



General Information

About our preschools

North Vancouver Recreation & Culture (NVRC) operates three licensed preschools:

- Delbrook Preschool at Delbrook Community Recreation Centre (851 West Queens Road)
- Lonsdale Preschool at Harry Jerome Community Recreation Centre (125 East 23rd Street)
- Sandpiper Preschool at Lynn Valley Community Recreation Centre (3590 Mountain Highway)

The preschools are licensed for a maximum of 20 children per class and are taught by certified early childhood educators.

Age requirements

Three-year-old and three-to-four-year-old program

- All children enrolled must be three years of age by December 31 of the current year.

Four-year-old program

- All children enrolled must be four years of age by December 31 of the current year.

Philosophy

Our holistic approach and play-based program fosters children's physical, emotional, social, creative and intellectual growth. It helps build a sense of well-being, belonging and social responsibility.

Based on children's interests and curiosity for learning, activities encourage exploration and experimentation with a variety of materials. These experiences are designed to foster a deeper understanding of the world we live in. Come play with us in our welcoming and nurturing environment.

Well-being & 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 & 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 & 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 & 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, 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

Payment

You are charged a nonrefundable \$30 administration fee at the time of registration. Preschool fees can be paid in one lump sum at the time of registration or scheduled for monthly payment. The first monthly payment is charged August 1 as a deposit and will cover the payment for the last month of preschool. Subsequent monthly payments are charged on the first of the month for the remaining nine months.

For those registering after August 1st, a deposit equivalent to one month's fee is collected and will cover the payment for the last month of preschool. Monthly payments will begin on the first day of the first month that your child is attending preschool.

Withdrawal

See the withdrawal of services policy on page 11-12.

Financial support

Financial assistance is available through the Affordable Childcare Benefit program. Visit gov.bc.ca/AffordableChildcareBenefit.com to learn more.

Policies & Procedures

The following is a brief description of the policies and procedures followed by NVRC preschools. These policies and procedures are in accordance to Vancouver Coastal Health – Community Care Facilities Licensing, the *Community Care and the Assisted Living Act*, and applicable health regulations. If you have any questions about our policies, please ask the preschool teachers or preschool programmer.

Active play

Active play is physical activity that includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. Physical activity is an important part of our preschool day.

As per the Director of Licensing's Standards of Practice, our preschool offers a minimum of 30 minutes of active play daily. Our program includes facilitated and unstructured (child-directed) active play opportunities. We offer both indoor and outdoor play including, but not limited to, games, dancing, playground play, and activities in the gymnasium.

Active play helps to:

- Promote healthy growth and development
- Build strong bones and muscles
- Build fundamental movement skills and physical literacy
- Develop gross motor and fine motor skills
- Promote children's confidence
- Improve children's concentration, thinking and learning skills
- Provide opportunities to develop social skills and make friends

NVRC staff will never withhold opportunities for active play as a consequence of behaviour, nor will they use physical activity or exercise as a form of punishment (i.e., push-ups, running laps).

What to wear

Please send your child to preschool dressed in play and weather-appropriate clothing including:

- Comfortable clothing that will allow your child to move, play and be messy
- Appropriate footwear that will allow your child to play inside and outside rain or shine
- A jacket (rain jacket for rainy days, warm winter coats for cold or snowy days)
- Mittens and hats as the weather requires

The preschool has a supply of extra clothing on hand for emergencies. If your child wears some of these clothes home, please return the articles promptly so that they are ready when needed again.

Please mark all of your child's clothing with their name. This is the only way we can keep clothing from getting mixed up.

Supervision of children

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. 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
- Screens and other devices are not used in place of supervision
- If children who require extra support attend the program, extra staff will be 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 continually scan all areas
- If aggressive behavior occurs, the caregiver will be close enough to intervene, to promote acceptable behavior 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.

Behaviour Management

We believe that children thrive in an environment that is secure, predictable, nurturing and supportive. We plan the program activities so 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 their rights (and those of others); and the protection of property. When a child's behavior exceeds the limits, we guide in a manner that is firm, positive and maintains the child's self-respect.

We acknowledge the child's feelings and help them learn to be considerate of the feelings of others. We do not use corporal punishment or any discipline that is humiliating, threatening or isolating. 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 as a team.

Discipline policy

Our goal is to guide and assist the children in their environment and encourage socially acceptable behavior.

