

Daily Schedule:

	<u>Morning</u>	<u>Afternoon</u>
Arrival, Free Play, Arts & Crafts	9:00-10:15am	12:30-1:45pm
Tidy Up, Snack	10:15-10:40am	1:45-2:10pm
Outside Time (Gross Motor Play)	10:40-11:10am	2:10-2:40pm
Circle Time (Stories & Songs)	11:10-11:30am	2:40-3:00pm

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 Sandpiper 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 and large muscle control, movement, coordination and dexterity. Music, climbing, balancing, skating, hopping, jumping and dance movements 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, relaxed and are excited about learning.

- Socially

Weekly interactions with adults and other preschoolers develops 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.

Parent Teacher Communication

We do not formally monitor learning at our preschool or have parent teacher conferences. If the teachers feel that your child requires support developmentally, socially or physically, the teachers will contact you privately to discuss the concern. Otherwise, you may be assured that your child is progressing positively. If you have any comments or concerns regarding your child's development, please contact the Teachers via face to face discussion, phone or by email.

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

We celebrate childrens’ 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.

Outdoor & Gross Motor Play

We go outside to play almost every day. Please send your child to school dressed for the weather. If it is too cold or wet, we will then take the children into the gym for fun and games.

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 extremely 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.**

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.

Policies & Procedures

The following is a brief description of the policies and procedures followed by Sandpiper 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 Darcie Montgomery, Facility & Program Supervisor at 604-983-6557.

Active Play Policy

“Active Play” is described as physical activity which 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 un-structured (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

Please ensure your child is dressed in play and weather appropriate clothing daily. Please send your child with:

- Comfortable clothing that will allow your child to move and play
- 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

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 (ie. push-ups, running laps).

Behavior 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 her/his 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.

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

Health & Medication Procedure

All staff possess current first aid certifications including special training in child and infant CPR and choking. In the event of an emergency, the staff will contact 911 first, Karen Magnussen 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 Teachers to inform them of your child's absence. If you child becomes ill while at preschool, we will notify you so that you can arrange for them 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 they are 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 your 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.

Screen Time Policy

We do not offer screen time in our licensed preschools.

Snack Procedure

Children attending the preschool should bring their own nutritious snack and water bottle from home. Please choose snacks that are **nut & seed free**. 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 the Child Care Licensing Regulation, Section 48. Please see attached Nutrition & Nut Policy for more information.

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; there are two toilets and two sinks.

Transportation 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 neither the mother, 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 Sandpiper Preschool Staff and instructions therein to be followed at all times. Families need to inform Sandpiper 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 Sandpiper 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, the teachers will call 911 and the Karen Magnussen Community Recreation Centre for assistance. The parent will then 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 Sandpiper 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 behavior is occurring, the caregiver is 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.

Nutrition & Nut Policy

Eating is a sensory, social and learned behavior. 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 Sandpiper 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 or reusable water bottle for water. The cup/bottle will be sent home after each class for washing.

We strive to be a nut & seed free preschool. Please check the ingredients of all foods your child brings to the preschool. If you child eats peanut butter or food containing nuts or seeds prior to attending preschool please, have them wash their 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 Sandpiper 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 if they feel 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, Pertussis, etc.)
- Has a fever
- Is too sick to participate in all normal activities including outdoor play
- Have symptoms such as: persistent &/or "chesty" cough, constant runny nose, yellow crusted nostrils, 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.** They are more likely to acquire other illnesses when their 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 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!

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 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 Recreation Programmer 2 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 Finance Department will contact the Recreation Programmer 2 who in turn will contact the parent.
 2. The Recreation 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 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 Recreation 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 an additional month. Withdrawals are not permitted for the months of 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 Sandpiper Room out the north doors (to playground) and walk to the grass field at Lynn Valley Park. 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 Recreation Programmer to inform of Evacuation. If you are leaving a message, also call Ron Holbrook Lynn Valley 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 Sandpiper Preschool, 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 co-operatively 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 any changes in your family situation.

If a child causes physical or emotional harm to their selves 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 12-14 Student Information
2. Page 15 Immunization (Vaccination) Information for Childcare
3. Page 16 Discipline Policy
4. Page 17 Field Trip Emergency Consent

Required ONLY if they are applicable to your child:

1. Page 18 Information for Severe Asthma
2. Page 19 Anaphylaxis (Life Threatening Allergy) Information
3. Page 20 Permission to Administer Medication
4. Page 21 Request for Administration of Non-Prescription Medication

Student Information

Please attach a recent photo of your child here.

