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Preschool North & Childcare Parent Handbook

Welcome to Preschool North & Childcare!

We are excited to have you as part of our community in the South Fort George area of Prince George, B.C. Our facility is dedicated to providing a rich and engaging environment where children can thrive through the wonders of nature and play-based learning.

This handbook has been designed to introduce you to our program, answer your questions, and inform you about the policies and procedures that guide our childcare facility. Please note that this is a working document and will be updated as necessary to reflect any changes or improvements to our program.

Contact Information:

- Email: Preschoolnorth@outlook.com
- Phone: 250-565-5262
- Address: 333 Becott Place, Prince George, BC

Ensuring Safety & Comfort

Preschool North and Childcare which is now located at 333 Becott Pl, Prince George, BC providing a safe and secure environment.

Classroom & Space

At Preschool North & Childcare, we believe that our environment plays a crucial role in enhancing children's learning experiences. Here's a glimpse into our thoughtfully designed spaces:

- **Large Bright Preschool Room:** Our main preschool room is spacious and filled with natural light, creating a warm and inviting atmosphere for exploration and discovery.
- **Indoor Museum:** We feature a large indoor museum that supports our science-based programming. This interactive space allows children to engage with various scientific concepts and encourages curiosity and creativity.
- **Animals and Gardening Experiences:** Children have the opportunity to connect with nature through hands-on experiences with animals and gardening. These activities enhance their understanding of ecosystems and environmental stewardship.
- **Outdoor Playground:** Adjacent to our building is a large outdoor playground accessed via a pathway. This area provides children with opportunities for physical activity, imaginative play, and social interaction in a natural setting.
- **Partnership with the Exploration Place:** We are proud to partner with the Exploration Place, a local organization focused on history, engineering, and

science. This collaboration enriches our curriculum and informs our planned daily activities, allowing children to explore a wide range of topics in an engaging manner.

- **Spontaneous Outings:** We take advantage of our beautiful surroundings with many spontaneous outings. Our adventures may include trips to the historic park, where children can enjoy the splash pad, playground, and numerous trails, or visit Origins Kitchen for a yummy ice cream treat and further explore the amazing exhibits at the Exploration Place.

At Preschool North & Childcare, we strive to create a learning environment that is not only educational but also deeply connected to the natural world, fostering a love for learning in our young explorers. We look forward to experiencing all that nature and exploration have to offer with your child!

Programs

Preschool

This four-hour program offers children ages 2.5-5 an opportunity to get used to a classroom environment guided by a high adult to child ratio.

Children will participate in a daily routine that follows circle time, outdoor play, exploration and learning activities. Our personally curated areas of development outline our program's commitment to individual and holistic growth and provide our educators with clear goals for students. Our educators guide children through areas of exploration to inspire curiosity, discover new concepts and expose students to a variety of topics that enhance development.

Childcare Program

This five-hour program runs before and after our preschool program. Daily, children ages 2.5-5 will participate in circle time, intentional learning activities and projects guided by a Social Emotional Learning Curriculum. This program is intended for families who need full-time care.

Summer Camp

Experience a dynamic summer at camp, where each day is brimming with experiments, arts, engaging field trips, and enlightening presentations in the museum and throughout the historic park. We offer fun-filled full and half-day camps with themes during the summer months. Our Camps are open to all children, regardless of whether they are enrolled in our Preschool & Childcare Program. These spaces do fill up quickly with our families in full year childcare.

Summer Camp July & August 8:00 A.M to 12:30 P.M or 8: 00 A.M to 12:30 P.M.
(CLOSED FOR STATS)

Staffing

At Preschool North & Childcare we're proud to support our educators, so they can be effective in sharing our research-based curriculum and inspiring the development of children in all our programs. That's why we work tirelessly to help them develop their skills and further their careers, so they can become the best educators they can, and your child gets the best experience possible.

Facility staff are certified Early Childhood Educators or Early Childhood Assistants and meet all licensing requirements. Staff must provide a clear criminal record check, hold a standard first aid certificate, provide professional and character references. Our full-time staff are deeply committed to our mission and philosophy. In our facility program we follow a ratio of 1:10 and for our childcare program it is a ratio of 1:8. We will find we have extra staff then the intended ratios we find having one on time with individual is crucial to building relationships with children. Staff are away due to illness or vacation time and having additional staff who know our preschool children is helpful when this does occur.

Students

Our classrooms also are supported by Volunteer Students who serve as teacher aides during summer months without providing direct care to children. Things like cleanup, setting up the classroom, hauling things outside for us when educators are with the children. We also, support the College of New Caledonia upcoming ECE students for practicum placements for future ECE's.