- We encourage the children to be self-directed and exhibit self-control.
- We practice social behavior such as sharing, answering politely and playing cooperatively with others.
- We help children learn to avoid inappropriate behavior such as pushing, hitting, interrupting or biting.
- Children are given praise and encouragement for helping at clean-up time, sharing, taking turns etc.
- Identifying a child's feelings (for example, "you are very sad today"), helps them handle their emotions and possibly helps eliminate further repercussions such as biting, hitting or throwing.
- We encourage children to talk about their feelings

Having children make their own choices gives them an appropriate degree of control over their own behavior and also encourages independence. Often there are factors causing a negative behavior that we may be unaware of. We would appreciate your confidence in informing the staff of anything happening outside of preschool and/or changes in your family situation.

If a child causes physical or emotional harm to themselves 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 behaviors. If the staff member needs to physically carry the child, licensing will be contacted and an incident report will be filled out.

Parents are required to sign that you have read and understand the full policy found in the forms package found in the appendix of the handbook.

Transportation Procedures

Drop-off procedures

It is important that parents bring their child right to the preschool door before they say good-bye so that the teacher can greet him or her and help the child 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 their child's 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.

Pick-up procedures

Please allow time for the teachers to say goodbye and to share things of interest that have happened during the day. It is important that children be picked up on time; it can be upsetting for a child to be left after the other children have gone. If you know you will be late, please make alternate pick-up arrangements and call the preschool.

Teachers are not permitted to allow a child to 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 not the legal guardian nor one of the three persons authorized to pick up the child, it is our policy to keep the child on the preschool premises until the legal guardian or one of the three people on the file authorized to pick up the child is contacted.

Custody & court-related orders

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

Release of child

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

Behavioral 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 demeanor)
- 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 preschool staff deem the parent or authorized pick-up person as unsuitable to take the child from preschool, they will be informed and safe options will be discussed or appropriate authorities will be notified.

Health & Safety

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 Child and Family Development. It is not our responsibility to determine if abuse has happened. It is the responsibility of the Ministry of Child 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.

Missing child procedure

In the unlikely event a child is missing, the teachers will take attendance to identify who is missing. One teacher will notify other staff in the building and together check the facility and grounds for the child. If the child is not located, the teachers will call 911 and the community recreation centre front desk for assistance. The parent will then be contacted.

Health & medication procedure

All preschool teachers possess a current first aid certification including special training in child and infant CPR and choking.

We strongly urge you to make sure that your child's immunizations are up to date prior to admission, and if they have not had a recent medical examination, to arrange for one as soon as possible.

Please take note of the 'well child policy' below. Sick children are not permitted to participate in preschool. Please note that children should not return to preschool until a doctor advises that they are ready to do so.

If your child is ill and will not be attending preschool, please contact the preschool teachers to inform them of your child's absence. If your child becomes ill during the day, we will notify you so that you can arrange for them to be return home. In the event of a medical emergency, the staff will first contact 911, then the related community recreation centre for support, and then we will contact the parent, guardian or emergency contact.

It is essential that you keep your contact information and child's records up-to-date so we have the correct information on file. Keep us informed of changes in telephone numbers where you can be reached; the name, address and telephone number of your family doctor; and alternate pick-up people who can be called if staff are unable to reach you.

Preschool staff may only administer medication if it is prescribed by a doctor and a 'request for administration of medication form' is completed. Staff will keep the medication in a locked cupboard during preschool. The staff member who gives the medication to your child will note the time and initial the form. Parents are responsible for providing a measuring instrument for dosing and administration. Please see the applicable form in the appendix.

Well child policy

It is the policy of Vancouver Coastal Health and NVRC that 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 if they feel well enough to attend school. Keep them home to speed their recovery.

Please keep your child home if they:

- Have a suspected, or known, communicable disease (chicken pox, conjunctivitis – also known as pink eye, measles, mumps, rubella, pertussis, etc.)
- Have a fever
- Are too sick to participate in all normal activities including outdoor play
- Have symptoms such as persistent and/or chesty cough, constant runny nose, yellow crusted nostrils, etc. Have vomited or had diarrhea during the previous 24 hours

We make these requests for the following reasons:

- The protection of others. Germs spread more quickly through younger children – we want to maintain a healthy environment for everyone.
- A child's recovery could be delayed. They are more likely to acquire other illnesses when their immune resistance is reduced.
- The inability to focus and function in large group situations. 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.