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 Information	Father	Mother
Name		
Occupation		
Company Name		
Business Phone Number		
Cell Phone Number		
Available to volunteer for field trips and additional activities?		

Does your child have siblings? (How many, age): _____

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

Previous School(s) attended): _____
(name of school and dates attended)

What is your child's preferred types of activities?

Is there any additional information you would like to share about your child?

Does your child: (please provide details)

- have any allergies? _____

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 Sandpiper 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

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- 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.

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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

I have read and understood the above discipline policy for Sandpiper 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: _____



North Vancouver Recreation & Culture

EMERGENCY-CONSENT CARD (for use on field trips)

Child's Name _____ Sex: M__F__ Birth Date _____
Surname First Name Day/Month/Year

Address _____

Parent/Guardian Name: _____ Home Tel _____ Work Tel _____ Cell _____

Parent/Guardian Name: _____ Home Tei _____ Work Tel _____ Cell _____

Emergency Contact(not listed above):. _____ Tel _____

Child's Doctor: _____ Tel _____

Is your child up to date on their immunizations? YES NO

Allergies/Medications _____

Medical Conditions _____

Child's Dentist: _____ Tel _____

CONSENT FORM

For my child _____ Provincial Health Number /Insurance Provider _____

It is our policy 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. Please sign the consent below so that we can take appropriate action on behalf of your child. We will take this signed consent with us to the emergency centre.

I authorize the staff or person(s) in charge of my child's NVRC program to call a physician; take my child to the nearest emergency centre; or summon an ambulance for emergency medical aid, should, in the opinion of the person(s) in attendance, feel such services are required and I cannot be contacted by phone. If such emergency should arise, I shall be notified as soon as possible. I agree that any cost incurred for such services shall be the sole responsibility of myself.

_____ Date Signature of Parent/Guardian

Please note:

1. It is the responsibility of the parent to update emergency information. Please advise staff of any changes.
2. This Information is confidential and will be kept on-file until the end of the program or camp. You can request this form be returned to you for future use or we will shred it fifteen weeks after camp services conclude

** Please fill out this form **ONLY** if it is applicable to your child.

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 perfumes

dust/dust mites animals colds/infections exercise cold air

fumes _____ smoke weather _____

other: _____

Other Instructions:

CHILD'S ASTHMA SYMPTOMS ARE USUALLY:

coughing difficulty talking

wheezing short of breath

fast/shallow breathing hunched over

appear anxious other _____

Sign here if you agree with above Information & Plan

Physician _____ Date _____

Parent/Guardian _____ Date _____

Childcare Supervisor _____ Date _____

CHILD'S EMERGENCY TREATMENT:

Medications are: _____

Medication is stored? _____

Names of staff oriented to plan: _____

Emergency Plan review date: _____

Field Trip Plans: _____



**** Please fill out this form ONLY if it is applicable to your child.**

Anaphylaxis (Life Threatening Allergy) Information Emergency Plan for _____
Facility Name: _____ **Facility Address:** _____

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

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

- **GIVE EPINEPHRINE**
- **CALL 911**
- **CALL PARENTS**

Other Instructions:
 (it is the parent's responsibility to notify the facility of any change in the child's condition)

CHILD'S ANAPHYLAXIS TRIGGERS ARE:

peanuts nuts milk all dairy eggs shellfish fish

Food additives (list): _____

Insect stings (list): _____

Medications (list): _____

Other: _____

CHILD'S ANAPHYLAXIS SYMPTOMS ARE USUALLY:

swelling (eyes, lips, face, tongue) tingling of lips/mouth

hives or itchy skin coughing or choking

cold, clammy, sweaty skin flushed face or body

fainting or loss of consciousness dizziness, confusion

stomach cramps/diarrhea/vomiting change of voice

difficulty breathing/swallowing heart rate changes (fast/slow)

others (list): _____

CHILD'S EMERGENCY TREATMENT:

Medication is stored where? _____

Epinephrine auto-injector – expiry date: _____

Names of staff oriented to plan: _____

Emergency plan review date (to do yearly): _____

Field Trip Plans: _____

**Sign below if you agree with above
 Information & Plan**

Primary Care Provider _____ Date _____

Parent/Guardian _____ Date _____

Childcare Supervisor/School _____ Date _____
 Personnel



Anaphylaxis Care Plan provided as a resource from Vancouver Coastal Health -- Jan 2010

Please fill out this form **ONLY if it is applicable to your child.



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