Mission Statement

At Preschool North & Childcare, we strive to create a warm, nurturing, and safe community where children can flourish as learners. Our mission is to cultivate genuine, joyous, and trusting relationships, enabling children to become enthusiastic lifelong learners while also growing into kind and thoughtful individuals.

We are committed to utilizing a developmentally appropriate, play-based curriculum that builds on children's natural curiosity and enthusiasm for learning. Our engaging and fun-filled program is designed to meet the needs of the whole child emotionally, socially, physically, and cognitively. We partner with the Exploration Place and add STEAM and STEM pieces into our regular program planning.

Simply put, our goal is for every child to love coming to preschool. We believe that fostering a positive and supportive environment lays the foundation for a lifetime of learning and exploration. We look forward to embarking on this journey together with your child!

Inclusion Statement and Policy

Inclusion creates a space to show that we value people and encourage them to bring more of themselves. It builds a culture of belonging by actively inviting the contribution and participation of all people.

Philosophy

At Preschool North & Childcare, we are dedicated to supporting the spiritual, emotional, intellectual, and physical growth of each child. Our goal is to foster and encourage a love for lifelong learning, creating an environment where curiosity is celebrated and nurtured.

We invite and encourage parent involvement in our program, as we believe it is vital for building relationships and trust between children, parents, and teachers. We embrace a flexible practice that is integrated into our planning, guidance, and reflection regarding each child's development and needs, ensuring an inclusive program that adapts to every child's unique abilities.

Play-Based Learning & Academic Learning

We balance our philosophy to ensure that play-based learning is effectively complemented by academic learning. Our program promotes a kindergarten readiness framework while remaining firmly rooted in play-based, developmentally appropriate practices. As early childhood educators, we understand the benefits of both learning styles and actively share this understanding with our families. By providing diverse learning opportunities, we support growth in all aspects of child development.

Our curriculum is built on the belief that children are naturally inquisitive, and that play is an essential component of early childhood development. Through structured and stimulating environments, children discover their identities while developing cognitive, social, and emotional skills. Social and emotional development lies at the heart of our curriculum, as we offer experiences to help children feel competent, internalize self-discipline, and cultivate positive interactions with others.

Each child is nurtured and supported in our community, where they are recognized as active and valuable contributors. Our educators create environments rich in resources and experiences, committed to teaching the whole child with an emphasis on balanced growth across all areas. Our units of study, ranging from nutrition and the incubation of eggs to our pen pal project, are designed to engage and spark the interests of young learners.

Literacy Development

Our approach to letter recognition is grounded in the Orton-Gillingham method, which focuses on connecting letters and sounds to enhance children's reading abilities. We recognize the various levels of reading instruction sound level, word level, sentence level, conversational level, and beyond while ensuring that foundational letter-sound knowledge is prioritized. We incorporate the Handwriting Without Tears program into our Pre-K curriculum to promote kindergarten readiness and provide a strong writing foundation. We steer away from work sheets and really focus on activities for letter recognition. Check out our letter table and hit our high five button to practice the letter sound. Hear it, see it, write it.

We guide children on their journey to reading through multisensory tools and hands-on learning experiences, making literacy exciting and accessible. As a Northern Childcare Facility, we embrace exploration of the natural world, with a special emphasis on animals. We engage children in learning about various species and their behaviors, fostering an understanding of the dynamic environment around them and how it evolves over time.

At Preschool North & Childcare, we are dedicated to creating experiences that enrich your child's growth and development while igniting a passion for learning and discovery in a naturally inspired setting. We are excited to partner with you on this educational journey!

Outdoor Classroom & Gardening

We are ongoing and creating new things in our outdoor garden area to give educators and preschoolers a gardening experience and to offer them a hands-on way of exploring the life cycle of a plant and what it needs to grow. With this space, this allows us to take the classroom outdoors, so children can connect positively with nature and learn science through observation. When those cheerful, blooms greet children in the spring, it gives them a sense of pride in contributing to their school and community.

Learning about Nature:

Gardening provides children with a hands-on opportunity to learn about the natural world. From planting seeds to observing the growth process firsthand, children develop a deeper understanding of botany, ecology, and environmental science. They learn about the life cycle of plants, the importance of soil health, and the interdependence of living organisms in the garden ecosystem.

Enhancing S.T.E.M. Learning:

Gardening offers a fertile ground for S.T.E.M. exploration, providing countless opportunities for children to apply scientific principles and engage in hands-on experimentation. Through observing plant growth and investigating the effects of environmental factors on their garden, children learn about photosynthesis, nutrient cycles, and the importance of soil health. By integrating S.T.E.M into gardening activities, children not only gain a deeper appreciation for the natural world but also develop essential skills that will serve them well in academics and beyond.

