

Sept 2 2020

Dear Parent/Guardian,

We are very excited about meeting you and your child and look forward to the discoveries, challenges and successes that your child will experience at Delbrook Preschool!

A booklet outlining the preschool's policies and procedures has been attached to this email. It is important that parents take the time to read and understand the preschool's philosophy, policy and procedures. There are also a number of forms attached that require parent or guardian signature and they must be returned the first day of school.

On the first day of Preschool, please bring the following completed forms:

1. Registration Form (with photo of child attached)
2. Permission Forms (Emergency Consent Card) with one photo
3. Immunization form- signed
4. Withdrawal policy – signed
5. 3 photos of 4 x 6 are required (one for registration form, one for consent card, and one 4x6 for their cubby.

Please note, if you child is attending more than one class, you will be asked to fill out the **Emergency Consent Cards\*** – **one for each class your child is registered in**, (including *Out of Town Contact* information) on the first day of preschool.

A sample is attached, so please prepare the relevant information, so you will fill out the card on the first day of preschool attendance.

Let staff know if you are missing any of the above listed forms.

Our daily schedule is very flexible within the time frame of each session, and may change based on where the children's learning or the flow of the daily activities take us. Send your child to school dressed appropriately for the day's activities.

It is important that you let us know if your child will be absent from class. **Do not bring your child to school if he/she is exhibiting symptoms of** fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste, loss of smell or sore throat. These spread quickly to others in the group. Your cooperation in this regard is appreciated.

We celebrate children's' birthdays in the classroom through non-food oriented activities such as birthday crowns and singing to the birthday child. If you would like to send a food item, please speak with teachers in advance to your child's special day. If you choose to send a food item this year, we ask that you provide individually packaged, nut-free options to reduce the transmission of illness in the classroom. Please ask our Preschool Teachers about other classroom allergies before bringing in your treat.

We do not believe that testing and labelling children at this age fits with our philosophy. As such, we do not schedule parent-teacher interviews. If we feel that there is a problem developing, we will contact you privately to discuss the matter. Otherwise, you may be assured that your child is progressing positively. If you have any comments or concerns, please do not hesitate to phone us at the preschool.

Once again, welcome to Delbrook Preschool. We look forward to a great school year!

Sincerely,

Michelle Hicks, and Banafsheh Gamini

**Delbrook Preschool Teachers**

**604- 983-6329**



# DELBROOK PRESCHOOL



## Handbook 2020/21



604-987-PLAY (7529) [www.nvrc.ca](http://www.nvrc.ca)

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## WELCOME!

We are pleased to welcome you and your child to Delbrook Preschool. We hope your child will enjoy the program, and that you feel confident that they will be well cared for and will develop to their best potential through the activities and new relationships that we offer.

### ***Our Philosophy:***

We believe in children's natural curiosity and interest in learning; through a caring and a stimulating environment, children are capable of making sense of their surroundings and creating a new world of possibilities.

We believe that beauty and quality of the environment foster children's interest. Play is not only children's right, but their medium to express feelings and thoughts. "Play is integral to well-being and learning" (B.C. Ministry of Education, 2018). As well, educators should be life-long researchers so they can be partners with children and families in this journey.

We aspire to foster children's growth by providing them with a nurturing environment and freedom to follow their interests.

Preschool is a great learning experience for three and four year old children. Based on the **British Columbia Early Learning Framework**, we have adopted a holistic approach that promotes physical, emotional, social, creative and intellectual growth through play, engagement with materials and building relationship with others. In addition, we feel that these areas are intertwined and influence one another. We aspire to create an environment where children can develop a sense of well-being and belonging through exploration and creativity. Further to that, we believe in fostering a community based on social responsibility and diversity.

### Well-Being and Belonging

Through free play, children may choose their activities such as building blocks, dramatic-play, water and sand play and arts to express their thoughts and experiment with materials to make sense of their surroundings. They learn to problem solve and work together as a team.

Children can feel safe, respected, confident, and valued for what they are and are encouraged to take the next step and build a healthy relationship with children and adults.

### Exploration and Creativity

To support children's exploration and creativity, we provide an environment where they can explore the quality of the materials (water, sand, paint, wood, rock, clay etc.), discover the changes by manipulating the materials and create new things. Children can appreciate natural environments, either indoor or outdoor, by actively exploring and experimenting, and finding solutions in different situations.

