



Dear Lonsdale Preschool Parent/Guardian,

Welcome to Lonsdale Preschool. We are very excited about meeting you and your child and look forward to the discoveries, challenges and successes your child will experience.

It is important that parents take the time to read and understand the preschool's philosophies and policies.

There are also a number of forms attached that require parent or guardian signature and they must be returned promptly to the preschool staff. The forms that need to be returned are:

1. Student Information
2. Immunization History Form
3. Discipline Policy
4. Emergency Consent Card (**please attach recent photo**)

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

We discourage bringing toys from home, but understand that it may be necessary for "security" reasons. Toys are very easily mixed up with classroom equipment and sometimes get lost or broken. If a special project i.e. our "colour theme" table or "show-share" is part of the program, we will make provisions.

We go to the gym every day. Please send your child to school dressed for the weather. If it is nice out we will go to the playground.

Please let us know if your child will be absent from class. Do not bring your child to school if he/she has a fever, rash, cough or cold. These spread quickly to others in the group. Your cooperation in this regard is appreciated.

We do not have professional days, nor do we hold Parent-Teacher Interviews. Testing and labeling children at this age is not a part of our philosophy. 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 telephone us at the school.

We look forward to a great school year.

Yours truly,  
The Lonsdale Preschool Staff

Lonsdale Preschool Direct Line:	(604) 983-6437
Emergency Contact: Harry Jerome Front Desk	(604) 983-6402
Customer Service:	(604) 987-7529(play)

## General Information

### About Our Preschool

Lonsdale Preschool is owned and operated by the North Vancouver Recreation and Culture Commission. It is located at Memorial RecCentre, at East 123<sup>rd</sup> street and St. Georges. The preschool is licensed for a maximum of 20 children per class and is taught by Certified Early Childhood Educators. Please note that children enrolled in the 3-year-old program must be 3 years old by December 31<sup>st</sup>, 2016 and students must be toilet trained to participate.

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 given an opportunity to register in advance for the 4-year-old program. A letter will be sent out in January regarding re-registration. Please note our "Withdrawal of Services Policy" with regards to late or non-payment of accounts and our refund policy for this program.

### Development Philosophy

Preschool is a fun learning experience for three and four year old children. It provides children with an environment in which they are encouraged to grow socially, emotionally, physically and intellectually. Here is how we incorporate growth in these areas:

- Intellectually

Reading, science, math, cooking and problem solving are some examples of the intellectual stimulation provided at Lonsdale Preschool. We want to foster and develop a positive attitude towards learning.

- Physically

Both indoor and outdoor play is part of the preschool program. The preschool child needs to develop fine muscle and large muscle control, movement, coordination and dexterity. Music, climbing, balancing, skating and dance are some of the activities offered.

- Emotionally

As preschool teachers, it's our primary concern to provide a nurturing, loving and secure environment in which your child can feel safe, relax, enjoy and learn.

- Socially

Weekly interactions with adults and other preschoolers develop interpersonal communication. Children are encouraged to develop co-operation through caring, sharing and helping.

Preschool is meant to be a positive experience in which your child grows and develops a love of learning. Throughout the year, the program will use flexible topics to provide your child with new information and opportunities for exploration.

A high quality preschool experience can only result when parents and teachers communicate openly and plan together. We will do our best to speak with you frequently and hope that you will feel free to ask questions, make suggestions and voice any concerns you may have.

### Program Times for 2017/18 School Year:

3-Year-Old Class	Tuesday & Thursday	9:00 - 11:30am
4-Year-Old Class	Monday, Wednesday & Friday	8:30 - 11:30am
3/4 Year-Old Split Classes	Monday & Wednesday	12:30 - 3:00pm
3/4 Year-Old Split Classes	Tuesday & Thursday	12:30 - 3:00pm
3/4 Year-Old Split Classes	Friday	12:30 - 3:00pm

## Daily Schedule

3 year old & 3/4 Split Classes			4 Year Old Class	
9:00 AM	Welcome and Gym Time	12:30 PM	8:30 AM	Welcome and Table Activities
9:30 AM	Circle Time	1:00 PM	8:45 AM	Gym Time
9:45 AM	Free Play and Art	1:15 PM	9:15 AM	Circle Time
10:35 AM	Snack Time	2:05 PM	9:30 AM	Free Play and Art
11:00 AM	Outdoor Play	2:30 PM	10:40 AM	Snack Time
11:30 AM	Home Time	3:00 PM	11:00 AM	Outdoor Play

### Parent Teacher Communication

We are always happy to speak with you about your child's progress, but we do not formally monitor learning or hold parent teacher conferences. If you have any comments or concerns about your child's development, please do not hesitate to reach out to the teachers.