Guiding Principles

At Preschool North & Childcare, we embrace the following guiding principles that shape our philosophy and practices:

- **Each Child is Unique:** We recognize that every child is a valued individual with their own strengths, interests, and needs. Our programs are designed to honour and celebrate their uniqueness.
- **Families' Unique Experiences:** Every family brings unique life experiences, perspectives, and cultural backgrounds. We believe that these experiences enrich our community and enhance the learning environment for all children.
- **Educators as Contributors:** Our educators and early years practitioners are invaluable contributors to the learning process. Their rich experiences and knowledge help create inclusive environments that support the development of all children and families.

- **Team Collaboration:** All employees and volunteers play a crucial role in ensuring the continuity of high-quality, supportive, and responsive programming and operations. We value teamwork and collaboration in achieving our goals.
- **Welcoming and Inclusive Environments:** We strive to create welcoming environments through inclusive design that offers friendly access points. This approach enhances the well-being of children and families, making them feel valued and connected.
- **Equitable and Inclusive Practices:** Our commitment to equitable and inclusive practices celebrates diversity and fosters a culture of acceptance and belonging. We are dedicated to supporting the optimal development of all children and families, regardless of their backgrounds.
- **Community Collaboration:** We actively collaborate with diverse communities and professionals to facilitate partnerships that support the well-being of all children and families. Working together strengthens our ability to meet the needs of our community.
- **Respect for Individual Needs:** We value and respect the needs and strengths of all children. Our commitment is to celebrate each child as an individual while encouraging their participation in a collaborative, inclusive, and respectful community.

By adhering to these guiding principles, we aim to foster a nurturing and supportive environment that enables every child to thrive, learn, and grow as part of our Preschool North & Childcare family. We look forward to building lasting partnerships with families and communities on this journey!

What is the difference between a preschool program and full day 3–5-year-old program?

Both programs, service children 3 to 5 years of age. The difference is the program hours and ages required for enrolment. Full day childcare option operates from 8:00 AM to 9 AM and again from 1 PM to 5:30PM children must be 3 years of age when starting this program. The Preschool program operates from 9 AM to 1 PM children must turn three by Dec 31. If your goal is to have your child in preschool and childcare for the full day option of care your child must meet the age requirements for both programs.

Bright wheel

Our program uses **Brightwheel**, an all-in-one app that simplifies communication and enhances the daily experience for families and teachers alike. Through Brightwheel, parents receive real-time updates on their child's day, including photos, activities, and important reminders. Teachers use the app to document learning milestones, track attendance, and securely share information, creating a seamless connection between the classroom and home.

Brightwheel also offers features like digital check-in and check-out, messaging, and daily reports, making it easier for families to stay informed and engaged in their child's early education journey.

To ensure seamless access to updates and features, families can easily download the **Brightwheel app** on their smartphones:

For iPhone users: Visit the [Apple App Store](#) and search for "Brightwheel" to download the app.

For Android users: Visit the Google Play Store and search for "Brightwheel" to install the app.

Once installed, log in with your provided account details to stay connected with your child's daily activities and classroom updates.

For more details, visit [Brightwheel's official website](#).

When you are registered into our program and contacted you will be setup on brightwheel.

Hours Of Operation

Preschool Classes Monday-Friday 9:00 A.M to 1:00 P.M September to June.
(Following SD57 closures)

https://www.sd57.bc.ca/apps/pages/index.jsp?uREC_ID=1144483&type=d&pREC_ID=1388582

Childcare Monday-Friday 8:00A.M to 5:30P.M
September to September.(Closed for STATS)

STATUTORY HOLIDAY FACILITY CLOSURES

New Year's Day	January 1
Family Day	February 19
Good Friday	March 29
Victoria Day	May 20
Canada Day	July 1
B.C. Day	August 5
Labour Day	September 2
Truth and Reconciliation	September 30
Thanksgiving Day	October 14
Remembrance Day	November 11
Christmas Day	December 25

If your child is enrolled in both programs (Facility/ Childcare) When facility is closed due to SD 57 schedule the full day program will be available for your child*

Children will be signed in each day and attendance will be done to clearly outline the children doing one program or both programs.

Programs

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Our educators guide children through areas of exploration to inspire curiosity, discover new concepts and expose students to a variety of topics that enhance development.

Childcare Program

This five-hour program runs before and after our preschool program. Daily, children ages 2.5-5 will participate in circle time, intentional learning activities and projects guided by a Social Emotional Learning Curriculum. This program is intended for families who need full-time care.