### **Languages and Literacy**

Through creative play, children may use different media to express their thoughts and feelings and learn about others' point of views. They can communicate by drawing, painting, building, storytelling and using games, symbols, vocabulary, songs, numbers and other materials to develop language skills and communicate with others.

### **Social Responsibility and Diversity**

To promote social responsibility and diversity, we provide an environment where children can learn about different families, countries, cultures, rules and rituals. We encourage them to understand the differences and appreciate our diverse community by engaging in cultural celebrations, learning songs, sharing food (parties and annual potluck), reading books, and inviting parents to share their family culture, and so on. We also encourage children to be responsible for their actions and develop a sense of respect for themselves, others and their environment.

Preschool is meant to be a positive experience in which children can develop a deeper understanding of their prior knowledge and interest. We believe that children are natural learners who seek more knowledge in what they are interested in. Therefore, our role is to facilitate their learning, support their journey by providing the materials, and challenge them to take further steps. Throughout the year, we offer and provide activities based on children's interest and quest for learning to promote a deeper understanding, build skills, and investigate possibilities and opportunities.

We believe that a high quality preschool experience develops best when parents and teachers communicate openly and plan together. As such, we will do our best to speak with you frequently and hope that you will feel free to ask questions, make suggestions, voice any concerns you may have, and collaborate with us to enrich our learning.

### **Your Delbrook Preschool Teacher Team!**

Michelle Hicks

Banafsheh Gamini

Delbrook Preschool Direct Line:

(604) 983-6329

Delbrook Front Desk:

(604) 983-6531

Email:

[delbrookpreschool@nvrc.ca](mailto:delbrookpreschool@nvrc.ca)

## ***DELBROOK PRESCHOOL - GENERAL INFORMATION***

Delbrook Preschool is owned and operated by the North Vancouver Recreation Commission. It is located in the Delbrook Community Recreation Centre: 851 West Queens Road. The preschool is licensed for a maximum of 20 children per class and is taught by qualified Early Childhood Education teachers. Please note that children enrolled in the 3-year-old program must be 3 years old by December 31<sup>st</sup> of the year the preschool session starts.

Registration for both the 3 and 4-year-old programs starts in February for the following September. Those registered in the 3-year-old program will be offered advance registration for the 4-year-old program. Parents must pay for the month of September on the day of registration and submit nine post-dated cheques or a credit card number to be charged monthly. Parents should familiarize themselves with the "Withdrawal or Services Policy" with regards to late or non-payment of accounts.

### **PROGRAM TIMES**

#### **3-year-old classes**

Tuesday / Thursday                    9:00am – 11:30am

#### **4-year-old classes**

Monday/Wednesday/Friday            9:00am – 12:00pm

#### **3 & 4-year-old mixed classes**

Monday/Wednesday/Friday            12:30pm – 3:30pm

Tuesday/Thursday                    12:30pm – 3:30pm

## **DAILY SCHEDULE**

<u>Morning Program</u>		<u>Afternoon Program</u>
9:00 am	Meeting in the classroom Or outdoor playground	12:30 pm
	Free play, arts and learning experiences	
10:00 am	Bathroom/ / snack Time	2:15 pm
11:00 am(Tues/Thurs) 11:15(M/W/F)	Play continues/ reading time (indoor or outdoor)	2:45pm
11:15am(T/Th) 11:45am(M/W/F)	Tidy up/story time	3:15 pm
11:30am(T/Th) 12:00pm(M/W/F)	Goodbye	3:30pm

**Please note that this schedule is subject to change without notice.**

### **Covid-19**

In response to Covid-19, we have made some adjustments to our classroom environment and protocols. We have removed extra touch points and increased cleaning and sanitization of the remaining high touch surfaces.

In order to reduce the transmission of COVID-19, Children will wash (or sanitize) hands frequently including: upon arrival and departure, before and after eating or drinking, after using the washroom, when transitioning between activities (i.e. outdoor time to circle time), before and after using shared equipment, after sneezing or coughing into hands and when hands are visibly dirty.

Children will be encouraged to give each other physical space. While licensing does not require physical distancing in this setting, direct physical contact will be discouraged. Masks are not required. Children and staff may wear these as a personal choice.

Classrooms will spend more time outdoors and/or in larger spaces (ie. gymnasium). Please dress for the weather daily.

Individual use crafts and/or supplies will be offered where it is reasonable to do so. Shared equipment will be cleaned between preschool classes.

Children and staff must bring their own food and water. Participants must not share food or personal items.