Toileting procedure

Children have full access to a toileting facility within the classroom. Teachers can supervise and help children at any time. We insist children wash their hands with soap and water after using the toilet. If children would like privacy, they must tell one of the teachers who will then make sure nobody else enters the bathroom.

Children entering preschool should be toilet trained; however, 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.

Snack procedure & nutrition policy

Snack time is another opportunity for socialization and interaction. 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.

Children attending the preschool should bring their own nutritious snack and water bottle from home. Please choose snacks that are nut and seed free (see nut policy below). Some suggestions are fruit, veggies, cheese and crackers, or small sandwich. We serve water with the snack.

Please send a reusable water bottle with the child's name on it. This water bottle will go back home daily with the child for cleaning.

Children wash their hands prior to and after snack time and tables are cleaned with a water and bleach solution in compliance with guidelines provided by Vancouver Coastal Health.

Licensing requirements for food and mealtimes - 48(1)

- (1) A licensee must
 - a. ensure that each child has a healthy food and drink according to the Canada 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 regarding 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. fed by means of a proper bottle
 - b. forced to consume any food or drink, or
 - c. 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.

Screen time policy

We do not offer screen time in our preschools.

Withdrawal of Services Policy

Reasons 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 your child
- Inappropriate placement of a child
- Parent request to withdraw child

The following steps will be taken prior to requiring a child to withdraw:

Non-compliance to policies or procedures for the preschool

1. Preschool teachers will discuss the problem area with parents
2. Should the parents continue to not comply with the policies or procedures, a meeting will be set up with the preschool teachers, parent(s), and the preschool programmer to address and resolve the problem area.
3. 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

1. NVRC's finance department will contact the preschool programmer who in turn will contact the parent.
2. The preschool programmer will request the account be settled with cash or credit card payment immediately to clear the debt.
3. The finance department will send a letter 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 and the space will be filled with a child on the waitlist.

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

1. Preschool teachers will discuss the problem area with parents
2. Should the parents continue to not comply with the policies or procedures, a meeting will be set up with the preschool teachers, parent(s), and the preschool programmer to address and resolve the problem area
3. In the event that steps 1 and 2 are not satisfactory and it is determined between the preschool instructors and the preschool programmer that the child is at risk, notification to the Ministry of Child and Family Development will be made. (NVRC Policy No. 6)

Inappropriate placement of a child

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

Parent request to withdraw child

Payments for preschool are processed on the first day of each month. Withdrawal from NVRC preschools requires one month written notice be given before the first day of the last month that your child will be attending. For example, if your child's last day of preschool will be in the month of March, notice is required before the last day of February. You will be charged in full for the final month (no partial refunds) and your deposit will be refunded. If the last day of the month falls on a weekend or holiday, notice would be required by the last business day of that month.

Those who withdraw without notice forfeit their deposit.

2025/2026 Withdrawal Schedule:

Will not be attending in:	Provide notice by:
September	Thursday July 31 st
October	Friday August 29 th
November	Tuesday September 30 th
December	No withdrawals in December
January	Friday November 28 th
February	Wednesday December 31 st
March	No withdrawals in March
April	Friday February 27 th
May	No withdrawals in May
June	No withdrawals in June

Closures due to winter weather

NVRC preschools will remain open during winter weather, including snowfalls. Any decisions to close will align with the North Vancouver School District. North Vancouver School District closures are decided by 6:30am and are announced using the following channels:

- Metro Vancouver media – news, websites, etc.
- School District and school websites (home page)

In addition to closure announcements by the North Vancouver School District, NVRC will try to confirm and communicate closures as soon as possible.

If NVRC preschools close due to winter weather, those who paid in full will receive credit to their NVRC account for the amount equivalent to that day. Those paying via scheduled payments will have the credit split amongst future monthly payments.

Emergency Planning

NVRC preschools are committed to providing a safe and healthy environment for all of the children by:

- Eliminating or at least minimizing any hazards/risks
- Ensuring all staff are first aid trained
- Orienting and training all staff in emergency procedures
- Orienting and training all families and children in emergency procedures
- Being prepared for all types of emergencies including: fire, earthquakes, floods, and gas leaks.
- Providing the necessary resources for all types of emergencies.