### Parent Observations & Participation

If you and/or your child have something special you would like to share with our group (culture, family, hobbies) please let us know. Your involvement is most welcome.

There may be times when we will ask for parental assistance on field trips or special activities. If you are able to help, please let us know.

### Toys/Items from Home

We discourage bringing toys from home, but understand that it may be necessary for "security" reasons. If a special project i.e. our "colour theme" table or "show-share" is part of the program, we will make provisions.

### Donations & Supplies

We are unable to accept donated items such as toys, recycling, and art supplies. Please do not send materials to school unless the teachers have requested them.

### Birthdays

If it is your child's birthday, we would like to celebrate with him or her. If you would like, please feel free to send muffins or cupcakes for the special day. Please ask preschool teachers about others children's allergies before bringing in your treat.

### Active Play Policy

The Lonsdale Preschool's Active Play Policy ensures that children are supported and encouraged to engage in active play in order to develop fundamental movement skills. We explore physical activity in a variety of ways throughout the year and we go to the gym or outside every day. Please send your child to school dressed for the weather. Physical literacy and fundamental movement skills are important to foster at young ages in order to develop proper muscle coordination and helps improve one's confidence in learning new motor skills.

### Role of Staff in Physical Activity

- Will encourage children to be physically active indoors and outdoors at appropriate times
- Will provide at least 30 minutes of planned physical activities daily for children age 3 and older
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity

## Screen Time Limitations

Lonsdale Preschool does not permit screen time (eg. Television, movies, video games and computer). It is recommended that children two years and younger are not to access screen time.

## Clothing Your Child Will Need

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 preschool art tends to be messy.

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 his/her name. This is the only way we can keep clothing from getting mixed up.**

## Policies & Procedures

The following is a brief description of the policies and procedures followed by Lonsdale Preschool. These policies and procedures are in accordance to the North Shore Health – Community Care Facilities Licensing, the Community Care and the Assisted Living Act, and applicable health regulations. Should you have any questions regarding our policies please ask the preschool teachers or contact the Facility & Program Supervisor.

## Behaviour Management

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. When a child's behaviour 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 him/her 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 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 it.**

## Health & Medication Procedure

All staff hold current first aid certifications which includes special training in child and infant CPR and choking. In the event of an emergency the staff will contact 911, Harry Jerome Community Recreation Centre for support, and then we will contact the parent or guardian or emergency contact. Please be sure to keep your contact information and child's records up to date so that we have the correct information on file.

If your child is ill and will not be attending preschool, please contact the preschool staff and inform them of your child's absence. If your child becomes ill while at preschool, we will notify you so that you can arrange for him/her to be taken home.

Please take note of the attached Well Child Policy. Sick children are not permitted to participate in preschool. Please note that convalescing children should not return to preschool until a doctor advises that he/she is ready to do so.

We strongly urge you to make sure that your child’s immunizations are up to date prior to admission. We also recommend that if you child has not had a recent medical examination, please arrange one as soon as possible.

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. Parents are responsible for providing a measuring instrument for dosing and administration. Please see pages 19-22 of this handbook for applicable forms.

### Snack Procedure

Children attending the preschool should bring their own nutritious snack. Please choose snacks that are **nut free**. Some suggestions are fruit, veggies, cheese and crackers, or small sandwich. Please send a water bottle or plastic cup with your child’s name on it.

This water bottle will go back home daily with the child for cleaning. Children wash their hands prior to snack time and tables are cleaned with a water and bleach solution in compliance with the Child Care Licensing Regulation, Section 48. Please see attached Nutrition & Nut Policy for more information.

Snacking Rainbow:



### Transportation Procedures

It is important that parents bring their child right into the preschool room 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 his/her day. One further consideration is that the teachers can only assume responsibility for a child when she knows 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 neither the mother nor the father 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.

### **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 Lonsdale Preschool Staff and instructions therein to be followed at all times. Families need to inform Lonsdale Preschool Staff of all custody and court order changes.