Children and adults MUST NOT attend preschool if:

- (i) they have any of the following symptoms: fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste, loss of smell or sore throat,
- (ii) in the last 14 days, they have been in close contact with someone who has a confirmed COVID-19 diagnosis or probable case of COVID-19,
- (iii) they have traveled outside of Canada within the last 14 days.

To promote a healthy preschool environment, please:

- maintain a physical distance of 2m (6ft) from others at drop off and pick up,
- limit adults at pick up/drop off to one per household. If possible, avoid bringing siblings,
- parents & caregivers must not enter the classroom unless invited to do so by a teacher or staff member,
- avoid lingering both before and after class

If a child or staff member should become ill at preschool, that individual will don a mask and physical distance from others. Parents will be called to pick up their child. Arrangements will be made for staff who have fallen ill to leave as soon as it is safe to do so. A thorough cleaning and disinfection of common touchpoints will be initiated.

For more health and safety information about the NVRC's COVID-19 response, please visit [nvrc.ca/health-safety](http://nvrc.ca/health-safety).

## **POLICIES AND PROCEDURES**

The following is a brief description of the policies and procedures followed by Delbrook Preschool. A detailed copy of each policy is available upon request. These policies and procedures are in accordance with North Shore Health, Community Care Facilities Licensing, the Community Care & Assisted Living Act & applicable regulations.

### **Reporting Suspicions of Child Abuse**

This is something that we hope will not be necessary, but we are all required by law to report suspected or disclosed abuse. When we do, we are not permitted to contact the parent unless specifically directed to do so by the Ministry of Children and Family Development. It is not our responsibility to determine if abuse has happened. It is the responsibility of the Ministry of Children and Family Development to investigate and decide if abuse has occurred. These procedures are designed to protect the child. Our concern is for the safety and well-being of your child.

### **Clothing for Preschool Activities and Weather**

Preschool is a place to have fun and learn. In order that your child gains the most from our preschool program, we ask that you send him/her in comfortable, easy to launder clothing so that the child can be relaxed and creative. Please note that art at the preschool level tends to be extremely messy.

**We go outside to play in ALL KINDS of weather. Please dress your child accordingly** (this includes boots in snow and rain).

For more information on outdoor play, you will find an attached copy of "Active Play Standard of Practice". Please make note of the active play policy.

Because accidents do occasionally happen, please bring a set of extra clothes and slippers to leave in your child's bag while preschool is in session. There are many times that children wear the same colour and style of clothes that can get mixed up in the classroom. By **labelling your child's clothes and belongings** you can help him/her find their own and save confusion, while we are engaged in our daily activities.

### **Health and Medication Procedure**

Please do not bring a sick child to the preschool (see attached Well Child Policy). It is unfair to him/her and the other children. Please note that a convalescing child should not return until the doctor advises that he/she is ready to do so. This is because the program is full and active, and may be too tiring for the child.

Medication will be given to a child ONLY if a doctor prescribes it. THERE ARE NO EXCEPTIONS. When you bring prescription medication to the preschool, you will be asked to fill out and sign a

“Medication Form”. The staff member who gives the medication to your child will note the time and initial the form. Medication will be kept in a locked cupboard in the preschool area.

If your child becomes ill during the day, we will notify you so that you can arrange for him/her to be taken home. Should an emergency arise we will contact you immediately. For this reason, it is essential that you keep us informed of changes in telephone numbers where you can be reached. We are also required to have on file the name, address and telephone number of your family doctor, an alternate person who can be called if staff is unable to reach you, and the number and effective date of your medical insurance plan.

We strongly urge you to make sure that your child’s immunizations are up to date before admission, and if he/she has not had a recent medical examination, to arrange for one as soon as possible.

**All Delbrook preschool teachers have their first aid certification.**

#### **NVRC Preschool Nutrition Policy**

Snack time is another opportunity for socialization and interaction. Following the guidelines of the childcare community, we like to create a pleasant and proper atmosphere for children to enjoy their snacks, learn about nutrition, and develop positive habits.

Our goal is to promote the development of healthy food habits in a pleasant environment. This is essential in each child’s growth and development. Parents are asked to keep in mind the importance of good nutrition when preparing snacks.

Since we do have children who have food allergies, we encourage parents to include **nut free snacks**. We will advise parents of any other serious allergies in the class.