Evacuation procedures

- If not already sounding, teachers will pull the fire alarm.
- Teachers will call 911
- Teachers will collect all children, the attendance list, contact information sheets and first aid kit.
- Teachers and other available staff will begin evacuation procedures.
- Everyone will exit the nearest door and walk to the designated muster point.
- Teachers will take attendance to confirm that everyone is safely out of the building.
- A teacher or designated staff person will meet the emergency vehicles/personnel to provide information.
- Teachers will contact the parents or the emergency contact person for each child. The group will remain at the muster point until the emergency personnel indicate it is safe to return to the classroom or children are picked up.
- Children and parents must sign out with the teachers before leaving.

Follow-up for staff:

- Staff will complete a serious incident report for licensing and NVRC incident report.

Forms

Licensing regulations require the following forms to be on file while children are in our care. We appreciate your cooperation in submitting them on the first day of classes.

Forms required by all:

1. Student Information
2. Medical and Emergency Information
3. Immunization (vaccination) for Childcare
4. Discipline Policy
5. Walks/Outings and Fieldtrips
6. Assumption of Risk
7. Permission for Photo Taking

Forms required when applicable:

1. Life threatening allergies emergency plan
2. Anaphylaxis emergency plan
3. Permission for medication administration

NVRC Preschool Forms

Please complete the following forms and submit them on the first day of class

Student Information

Child's Name: _____
(Surname) (First) (Middle)

Name(s) Commonly Used: _____

Date of Birth: _____ Age: _____ Male _____ Female _____

Home Address: _____
(Apt #/ Street) (City, Prov) (Postal Code)

Home Telephone No: _____ E-mail Address: _____

Parent/Guardian Information	Parent/Guardian #1	Parent/Guardian #2
Name		
Occupation		
Company Name		
Business Phone Number		
Cell Phone Number		
Available to volunteer for field trips and additional activities?		

What language(s) does your child speak at home: _____

Previous School(s) attended & dates: _____

Does your child: (please provide details)

- have any allergies? _____
- have any medical conditions? _____
- have any developmental concerns? _____
- take prescription medication daily? _____
- have siblings? (How many, age): _____

What are your child's preferred types of activities? _____

Medical and Emergency Information

Child's Name: _____
(Surname) (First) (Middle)

Family Physician: _____ Telephone #: _____

Provincial Care Card #: _____

Extended Health Care Plan: _____
(Company) (ID or Plan #)

Family Dentist: _____ Telephone #: _____

Dental Care Plan: _____
(Company) (ID or Plan #)

Emergency Contacts

Please provide a **local** emergency contact name and number in case we cannot reach either parent in an emergency situation.

Name: _____ Relationship to Child: _____

Telephone #(s): _____

Please provide an **out of province** emergency contact that can be used in the event of a major earthquake or other state of emergency.

Name: _____ Relationship to Child: _____

Telephone #(s): _____

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 Preschool (see *Transportation and Pick-Up Policy*). If your child will be picked up by someone not indicated below, advanced notice and arrangement must be provided to the preschool.

Name: _____ Telephone #(s): _____

Name: _____ Telephone #(s): _____

Name: _____ Telephone #(s): _____

Permission for Emergency Medical Aid

I hereby give my permission to the staff of NVRC Preschools and the North Vancouver Recreation & Culture Commission to call a physician or ambulance in the case of accident or illness in the event my child _____ requires assistance and I cannot be immediately reached.

Signature of Parent / Guardian_____
Date
Child's Photo

Permission for Picture Taking

I hereby give permission to the North Vancouver Recreation & Culture Commission to take photos of my child for the purposes of record keeping and marketing.

Yes ☐

No ☐

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 may also take individual and group pictures for record keeping, educational and activity 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.

Please state if you give permission for your child to be included in these photographs/videos.

Yes ☐

No ☐

Child's name _____

Date of Birth

Parent / Guardian Signature _____

Date _____

Discipline Policy

At NVRC Preschools our goal is to guide and assist the children in their environment and encourage socially acceptable behaviour.

- We encourage the children to be self-directed and exhibit self-control.
- We practice social behaviour such as sharing, answering politely and playing co-operatively with others.
- We help children learn to avoid inappropriate behaviour such as pushing, hitting, interrupting, or biting
- Children are given praise and encouragement for helping at clean up time, sharing, taking turns, etc.
- Identifying a child's feelings (for example, "you are very sad today"), helps him/her handle his emotions and possibly helps eliminate further repercussions such as biting, hitting or throwing. We encourage children to talk about their feelings.

Having children make their own choices gives them an appropriate degree of control over their own behaviour and also encourages independence. Often there are factors causing a negative behaviour that we may be unaware of. We would appreciate your confidence in informing the staff of any changes in your family situation.