### **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.

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 Lonsdale 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.

### **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 Policy**

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 then the teachers will call 911 and the Harry Jerome Community Recreation Centre for assistance. Then the parent will be contacted.

### **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 Lonsdale 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.

### **Nutrition & Nut Policy**

Eating is a sensory, social and learned behaviour. Establishing a pleasant and proper atmosphere in which children can enjoy their snacks is a goal in the childcare community. The positive side of nutrition encourages good nutritional attitudes to be followed uniformly by the childcare community.

At the Lonsdale Preschool, our goal is to promote the development of healthy food habits. 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. Each child should bring their own snack. Please send a plastic cup for water. The cup will be sent home after each class for washing.

We strive to be a nut free preschool. Please check the ingredients of all foods your child brings to the preschool. If your child eats peanut butter or food containing nuts prior to attending preschool please have him/her wash her hands before entering the classroom. We hope that you will assist us in our efforts to create a safe environment for all our students.

## Child Care Licensing Regulation on Nutrition (Section 48)

- (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.

## Well Child Policy

It is the policy of Vancouver Coastal Health and Lonsdale Preschool that, at the discretion of the staff 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 then 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 aka Pink Eye, Measles, Mumps, Rubella, etc.)
- Has a fever
- Is too sick to participate in all normal activities including outdoor play
- Has symptoms such as: persistent cough, constant runny nose, etc.
- Has vomited or had diarrhea during the previous 24 hours

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 the immune resistance is reduced.

3. **The inability to focus and function** in large group situations.
4. **A sick child requires one teacher's full attention** – teachers can not 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!**

## **Withdrawal 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 your 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**
  1. Preschool instructors 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 instructors, parent(s), and preschool supervisor 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. Parent will be contacted by the preschool programmer
  2. The programmer will request the account be settled with cash or credit card payment immediately
  3. 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 on the waitlist.
- **Failure to work with staff to meet the needs of one's child**
  1. Steps 1 and 2 for non-compliance to policies and procedures (outlined above)
  2. 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**
  1. 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**

We require written notice before the first of the month, one month prior to withdrawal from the program.

Failure to give the appropriate amount of notice will result in being charged for an additional month. *Withdrawals are not permitted for the months of December, March, May and June.* Should you withdraw and then re-register your child for preschool you will be charged the extra fee at the time of re-registration. There is no fee for transferring your child to a different class at the same preschool.

### **Emergency Planning**

The North Vancouver Recreation Commission 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 for Licensed Preschool Staff:

- If not already sounding, pull the fire alarm.
- Call 911
- Collect all children, attendance list, contact information sheets, and first aid kit.
- Begin evacuation procedures. There may be other staff in the facility to help with evacuation. Evacuate Lynn Room out the north doors (to street) and walk to the grass field. Please keep front lot clear for emergency vehicles.
- Take attendance to determine everyone is safely out of the building.
- If any persons are in need of medical attention, call Karen Magnussen front office staff for first aid assistance.
- Call Licensed Preschool Programmer to inform of Evacuation. If you are leaving a message, also call Harry Jerome Coordinator to inform of evacuation.
- Remain in designated meeting place to meet with emergency vehicles to provide directions.
- Contact parents or the emergency contact person for each child.
- Remain with the children until families have picked them up or you have been relieved of duties by a senior/supervisor/manager or designated alternate.
- Do not re-enter facility until Fire Department has given approval.
- All children must check in with you before they leave with a parent.

Follow up Guidelines:

- Complete a Serious Incident Report for licensing and North Vancouver Recreation Commission Incident Report (blue form).
- Debrief the staff and access counseling if necessary

### **Discipline Policy**

At Lonsdale Preschool, 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 to employees and parents a written statement of the licensee’s policy on behavioral guidance.

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

- (a) any behavioral 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

**Forms Required**

Licensing regulations require these forms to be on file while children are in our custody. We appreciate your cooperation in completing these forms accurately and submitting them on the first day of classes.

**Required by ALL:**

1. Page 14-16 Student Information
2. Page 17 Immunization (Vaccination) Information for Childcare



**Does your child:** (please provide details)

- have any allergies? \_\_\_\_\_
- medical concerns? \_\_\_\_\_
- developmental concerns? \_\_\_\_\_
- take prescription medication on a daily basis? \_\_\_\_\_

**Medical Information**

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 Emergency Medical Aid**

I hereby give my permission to the staff of Lonsdale Preschool 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

**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 Lonsdale Preschool. Please see Transportation and Pick-Up Policy. If you child will be picked up by someone not on the list below, please call the preschool staff.