In accordance with *Section 48* of the Child Care Licensing Regulation:

#### **“Nutrition**

- 48 (1) A licensee must
  - a) Ensure that each child has healthy food and drink according to the Canada’s Food Guide and
  - b) Promote healthy eating and nutritional habits.
- (2) If a child’s record includes, or the child has a care plan that includes, instructions respecting food and drink for the child.
  - a) The requirements of the subsection (1) (a) do not apply to the extent that they are inconsistent with those instructions, and
  - b) The licensee must comply with those instructions.

- (3) A Licensee must ensure that the food and drink given to a child is sufficient in quantity and quality to meet the developmental needs of the child, having regard to
  - a) The child's age
  - b) The number of hours the child is under the care of the licensee and
  - c) The child's food preferences and cultural background.
- (4) A licensee must ensure that children are not
  - a) Forced to consume food or drink, or
  - b) Left unsupervised while consuming drink or food.
- (5) A Licensee must ensure that safe drinking water is available to children.
- (6) A Licensee must make available to parents information on the food and drink given to children.
- (7) A Licensee must ensure that food and drink are not used as a form of reward or punishment for children.”

#### **Snack Procedure**

Children attending the preschool bring their own nutritious snack from home. Snack time is generally ten minutes, so we ask you to keep it small. Some suggestions are: fruit, veggies, cheese and crackers, small sandwich or cereal bar. If your child does not bring a water bottle, we serve filtered water with the snack and ask that parents **do not send juice or milk**. Children may bring their own water bottle to preschool or use cups available at preschool. The cups will be sanitized after each use.

#### **Missing Child Policy**

Very rarely do we hear of a child being abducted from a childcare facility or of a child going missing on a field trip, but unfortunately it has happened. If this were to occur at our preschool, we would immediately notify the RCMP.

#### **Toileting Procedure**

**Children MUST be toilet trained before starting school.** Please do not send your child in diapers. Children have full access to a bathroom and teachers can supervise and help children at any time. We insist that children wash their hands with water and soap after using the toilet. It is not uncommon for children to have “accidents” at the beginning of the school year. Should this happen, you may be called to come and help your child. To help ensure success for your child, we suggest that parents or caregivers have their child use the washroom before school, and have a set of spare clothing in their bags.

### **Transportation Procedures**

**It is important that parents bring their child right to the preschool door, and sign in before they say good-bye.** This allows the teacher to be able to greet the child, and help them get involved in the program. This transition gives the child a good start to the day. It also gives the teacher and parents an opportunity to exchange a few words. There may be information the parent wishes to share with the teacher in order for them to plan wisely for his/her day. One further consideration is that the teachers can only assume responsibility for a child when they know the child has been turned over to their care.

Teachers will not let the child leave the preschool with anyone other than a person authorized by the parent. For this reason, parents are asked to be responsible for keeping the preschool informed of persons who will be picking up their child. Parents are asked to keep the information on the Registration Form up to date and to write a signed note if they have made arrangements with someone whose name is not on the list. A telephone call will be accepted in case of emergency.

### **Unauthorized Pick Up of a Child**

If a person arrives who is neither the parent nor one of the three persons on the list authorized to pick up the child, it is our policy to keep the child on the preschool premises until either the parent or one of the three people on the file authorized to pick up the child is contacted. We will allow the child to go home only if the parent or guardian gives permission.

### **Release of Child Policy**

If a parent/guardian or authorized pick up person appears unable to provide proper care, the staff cannot release the child.

Behavioural indicators that might cause us to suspect that a person may be impaired include:

- Inebriation (slurred speech, strong odor of alcohol, lack of physical coordination, drooping eyes, abusive or unpleasant demeanour)
- State of ill health (either physical, emotional, or psychological) such that the adult may be incapable of appropriately caring for the child

In some situations where there is a suspicion of impairment, we may be required to make a subjective decision or “judgment call”.

In the event that the Delbrook Preschool Staff deem the parent or authorized pick up person as unsuitable to take the child from preschool, he/she will be informed and safe options will be discussed or appropriate authorities will be notified.

**Late Pick-up Policy**

If parents are late to pick-up, children will be taken to the Delbrook Front Desk to be supervised until the parent arrives.

**Custody and Court Related Orders**

If a custody or court order exists within a family, a copy of the order should be given to the Delbrook Preschool Staff and instructions therein will be followed at all times. Families need to inform Delbrook Preschool Staff of all custody and court order changes.