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 behaviors. 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, 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 employees and parents with 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;
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- (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

I have read and understood the above discipline policy for NVRC Preschools. This policy complies to sections 51 & 52 of the Community Care and Assisted Living Act – Child Care Licensing Regulation.

Child's Name

Parent / Guardian Signature

Date

Walks/Outings and Fieldtrips

I give permission for my child _____ to go for walks around the neighbourhood while attending an NVRC Preschool. Field trips involving driving will be arranged with parents' assistance.

Parent / Guardian Signature

Date

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:

Child's Name

Date of Birth

Complete Immunization:

- ☐ Record of vaccinations attached
- ☐ Record of vaccination unavailable

Incomplete Immunization:

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

If available, please attach a copy 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

Date of Birth

Parent / Guardian Signature

INFORMED CONSENT and ASSUMPTION OF RISK - For Participants under 19 Years

Dear Parent or Guardian,

Thank you for choosing to register your child in this North Vancouver Recreation and Culture Commission ("NVRC") **Licensed Preschool Program**. We request your understanding and cooperation in maintaining your child's safety and health by reading and signing the following *Informed Consent and Assumption of Risk* form.

The *Informed Consent and Assumption of Risk* form is an agreement between the custodial parent/guardian of the child participant named below, the child participant and the NVRC. The intent of this form is to inform you and your child of the activities and expectations of our program so that the choice to participate in the program is made freely and with understanding of the associated benefits, risks and responsibilities.

**PLEASE READ ALL PAGES CAREFULLY – THE TERMS CONTAINED HEREIN MAY AFFECT YOUR
LEGAL RIGHTS**

I, _____ (name of Parent or Guardian), am authorized and request to have _____ (my "Child") participate in the **Licensed Preschool Program – September 2025 to June 2026** (the "Program") offered by the NVRC.

Benefits and Risks:

The activities offered as part of the Program are designed to pose appropriate challenges for participants in both indoor and outdoor learning environments.

The activities include but are not limited to: running, jumping, and rolling on various surfaces (including indoor gym floors, grass, gravel, forest floor and sand), jumping from heights such as off play structures, trees, boulders, ledges and logs; crawling and climbing over and under, swinging from natural and man-made structures, participating outdoors in various weather conditions including sun, heat and rain with variable air quality; and occasional walking outings to community parks, trails and playgrounds.

The enjoyment and education benefit derived from these activities is, in part, a result of risks inherent in these activities. The benefits of participation include developing self-confidence, physical literacy, self-esteem, and strategic problem-solving. **While NVRC attempts to minimize risk, it is neither possible nor desirable to eliminate all risk.**

I understand and agree that:

- a) the Program involves many inherent risks, which include but are not limited to the possibility of physical injury and that injuries sustained in an indoor or outdoor activity can be severe and even fatal;

- b) the Program requires a minimum level of physical, mental and emotional health (collectively 'health') and that my child is physically, mentally and emotionally fit to participate in the Program; and that the probability of an injury occurring depends in part on my Child's level of fitness and health as well as on the awareness, care and skill with which my Child conducts him or herself in the Program;
- c) by choosing to have my Child participate in the program, my child and I assume the above stated potential risks, and I assume full responsibility for all damages and loss resulting from their participation;
- d) I am free to withdraw my Child from the Program at any time. I have disclosed all relevant health conditions that may affect my Child's ability to participate in the Program to the NVRC at the time of registration;
- e) I accept that my Child must follow and obey all instructions and rules given by those responsible for or in charge of the Program, that the instructions and rules are in place to provide a safe environment for the entire group, and that failure to follow instructions and rules may result in my child's removal from the program; and
- f) I acknowledge and agree that I have inquired about the nature of the Program and any activity that I am not completely familiar with and I have been informed of any inherent risks.

