the emergency has cleared, the facility will be evaluated for health and safety issues. If required, the facility insurance provider will be contacted for assistance. The emergency event will be discussed with staff and children to determine what impact the event may have had on them and whether debriefing or counseling is needed.

### OUTDOOR ACTIVITIES

**Summer/Hot Weather:** We aim to take effective measures to ensure the children's safety from the sun. The staff will apply sunscreen when needed prior to outdoor play. Ensure that you have read and signed the Sun Screen release form. Please provide a hat for your child each time they attend, and our staff will ensure that your child is wearing it prior to going outdoors. They will make sure that the children are always well hydrated and given the option to cool down as needed. During extreme heat, outdoor play may be limited at the discretion of the staff. Children may continue to engage in outdoor play, even in rainy weather. Appropriate clothing is required to keep your child (ren) dry.

**Winter/Cold Weather:** During the winter months, outdoor play will be based on the weather. Children will not engage in outdoor play when the temperature combined with the wind chill is lower than -15 degrees Celsius as measured by the Weather Network at the time of the scheduled outdoor play or at the discretion of the staff.

If the staff decides that the weather conditions are not safe for the children, gross motor skill activities will take place within the facility.

# GENERAL POLICIES

## ABSENCE

If your child will not be attending preschool on a particular day, please call 250-964-1511 **BEFORE** your preschool class commences.

## CONFIDENTIALITY

All information that is shared whether verbal or written by a parent/guardian of the child in the preschool is to be understood as "private and personal "as per the Province of BC Personal Information Protection Act and will always remain confidential.

## GUIDANCE

Positive behavior will be rewarded as our facility believes in a positive approach to child rearing. The children will be encouraged to take responsibility for their own behavior and its consequences. The parents/guardians will be made aware of any problems or conflicts that take place during their child's time in the program. Positive opportunities will be provided for each child to make choices and decisions. The facility believes in positive discipline that builds a child's self-esteem.

Positive Guidance techniques will be used to encourage appropriate behavior. They will include:

- establishing clear, consistent and simple limits
- stating limits in a positive way, rather than in a negative way.
- focusing on the behavior, rather on the child.
- stating what is expected, rather than pose questions.
- providing real choices.
- reinforce appropriate behavior, with both words and gestures.
- allowing time for children to respond to expectations.
- encourage children to use staff as a resource when there are occasions that they cannot resolve issues on their own.

The facility believes in positive discipline that builds a child's self-esteem. This will be accomplished by:

- not practicing corporal punishment of any sort (e.g. slapping, shaking, spanking, etc.)
- not humiliating, confining or depriving children for meals, snacks or toilet use as a form of punishment.
- discussing acceptable behaviors and setting limits at a level the child understands.
- encouraging children to play in a cooperative and positive manner at all times.
- enforcing self-respect, respect of others and respect for community property.
- trying to anticipate and prevent unacceptable behavior by distraction and redirection.
- approaching the child, in an emotional situation, in a caring manner to help the child express feelings in words and provide support by acknowledging appropriate behavior.
- recognizing and responding to both positive and negative feelings of children.
- recognizing negative emotions, we will provide opportunities for actions which do not harm the child or others, but which use up the energy generated by the strong emotion.
- providing positive reinforcement in words and actions, focusing on what to do rather than what not to do.

## CONFLICT RESOLUTION

If a conflict situation arises between two or more children:

- 1) The children will be calmed down.
- 2) The children will be separated if necessary.
- 3) If there has been a physical injury, it will be tended to first.
- 4) If the children are very angry, the staff will sit between them.
- 5) Once the children have calmed down, the staff will talk to each child involved to find out what the problem is, and let each child express what they are feeling.
- 6) The children will be encouraged to come up with ideas on how to resolve the conflict or how they could have handled the situation differently.

Time out will be used for behavior such as:

- non-compliance, when other methods have been unsuccessful.
- destructiveness, when behavior has escalated to this level.
- aggressiveness, harmful actions towards oneself or others.
- temper tantrums, when these have progressed from attention seeking to harmful behavior.

The intent of time out is to provide children with opportunities to develop self-direction and to become aware of when they are becoming anxious or agitated. Unpredictable behaviors occur when children feel powerless and out of control. The time out will take place in the Quiet Room, away from other children so that he/she can still be supervised. When the child has determined that he/she "feels better" and has regained control of their emotional and physical state, they will be invited to participate in the activities with the group again.



## Protocol for Dealing with Behavior Concerns

Beverly West Leisure Society/ Kids Club/Preschool



### **1. Speak to Child**

This includes verbal reminders and/or consequences in class immediately following the incident. This is ongoing action as the children are learning and developing appropriate social behaviors.



### **2. Communicate with Parent/Caregiver**

This includes speaking with the parent/caregiver in person, email, or written form.



### **3. Formal Incident Report sent Home to be Signed**

A formal Incident Report will be filled out if a) the issue proves to be ongoing and un-changing, b) the child, other children, or staff were harmed physically or emotionally. This report will be signed by parent/guardian and returned to be placed in the child's file.



### **4. Create Behavior Care Plan**

Typically, after 2 formal incident reports are sent home a meeting will be called to create a "Behavior Care Plan" for the child. Child, parent/caregiver, teacher/staff member involved must be present at the meeting. Facility manager and BOD Member may be present as well. The care plan will be specific. Actions, consequences and goals will be listed.



### **5. Dismissal from Program**

In the event that the behaviors continue after the Behavior Care Plan is in place, or the issue escalated a Dismissal Notice will be sent home terminating the child's registration at KC/Preschool.