## SUPERVISION OF CHILDREN POLICY

The *Child Care Licensing Regulation* requires care providers to ensure that children are supervised at all times. Supervision, together with thoughtful design and arrangement of children's environments, can prevent or reduce the likelihood of accidents and injury to children. At Delbrook Preschool, we use active and positive supervision to ensure enjoyable play and to promote learning opportunities. We are continually monitoring what is happening in the classroom in order to provide instant intervention to protect your child's health and safety.

The Child Care Licensing Regulation states

**Section 39 (1)** A licensee must ensure that children are supervised at all times by a person who is an educator, an assistant, or a responsible adult and

**Section 39 (2)** A licensee must ensure that a second adult is immediately available to supervise children in case the person responsible for supervising children needs replacement because of urgent and unforeseen circumstances.

A caregiver provides adequate supervision when they are aware of where the children are at all times, what are they doing, and are able to respond to the needs of the children or intervene quickly if necessary.

In order to maintain adequate standard of care for all children we will follow these procedures:

- The staff to child ratio is maintained at all times
- A head count is always done before and after transitions
- Monitors and other devices are not used in place of supervision
- If children who require extra support attend the program, extra staff is added
- Limits are set to the number of children in each activity area to allow positive interactions between children and maximum supervision
- Extra staff or volunteers are included in the program for field trips
- Preschool staff are continually scanning all areas
- If aggressive behaviour is occurring, the caregiver is close enough to intervene to promote acceptable behaviour, and protect the other children

In addition, the preschool environment will be continually assessed to ensure that the indoor and outdoor areas are free of hazards. Furniture and equipment will be age appropriate, and caregivers will have a view of all play areas.

## **DISCIPLINE POLICY**

### **Relationships and Behavioural Guidance**

At Delbrook Preschool, our goal is to guide and assist the children in their environment and encourage socially acceptable behaviour.

We believe that children thrive in an environment that is secure, predictable, nurturing and supportive. We plan the program activities so that children can successfully meet challenges and learn positive ways of interacting with one another. We set clear and reasonable limits to ensure the safety of each child, the protection of her/his rights (and those of others) and the protection of property while making relationship with others.

When a child's behaviour exceeds the limits, we guide them in a manner that is firm, positive, and maintains their self-respect. We acknowledge the child's feelings and help him/her learn to be considerate of the feelings of others. We believe that no corporal or emotional punishment or any discipline that is humiliating, threatening or isolating can be used under any circumstances.

We encourage parents to discuss with the teachers any concerns that they might have about our guidance of the children or any other aspect of the program. It is important that we work closely together.

The complete policy has been attached for your information. Parents are required to sign and return the policy to indicate that they have read and understood the policy.

We encourage the children to be self-directed and exhibit self-control. We practise social behaviour such as sharing, answering politely and playing co-operatively with others. Children are encouraged to participate in 'clean up' time, sharing and taking turns. We help children learn to avoid inappropriate behaviour such as pushing, hitting, biting, interrupting, or intentional damage to the materials and objects (i.e., writing in picture books).

Reinforcing children's positive behaviour by encouragement, and focusing on the behaviour rather than the individual, is a core principle. Often there are factors causing a behaviour problem that we may be unaware of and we ask for your confidence in telling us of any changes in your family situation.

Our rules are simple and clear, for the safety of every child and a safe environment. When a child has difficulty demonstrating appropriate behaviour we may intervene with the following strategies:

- Encourage the child to talk about their own feelings
- Acknowledge the child's feelings
- Model and help with problem solving
- Offer appropriate choices to empower the child
- Limit the use of equipment
- Remind them of the rules and limitations
- Allow natural and logical consequences to occur
- Redirect the child's attention to other activities

- Move the child away from the group with a teacher, for a calming period and then, allowing the child to choose to tell the teacher when they are ready to rejoin the group

If a child causes physical or emotional harm to him/herself or others, a staff member will verbally ask the child to move to another area. If the child does not move on their own, the staff member will attempt to redirect the child to the designated area. If there is a significant health and safety risk, the staff member will carry the child to the calming down area in order to allow the child to calm down and talk with the staff members about alternative, appropriate behaviours. If the staff member needs to physically carry the child, licensing will be contacted and an incident report will be filled out.