Child's Name

Date

Parent or Legal Guardian's Name

Signature of Parent or Legal Guardian

Anaphylaxis Emergency Action Plan

Child's Name: _____ Birthdate: _____
 School Name: _____ School Address: _____

THIS PERSON HAS A POTENTIALLY LIFE THREATENING ALLERGY (ANAPHYLAXIS)

PHOTO

Allergy trigger(s):

☐ Food(s): _____

☐ Insect Stings: _____

☐ Other: _____

Medication:

☐ EpiPen Jr. (0.15mg) ☐ EpiPen Sr. (0.3mg)

Location: _____ Expiry: _____

ACT QUICKLY. DO NOT WAIT FOR SYMPTOMS TO GET WORSE OR NEW SYMPTOMS TO BEGIN

- **Give Epinephrine** at the first sign of an anaphylactic reaction.
- **Call 9-1-1**
- **Call Emergency Contact**

Epinephrine is the first line medication for the emergency management of anaphylaxis. **Antihistamines (e.g. Benedryl™) or asthma medication should not be used to treat anaphylaxis.**

AN ANAPHYLACTIC REACTION MAY HAVE THE FOLLOWING SIGNS AND SYMPTOMS:

Face: Hives, itching, swelling (lips, face, tongue) flushed face or body

Airway: Difficulty breathing, swallowing or speaking, coughing, wheezing, change of voice, sneezing

Stomach: Stomach cramps, nausea, vomiting, diarrhea

Total body: Hives, itching, swelling, weakness, dizziness, loss of consciousness, anxiety, feeling of doom

EMERGENCY CONTACT INFO:

Name	Relationship	Cell Phone	Other Phone

The undersigned parent/guardian authorizes any adult to administer emergency medication following the instructions outlined above to the above named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by a physician/NP. The plan will be shared with appropriate facility/school personnel to assist in responding in an Emergency. It is the parent/guardian's responsibility to advise the school about any changes to this plan.

Parent/Guardian

Date

Doctor/NP Signature

Date

Asthma Emergency Action Plan

Child's Name: _____ Birthdate: _____
 School Name: _____ School Address: _____

THIS PERSON HAS A SERIOUS (POTENTIALLY LIFE-THREATENING) ASTHMA ATTACKS

PHOTO

Asthma trigger(s):

- ☐ Food(s): _____
☐ Animal(s): _____
☐ Environment: _____
☐ Other: _____

Emergency Medication Information:

Medication Name: _____

Expiry Date: _____ Location: _____

- ☐ **Previous asthma attack requiring hospitalization:** Person is at greater risk
☐ **Previous Anaphylaxis:** If student has/is having difficulty breathing, give epinephrine auto-injector before asthma medication

ACT QUICKLY; GIVE EMERGENCY MEDICATION IMMEDIATELY

1. Give Emergency Medication Instructions:

2. If symptoms worsen or do not improve:

➔ **CALL 9-1-1**

3. Call emergency contact

AN ASTHMA ATTACK MAY HAVE THE FOLLOWING SIGNS & SYMPTOMS

- Coughing
- Wheezing
- Tightness or pain in chest
- Unable to complete sentences due to shortness of breath
- Fast/shallow breathing
- Fear or anxiety
- Blue lips or nail beds
- Sweating

EMERGENCY CONTACT INFO:

Name	Relationship	Cell Phone	Other Phone

The undersigned parent/guardian authorizes any adult to administer emergency medication following the instructions outlined above to the above named student in the event of an asthma attack. This protocol has been recommended by the student's Doctor/Nurse Practitioner. It is the parent/guardian's responsibility to advise the school about any changes to this plan.

 Parent/Guardian

 Date

 Doctor/NP Signature

 Date

REQUEST FOR ADMINISTRATION OF MEDICATION

Name of Facility: _____ Date: _____

Child's Name: _____ Birthdate: ____/____/____

Medication to be prescribed by a physician and/or non prescription medication provided by the parent – in the original container labelled with the child's name/dosage/time.

Parent or Guardian: _____ Phone #'s: _____

Physician's Name: _____ Phone: _____

Name of Medication: _____ Prescription Number: _____
(located on vial or bottle for prescription medications)

Medication is in the form of: Pills ☐ Drops ☐ Cream ☐ Other ☐ _____

Dosage: _____ Time: _____

Reason for Medication: _____

Additional Comments: (possible reactions, consequences of missing medication, medication to be given with, etc.)

I hereby give permission for the staff to administer the above named medication to my child according to the orders and instructions I have provided. I agree to notify the staff and complete a new request form if there are any changes to the medication or instructions.

Signature of Parent/Guardian _____ Date: _____

RECORD OF MEDICATION ADMINISTERED

Date Commenced: _____ Date Stopped: _____

DATE	TIME	DOSAGE	COMMENTS	STAFF SIGNATURE

*Please use a separate form for each medication or refill.

*Please ensure unused medication is returned to the parent/guardian.