Summer Camp

A great experience for children ages 3-5!

Experience a dynamic summer at camp, where each day is brimming with experiments, arts, engaging field trips, and enlightening presentations in the museum and throughout the historic park. We offer fun-filled full and half-day camps with themes during the summer months. Our Camps are open to all children, regardless of whether they are enrolled in our Preschool & Childcare Program. These spaces do fill up quickly with our families in full year childcare.

Summer Camp July & August 8:30 A.M to 12:30 P.M or 8: 30 A.M to 12:30 P.M.
(CLOSED FOR STATS)

Daily Schedule

Preschool Daily Morning Schedule

9:00	Program Opens
9:00-9:30	All Centers Open
9:15-10:00	Art & Printing activities available to children
9:45-10:00	Cleanup and bathroom Jobs
10:00-11:00	Outdoor Play/ Gross Motor
11:45-12:00	Snack/Lunch
12:30-1:00	All centers open (art closed/sensory closed) or Additional outdoor time
1:00	Cleanup song and transition to circle
12:10-12:25	Circle/ Group Activity
12:50-1:00	Children transition to cubbies for pickup.

Child Care Daily Schedule

8:00	Program Opens for Child Care Families
8:00-8:45	Morning Snack if needed & Free Choice
8:50-9:00	Table Cleanup and transition to Preschool
1:00	Preschool ends & Childcare group will be with one educator setting up rest space. (Books, Puzzles and nap bags open)
1:00-2:00	Napping children will nap other children will do a quiet activity.
2:00-2:30	Afternoon Snack and all centers open
3:00-4:30	Transition to Second outdoor time

	Bathroom Jobs
4:30-5:00	Indoor Activities/Museum Visit
5:15-5:30	Transition to Cubbies for Pickup

Fees & Registration

Preschool & Childcare Fees

Fees are due on the 31 st of each month and can be accepted via brightwheel app.

There is a non-refundable registration fee of \$100 to confirm your child’s spot in the facility. Due April 30 if starting for September intake.

Monday, Wednesday & Friday Preschool Class	Tuesday, Thursday Preschool Class		Both Preschool (M-F) & Childcare	Summer Preschool Camp (M- F)
\$225	\$215		\$555.82	\$555.82

Summer Camp Fees are due by June 15 for July Camp Sessions and by July 15 for August sessions

Family Legacy Policy

Starting in Sept 2026, families who have had children enrolled in our full-time childcare & Preschool programs or have a sibling enrolled in this program will receive a Legacy Family discount of \$100 applied monthly to fees. Please fill out this section for billing on brightwheel with parent tuition contract.

Payments with Brightwheel!

We are able to offer Tuition payments via your bank account (and/or Autopay) and credit cards to facilitate monthly Tuition payments!

Set Up Your Account on Brightwheel

If you wish to pay Tuition via your bank account or credit card, first link an account to Brightwheel and have your account information verified.

To link your account,

1. Go to the Payment tab on Brightwheel

Preschool & Childcare North

2. Select 'Payment Settings.'
3. Select 'Add' from the Pay Online screen

*Account information is verified through a secure payment processing company. Neither Brightwheel nor the school have access to your bank information.

To connect your bank account*, from the 'Add A Payment Method 'screen,

1. First, try to 'Add my Bank Account in One Step'
 2. Click 'Continue' button
 - o Select from banks listed
 - o Follow the steps to include your bank account information
- 3) If your bank was not one of the ones listed, then select "Verify My Account using Micro-Deposits"
- o Enter your account information and select 'Add'
 - o Two micro deposits will be made to your account
 - o You will need to verify the amounts of the micro deposits
- 4) Payments made via your bank account will be charged a 60¢ transaction charge
To connect your credit card*, from the 'Add A Payment Method 'screen,
1. Select 'Credit Card'
 2. Follow the steps to include your credit card information
 3. Payments made via your credit card will be charged a 2.9% transaction charge

You will receive an email notification of your balance due 5 days in advance of the 1st.

Pay Your Account on Brightwheel

To pay your Tuition balance via Brightwheel, login to the Brightwheel app,

1. Go to the Payment tab
2. Select 'Make a Payment'
3. On the 'Make a Payment' screen, the Payment Amount field will be completed with the outstanding balance amount
4. Under the Payment Amount field, the default payment method will be shown (if you created more than one payment method, select the method you wish to use for this invoice)
5. Click the 'Pay Now' button

Tuition Payments made via Brightwheel after 11:59pm on the 7th of the month, will incur a \$25 Late Fee.

Here is a YouTube video that can help!