Child Care Licensing Regulation rev. Nov 2007, quoting *Section 51 & 52*:

**51 (1)** A licensee must

- a) Ensure that behavioural guidance is appropriate to the age and development of the child who is receiving the guidance and
- b) Provide to employees and parents a written statement of the licensee's policy on behavioural guidance

**(2)** If the child has a care plan that includes instructions respecting behavioural guidance, the licensee must ensure that

- a) Any behavioural guidance given to the child is consistent with those instructions and
- b) If the behavioural guidance includes the use of restraints, that the restraints are administered only by a person who is trained in the use of, and alternatives to the use of restraints.

**52 (1)** A licensee must ensure that a child, while under the care or supervision of the licensee, is not subjected to any of the following:

- a) Shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child;
- b) Confinement or physical restraint by an employee, except as authorized in a child care's plan if the care plan includes instructions respecting behavioural guidance;
- c) Harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self-respect;

- d) Spanking or any other form of corporal punishment;
  - e) Separation, without supervision by a responsible adult, from other children;
  - f) As a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.
- (2) A licensee must ensure that a child is not, while under the care or supervision of the licensee, subjected to emotional abuse, physical abuse, sexual abuse or neglect as those terms are defined in Schedule H."

## WELL CHILD POLICY

This is to advise you that it is the policy of North Shore Health and Delbrook Preschool that, at the discretion of the person in charge, children brought to a facility with symptoms of illness should not be permitted to remain.

Below are some things you may wish to consider as you try to determine if your child is too ill to attend Preschool. Your child may be unaware of their limitations so we ask parents to refrain from asking them if he/she feels well enough to attend school. Keep them home to speed their recovery.

Please keep your child home if he/she:

- Has a suspected or known communicable disease (Chicken Pox, Conjunctivitis, Measles, Mumps, Rubella, etc.)
- Has a fever
- Is too sick to participate in all normal activities including outdoor play
- Has a symptom such as: persistent cough, constant runny nose, etc.
- Has vomited or had diarrhea during the previous 24 hours
- Exhibits symptoms consistent with Covid-19 such as fever or chills, cough, shortness of breath or difficulty breathing, body aches, headache, new loss of taste, loss of smell or sore throat

We make these requests for the following reasons:

- (1) **The protection of others.** Germs spread more quickly through younger children – we want to maintain a healthy environment for everyone.
- (2) **A child's recovery could be delayed.** He/she is more likely to acquire other illnesses when their immunity is reduced.
- (3) **The inability to focus and function** in large group situations.
- (4) **A sick child requires one teacher's full attention** – teachers cannot look after a child one on one.

A good rule of thumb is: *If in doubt, don't send your child.*

**Your support in keeping everyone healthy is appreciated!**

## **Active Play Policy**

To provide regular active play (free play or games facilitated by the teachers) and promote physical growth for children, we offer between 30 to 60 minutes outdoor play and indoor large muscle activities. This year, in addition to the playground, adjacent to the preschool, we have access to the gym for every class (10-11 am, and 1:30-2:30 for the afternoon). We also go for walks in to the forest around the neighbourhood. Under severe weather condition, we will extend the gym time to provide sufficient active play.

According to community Care and Assisted Living Act, Child Care Licensing Regulation, section 43 and 44, Opportunities for Growth,

43. A licensee must, in addition to care, provide children with opportunities for social, emotional, physical and intellectual growth.

44. (1) A licensee must provide to children a comprehensive and coordinated program of indoor and outdoor activities that (a) is designed for the development and care of children, (b) is appropriate for the age and development of children in each group in the community care facility, and (c) complies with the program standards set out in Schedule G.

(2) A licensee, other than a licensee providing a care program described as Occasional Child Care, must provide each child with daily outdoor play periods unless weather conditions would make it unreasonable to do so.

### Schedule G

1 A licensee must ensure that a program of activities is provided that encourages the physical development of children, including providing (a) indoor and outdoor activities that encourage the development of large and small muscle skills appropriate to each child's level of development, (b) activities that promote the development of self-help skills, and (c) activities that encourage good health and safety habits."