The goal of BWLS/Kids Club/Preschool is to provide a safe space for children to learn and develop. We are committed to supporting children to be successful learners and learn appropriate behaviors towards others. If a child's behavior is posing a risk to the child, other children and/or staff member the BOD reserves the right to expedite the protocols and dismiss child at their discretion.



## RELEASE OF A CHILD

Authorized persons for child release must be recorded on the Registration Form. If a parent /guardian is restricted from contact with a child by phone or in person, a copy of the court order is required for the child's file. These papers will only be used for the sole purpose of keeping the child safe and all information will be kept strictly confidential. Only those authorized by the parent, in writing, will be allowed to pick up the child from preschool.

If an unauthorized individual attempts to pick up a child, the child will not be released, and the parent/legal guardian will be notified immediately. Authorized individuals must provide valid picture identification upon release. If they fail to do so, the child will not be released, and the parent/legal guardian will be contacted.

If the staff of the facility feels the parent/guardian or alternate pickup person appears to be *incapable of providing safe care*\*\* for the child, staff will follow this procedure:

- 1) Offer to call a relative or friend to pick up the adult and child
- 2) Offer to call a taxi
- 3) If the individual is not the parent/legal guardian, it is by law that the facility denies the individual access to the child, and the parents/legal guardians be contacted.
- 4) Since it is by law that the legal guardians **cannot** be denied release of their own child, inform the individual that if he/she chooses to leave with the child, the police will be contacted immediately. Staff will escort to his/her vehicle, the license plate will be noted, and the police will be notified.
- 5) The Ministry of Family and Children will also be contacted if the staff believe the child is in need of protection.

\*\* With respect to the reference of a person "incapable of providing safe care", this means an individual's behavior could potentially be harmful to the child such as when the person appears to be intoxicated, is under the influence of drugs or medication, or has just been in a stressful situation.

## CUSTODY

If a custody agreement is in place for your child (ren), a copy of your custody or court order must be on file. Staff will act in accordance with this legal document.

If issues around custody exist and there are no legal documents, the enrolling parent/guardian must provide written information about access to the child. Staff will follow the information provided by the enrolling parent/guardian.

If a family's custody issues result in continuous conflicts at the preschool (eg. non-custodial parent continually attempting to pick the child up at a time not specified on the court order), and places the child, staff and other children at risk, then the family will be asked to withdraw from preschool.

Parents requiring copies of our files relating to their child's care for personal or court use will be charged a minimum \$75 administration fee and allow a two-week processing time.

## REPORTING SUSPECTED ABUSE

BC Provincial Law requires any suspected or disclosed abuse of a child to be reported to the Ministry for Children and Family Development. We will report any abuse we suspect that a child discloses or that a third party discloses.

It is not the facilities responsibility to investigate or question the circumstances of the suspected abuse the parent/guardian or anyone else of the suspicions and subsequent report to the Ministry. It is the Ministry's responsibility to investigate any report and to inform all those involved of the investigation.

Our primary concern is for the health, safety and well-being of the children in our preschool

### DISPUTE RESOLUTION PROCESS

If for some reason you have a concern or complaint about any of the staff working at Beverly Preschool, you may contact the Manager or Child Care Director (Key Contacts) and discuss said issue. Every effort will be made to resolve issues in a timely and satisfactory manner.

It is expected that all Beverly Preschool staff will be treated with respect and any violation of this respect may be considered terms for removing your family from our program.

### SCHOOL ETIQUETTE

The Beverly Preschool rents the portable space from School District #57. The School District and Beverly Elementary expect that all persons connected to our programs conduct themselves appropriately on the school grounds and in the school. Parents/guardians and their friends & family members need to ensure that their language and topic of conversation is appropriate for a school setting in an area used by children. During drop off and pick up of your child please be aware of the school activities going on around you and be considerate in not causing undue noise or interruptions. If you drive your child to our program, please obey all school parking rules. In addition, be sure to hold your preschoolers' hand as you walk from the parking lot to the building. All school staff are to be treated with respect and any conflicts that may arise need to be reported to the Facility Manager and to the Principal of Beverly Elementary School (250-964-9311).

## ILLNESS IN CHILD CARE REFERENCE GUIDE

Illness	Symptoms	Infections	Remove From Preschool
Chicken Pox	Fever, Blister-type rash	YES 5 days after onset	YES From when spots appear & 5 days after
Cold With Fever	Runny nose - clear discharge, doesn't want to eat, slight cough, fever above 37 C Runny nose - green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Until symptoms return to common cold
Cold	Runny nose - clear discharge, doesn't want to eat, cough	YES Before and during symptoms	NO
Diarrhea	Runny stools - may be accompanied by fever, fussy, cranky, pain and/or vomiting	YES	YES Until confirmation that it is not infectious
Ear Infection	Fever, clear discharge from nose, cranky, pulls on ear	NO	NO
Flu	Fever above 37 C, cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Until vomiting stopped for 48 hours
Hand, Foot & Mouth Disease	Spots on palms of hands, fingers and soles of feet	YES	YES
Herpes Simplex (Cold Sore)	Blister or sore around mouth	YES	Consult doctor for each individual case
Impetigo	Crusty rash, mostly on face, arms and legs	YES	YES Until on antibiotics for 24 hours
Nausea/Vomiting		POSSIBLY	YES Until vomiting stopped for 48 hours
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes	YES	YES Until on antibiotics for 24 hours
Rashes	Red spots anywhere - can be measles, chicken pox, allergies, impetigo	POSSIBLY	Consult doctor for each individual case
Strep Throat	Fever, red throat, hurts to swallow	YES	YES Until on antibiotics for 24 hours

\*\* The above information is intended to serve as a guideline only. Please consult a physician for details.