Name: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #(s): \_\_\_\_\_

**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.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date



**Please complete and return this form to your childcare facility**

Dear Parent/ Guardian:

All childcare facilities in BC are required by law under the *Community Care and Assisted Living Act* to keep a record of each child's immunization history. These records are required to be made available to Vancouver Coastal Health Authority (VCH) medical health officers for public health programs. The information you provide on this form will be used to update your child's health record at VCH in order that: medical health officers may respond if a disease outbreak occurs in your childcare facility; public health staff can recommend immunizations which your child may be missing; and VCH is able to provide better care to your child as part of its public health programs.

**PART A: CHILD AND FAMILY INFORMATION** \*\*\*\*\* Please print clearly \*\*\*\*\*

Childcare facility \_\_\_\_\_

Child's name \_\_\_\_\_  
Surname Given Name Preferred Name

Sex  M  F Birthdate    Place of birth \_\_\_\_\_  
circle dd mm yyyy City Province Country

Child's personal health number (BC Care Card)

Home address \_\_\_\_\_ Postal code \_\_\_\_\_ Home phone \_\_\_\_\_

Father's name \_\_\_\_\_ Daytime phone \_\_\_\_\_  
Surname Given Name

Mother's name \_\_\_\_\_ Daytime phone \_\_\_\_\_  
Surname Given Name

Guardian's name \_\_\_\_\_ Daytime phone \_\_\_\_\_  
Surname Given Name

Health care provider's name \_\_\_\_\_ Health care provider phone \_\_\_\_\_

**PART B: CHILD'S VACCINATION INFORMATION**

**1. Has your child had chickenpox disease at 12 months of age or older?**  
 ✓ check the correct answer  Yes  No  
*Children who have not had chickenpox disease at 12 months of age or older need chickenpox (Varicella) vaccine.*

**2. ATTACH A PHOTOCOPY** of your child's vaccination record to this form.  
 For example: BC Child Health Passport OR immunization record. Attach a copy of the original record as it appears in English or any language. Translations not required. Ensure your child's name and date of birth are written on each page.

Please turn over for more information

## Discipline Policy – **Please return to Preschool**

At Lonsdale Preschool, 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 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) showing, 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

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

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

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

## Life Threatening Allergy Emergency Action Plan for \_\_\_\_\_ year

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

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

Date of Birth: \_\_\_\_\_

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

Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Primary Care Provider: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Picture ID

### CHILD'S ANAPHYLAXIS TRIGGERS ARE

- Food (list): \_\_\_\_\_
- Insect stings (list): \_\_\_\_\_
- Other: \_\_\_\_\_

### ANYONE HAVING AN ANAPHYLACTIC REACTION MIGHT HAVE ANY OF THESE SYMPTOMS "F.A.S.T.":

- Face:** Hives, itchy eyes, itchy nose, flushed/red face, swelling of face, lips or tongue
- Airway:** Difficulty breathing, swallowing or speaking, coughing or choking, change of voice, sneezing, nasal congestion
- Stomach:** Stomach pain, vomiting, diarrhea
- Total Body:** Hives, itching, swelling, weakness, dizziness, lightheadedness, loss of consciousness, anxiety, feeling of doom

### CHILD'S EMERGENCY TREATMENT:

- Medication is stored where?
- Epinephrine auto-injector – expiry date: \_\_\_\_\_
- Field Trip Plans: \_\_\_\_\_

### DO NOT WAIT FOR SYMPTOMS TO GET WORSE OR NEW SYMPTOMS TO BEGIN

- **GIVE EPINEPHRINE**
- **CALL 911**
- Specify "allergic reaction" & that Auto-injector has been given
- Provide location & telephone number
- Centre name: \_\_\_\_\_
- Centre address: \_\_\_\_\_
- Centre phone #: \_\_\_\_\_
- **Keep child lying down with feet elevated; if unconscious or vomiting, put in side-lying position.**
- **CALL PARENTS**
- **Always send child to hospital after receiving Auto-injector**

Epinephrine is the first line medication which should be used for the emergency management of a person having a potentially life threatening allergic reaction.