According to the British Columbia's "Standard of Practice-Active Play",

"2. A licensed Preschool care program must ensure the minimum outdoor active play corresponds with the length of time the Preschool program is offered, as outlined in the table below (indoor active play is acceptable when weather is poor or outdoor physical space is limited):

Length of Program	Amount of Active play
1 - 2 hours	20 minutes
2 - 3 hours	30 minutes
3 - 4 hours	40 minutes"

**For more information on the “BCStandard of Practice-Active Play” check out the website address:**

[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/active\\_play\\_june\\_2016.pdf](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/active_play_june_2016.pdf)

## **WITHDRAWAL POLICY**

### **Parent request to withdraw child:**

- We require **written** notice before the first of the month, one month prior to withdrawal from the program. (i.e. notice to withdraw on Nov. 1 must be received by Sept. 30).
- Failure to give the appropriate amount of notice will result in being charged for an additional month.
- **No refunds will be issued for withdrawals for the months of December, March, May and June.** (i.e. notice will not be accepted on or before Oct. 31 to withdraw from Dec, January 31 to withdraw from March, March 31 to withdraw from May, and April 30 to withdraw from June).
- The \$30 toy fee charged at the time of registration is non-refundable. Should you withdraw and then re-register your child for preschool you will be charged the toy fee at the time of re-registration.
- There is no penalty or additional toy fee for transferring your child to a different class at the same preschool.

## **NVRC WITHDRAWL OF SERVICES POLICY**

### **Reason services may be terminated:**

- Non-compliance to policies or procedures for the preschool
- Late or non payment for service
- Failure to work with staff to meet the needs of one's child
- Inappropriate placement of a child
- Parent request to withdraw child

### ***Steps to be taken prior to requiring a child to withdraw***

#### *Non-compliance to policies or procedures for the preschool*

- Preschool instructors will discuss the problem area with parents
- Should the parents continue to not comply with the policies or procedures, a meeting will be set up with the preschool instructors, parent(s), and preschool supervisor to address and resolve the problem area.
- Continuation of non-compliance of policies or procedures will result in the withdrawal of the child from the preschool.

#### *Late or non-payment for service*

- Parent will be contacted by the preschool supervisor
- The supervisor will request the account be settled with cash or credit card payment immediately
- A letter will be sent to the parents indicating that in the event of another late or non-payment of the account, the child will automatically be removed from the class list and the space will be filled with a child in the waitlist.

*Failure to work with staff to meet the needs of one's child*

- Steps 1 and 2 for non-compliance to policies and procedures (outlined above)
- In the event that steps 1 and 2 are not satisfactory and it is determined between the preschool instructors and the preschool supervisor the child is at risk, notification to the Ministry of Children and Family Services will be made. (NVRC Policy No. 6)

*Inappropriate placement of a child*

- The parents will be contacted with regards to staff concerns with recommendations on how the child's needs can best be met.

## **WITHDRAWAL POLICY**

### **Parent Copy – please sign and retain for your files**

- We require **written** notice before the first of the month, one month prior to withdrawal from the program. (i.e. notice to withdraw on Nov. 1 must be received by Sept. 30).
- Failure to give the appropriate amount of notice will result in being charged for an additional month.
- **No refunds will be issued for withdrawals for the months of December, March, April, May and June.** (i.e. notice will not be accepted on or before Oct. 31 to withdraw in December, January 31 to withdraw in March, March 31 to withdraw in May, April 30 to withdraw June 1).
- The \$30 toy fee charged at the time of registration is non-refundable. Should you withdraw and then re-register your child for preschool you will be charged the toy fee at the time of re-registration.
- There is no penalty or additional toy fee for transferring your child to a different class at the same preschool.

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **DELBROOK PRESCHOOL PERMISSION FORMS**

### **WALKS/OUTINGS & FIELD TRIPS**

I give permission for my child \_\_\_\_\_ to go for walks around the neighbourhood, while attending the Delbrook Preschool. Field trips involving driving will be arranged with parents' assistance.

**Parent/Guardian signature**

**Date**

### **PHOTOGRAPHS & VIDEOS**

The **Delbrook Preschool** usually has a professional photographer take individual and class photos, which you are under no obligation to purchase. Some **parents** may also wish to take photos or videos during special occasions or events throughout the year that may include children other than their own. **Teachers** and **practicum students** will also take individual and group pictures for record keeping, educational purposes and as promotional material for our preschool program.

Please refrain from posting photos from preschool children other than your own child on social media.

State whether or not you give permission for your child to be included in these photographs/videos.

Permission given

Permission denied

**Child**

**Photo**

## **Delbrook Preschool**

### **REGISTRATION FORM**

Child's Name: \_\_\_\_\_

(Surname)

(First)

(Middle)

Name Commonly Used: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

Home Address: \_\_\_\_\_

(City)

(Postal Code)

Home Telephone No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(D/M/Y)

**E-Mail: (For updates and Notices):** \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Company Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Business#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Business#: \_\_\_\_\_ Cell#: \_\_\_\_\_

Are you available to volunteer for field trips and additional activities? YES / NO

Does your child have any siblings? YES / NO      Names & Ages: \_\_\_\_\_

What are your child's preferred types of activities? \_\_\_\_\_

Previous schools attended: \_\_\_\_\_

(Name of school)

(Date)

How long has your child been toilet trained? \_\_\_\_\_

How has your child's speech progressed, have you any concerns about it? \_\_\_\_\_

Can you specify any **allergies**/fears/shyness or other concerns such as: a new baby or recent changes in the family situation: \_\_\_\_\_

Are other languages spoken at home, if so which ones? \_\_\_\_\_

### ***Medical Information***

Family Physician: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Please provide an emergency contact name and number in case we cannot reach either parent in the case of emergency.

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**Medical Insurance Plan No:** \_\_\_\_\_

### ***Care Card***

Personal Health No: \_\_\_\_\_

Emergency Contact (**out of area**): Name \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Tel# \_\_\_\_\_

### ***Permission for Pick Up***

To ensure the safety of your child, please provide three people whom you authorize to pick up (remove) your child from the Delbrook Preschool. (Please refer to our Transportation and Unauthorized Pick-Up policies for further information).

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

If you arrange to have your child picked up by someone who is not on this list, please call the preschool staff and inform us of the change.

### ***Permission for Picture Taking***

I hereby give permission to the North Vancouver Recreation & Culture Commission to have pictures taken of my child \_\_\_\_\_ for purposes of record keeping and marketing.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Discipline Policy***

Please sign here that you have read and understood the Discipline Policy as outlined in the Community Care and Assisted Living Act – Child Care Licensing Regulation, Section 51 & 52.

Parent signature \_\_\_\_\_

## **Immunization Information for Child Care**

Section 57(2) (a) of the Child Care Licensing Regulation requires licensed child care programs to have a record of each child's immunization status.

The completion of this form meets the requirement to maintain a record of children's immunization status and will assist in identifying those that may require exclusion in the event of an outbreak of a communicable disease because they are not immunized.

**To be completed by Parent/Guardian of:**

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Child's Name

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Date of Birth

**Complete Immunization:**

- Record of vaccinations attached
- Record of vaccinations unavailable

**Incomplete Immunization:**

- My child has had some vaccinations
- My child has had no vaccinations
- I do not know

**If available, please attach a photocopy of your child's vaccination record to this form.**

For example: BC Child Health Passport OR immunization record either in English or any language. Ensure your child's name and date of birth are written on each page.

---

Parent/Guardian Printed Name

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Date

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Parent/Guardian Signature

Here is an example of the Emergency Consent Card that you will be required to fill out  
(One for each class in which your child is registered)

Please bring a separate photo of your child for each card.

<b>CHILD CARE EMERGENCY CONSENT FORM</b>			
CHILD'S NAME:	SURNAME	FIRST NAME (S)	BIRTHDATE: YEAR/MONTH/DAY
ADDRESS:			
PARENT'S NAME:	HOME PHONE:		
CELL PHONE:	WORK PHONE:		
PARENT'S NAME:	HOME PHONE:		
CELL PHONE:	WORK PHONE:		
EMERGENCY CONTACT:	CELL PHONE:	PHONE:	
OUT OF TOWN CONTACT:	PHONE:		
CHILD'S DOCTOR:	PHONE:		
DATE OF MOST RECENT TETANUS SHOT:			
ALLERGIES / MEDICATIONS:			
CHILD'S DENTIST:	PHONE:		
CARE CARD NUMBER:			
VCH.VC.0159   NOV.2013			
<b>CONSENT</b>			
<p>1) It is the policy of this facility to notify a parent when a child is ill or needs medical attention. Occasionally we cannot contact parents and we need to get immediate help for the child. Our procedure is to call for an ambulance.</p> <p>2) Please sign the consent below so that we can take the appropriate action on behalf of your child. Return the signed consent to the facility immediately. We will take this consent with us to the emergency centre.</p> <p>3) I hereby give consent for my child _____ to be taken to the nearest emergency centre when I cannot be contacted.</p> <p>4) I hereby give consent for my child named above to receive medical treatment.</p>			
DATE	SIGNATURE OF PARENT / GUARDIAN		
WITNESS			
Provided by VCH – Community Care Facilities Licensing			