Antihistamines (e.g. Benadryl™) and asthma medications should not be used instead of epinephrine for treating anaphylaxis.

*It is the parent's responsibility to notify the facility of any change in the child's condition.*

**Sign below if you agree with above information & plan:**

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Child Care Staff \_\_\_\_\_ Date \_\_\_\_\_

## Information for Severe Asthma

## Emergency Plan for \_\_\_\_\_

Child's Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_  
Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_  
Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_  
Physician: \_\_\_\_\_ Phone (office): \_\_\_\_\_  
Picture ID \_\_\_\_\_

DO NOT WAIT FOR SYMPTOMS TO DEVELOP  
OR WORSEN

- GIVE \_\_\_\_\_
- CALL 911
- STAY CALM
- CALL PARENTS

### CHILD'S ASTHMA TRIGGERS ARE:

- molds  pollen  emotions  
 dust/dust mites  animals  perfumes  
 colds/infections  exercise  cold air  
 fumes  smoke  weather  
 other: \_\_\_\_\_

### CHILD'S ASTHMA SYMPTOMS ARE USUALLY:

- coughing  difficulty talking  
 wheezing  short of breath  
 fast/shallow breathing  hunched over  
 appear anxious  other \_\_\_\_\_

### CHILD'S EMERGENCY TREATMENT:

- Medications are: \_\_\_\_\_  
 Medication is stored? \_\_\_\_\_  
 Names of staff oriented to plan: \_\_\_\_\_  
 Emergency Plan review date: \_\_\_\_\_  
 Field Trip Plans: \_\_\_\_\_

### Other Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign here if you agree with above  
Information & Plan

Physician \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Childcare Supervisor \_\_\_\_\_ Date \_\_\_\_\_



Community Care Facilities Licensing  
 #1200 – 601 West Broadway  
 Vancouver, B.C. Canada V5Z 4C2  
 Telephone: 604-675-3800  
 Facsimile: 604-736-8651

**PERMISSION TO ADMINISTER MEDICATION**

**DATE:** \_\_\_\_\_

I hereby give my permission to the staff of \_\_\_\_\_  
 to administer:

\_\_\_\_\_ **Name of Medication** \_\_\_\_\_ **Prescription Number**  
 to my child \_\_\_\_\_ according to the Doctor's orders and instructions.

(These will be on the vial or bottle for prescription drugs and on the "Request for Administration of Non-Prescription Medication at Child Care Centre" form for non-prescription drugs).

\_\_\_\_\_  
 Signature of Parent or Guardian

.....  
**MEDICATION RECORD**

**NAME OF CHILD:** \_\_\_\_\_ **PHYSICIAN:** \_\_\_\_\_  
**NAME OF MEDICATION:** \_\_\_\_\_  
**DATE COMMENCED:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **DATE STOPPED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE	TIME	DOSAGE	COMMENTS	STAFF SIGNATURE

**NOTE:** One form for each prescription or refill.  
 Completed form filed in child's file.

**REQUEST FOR ADMINISTRATION OF  
NON-PRESCRIPTION MEDICATION AT CHILD CARE FACILITY**

**A. TO BE COMPLETED BY PARENT OR GUARDIAN:**

NAME OF CHILD: \_\_\_\_\_ BIRTHDATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
PARENT OR GUARDIAN: \_\_\_\_\_  
PHONE: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_ CELL # \_\_\_\_\_  
PHYSICIAN: \_\_\_\_\_ PHONE: \_\_\_\_\_

\*\*\*\*\*

**B. TO BE COMPLETED BY PHYSICIAN:**

CONDITION WHICH MAKES MEDICATION NECESSARY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF MEDICATION: \_\_\_\_\_  
DOSAGE: Pills \_\_\_\_\_ Drops \_\_\_\_\_ Tsp. \_\_\_\_\_ Ounces \_\_\_\_\_ Mls. \_\_\_\_\_  
TIME: A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ DATE TO START: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TO BE GIVEN WITH: \_\_\_\_\_ DATE TO GIVE LAST DOSE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(water, milk, juice)

**ADDITIONAL COMMENTS:** (Possible Reactions, Consequences of Missing Medication, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SIGNED: \_\_\_\_\_

February 2008

*Promoting wellness. Ensuring care. Vancouver Coastal Health Authority*