<https://www.youtube.com/watch?v=j5VdmwwKdiY&feature=youtu.be>

Note: Families with more than one child in the school will pay for each child separately. Be sure to View the Invoices for each child.

Autopay

If you enroll in Autopay, Brightwheel will automatically initiate the bank draft or credit card charge for any outstanding balance on the payment due date. You'll still receive an invoice a few days before the due date, but YOU do not have to initiate payment! Set your account to pay automatically via either your bank or credit card, and payment will be made automatically on the due date!

To enroll in Autopay,

1. Go to the Payment tab on Brightwheel
2. Select Enroll button in the Autopay section

With Autopay, Tuition is NEVER late!!

You can opt out of Autopay at any time and still pay via your bank account or credit card.

Remember to set up your account at least 3 days before Tuition is due!

Childcare Subsidy

Childcare fees are eligible for the Affordable Child Care Benefit offered by the Province of British Columbia. Funding differs for each family based on factors such as household income, number of children in care, and the type of care. As a licensed childcare Centre, we are eligible to accept provincial childcare subsidies for eligible enrolled children. The following expectations that our program has for families using childcare subsidy. Parent/Guardians are ultimately responsible for all fees as registrants to our program. Parents will be responsible for fee payments until subsidy authorization has been received by our program. Please note that the subsidy application process can take 6 to 8 weeks. ACCB will only pay subsidy for up to 2 months! Parents are responsible for paying any parent portion remaining after the deduction of subsidy from the program fees. Parents are responsible for renewing subsidy authorization before it expires. For more information about this program visit:

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit/apply>

Child Care Funding Reduction Initiative (CCFRI) What is CCFRI?

The Child Care Fee Reduction Initiative (CCFRI) is a provincially funded childcare subsidy program that provides funds to eligible, licensed childcare providers (like CEFA) to reduce and stabilize childcare costs for families. Childcare providers apply for funding on your behalf and pass the subsidy savings to you in discounted care and tuition fees.

What this means for parents?

Unlike the Affordable Child Care Benefit, parents do NOT need to apply for this program. If your child is enrolled in a participating school this benefit is a monthly subsidy automatically discounted per month per child starting in December 2023. A fee estimator will be uploaded to the BC government program website, or you can talk to your child provider for an estimate now.

Here's a chart provided on the [CCRFI website](#) that estimates your subsidy amounts for group care centers:

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/running-daycare-facility/child-care-operating-funding/child-care-fee-reduction-initiative-provider-opt-in-status/december2022-changes>

Monthly Fees

All monthly fees are due on the 31st of every month. If families have not paid by the 5th of the month, then their services within the facility may be terminated (unless otherwise discussed with staff). CCFRI and ACCB payments can fluctuate monthly and there is always a risk of being cancelled. These fees will be the parent responsibility to pay in full if this arises. If parents are accessing ACCB this must be in place before childcare begins. Please note approval can take some time and ACCB will only backpack up to two months of fees. If a child is ill or away on vacation, monthly fees will remain the same to hold their place. Fees will not be reimbursed due to illness or time away. In case of an unforeseen, unscheduled closure, fees will remain the same, however, the following month's fees will not be due until the return of children to facility. They will not be charged for any late fees. Families will give the facility **1 month** written notice before terminating their place at the facility or, if leaving immediately, they will pay 1 month's fee in lieu of notice.

How to register

Each year in March, registration is offered to families with children currently enrolled in one of our programs currently and to our legacy families which are siblings of current facility participants. If you have a younger child who will soon be 30 months (minimum age for preschool) or 3 years old (age requirement for childcare and preschool) please fill out our waitlist us at Preschoolnorth.com.

Spaces Available

If there are any spaces available, we will go down the wait list. When a space is open your child's spot will be secure when the fee is paid in full. For preschool registration in September the \$100 deposit holds your space. If we do not hear from you via email, text message or phone call within 24 hours of contact after

reaching out with available space we will assume you do not want the space and will move down the list!

Your child spot is confirmed when:

Deposit is paid

ACCB (Affordable Childcare benefit set-up and approved)

Brightwheel invitation is accepted and profile setup

Confirmed Space

A staff will reach out via email or text message to confirm your space for the following September in March and will reach out again in August for date and time of open house slot. If anything changes for your family and you don't require a space please let the facility know as soon as possible. Your child is not confirmed until deposit is made. Deposit is due by April 30.

Open House

We have our annual open house every September the week before preschool starts. This has been a wonderful time to meet educators, ask questions, complete registrations packages and view our space. Children are encouraged to come for this open house we do have an indoor scavenger hunt around the room to familiarize you and your child of the different areas. We have time blocks of 1 hour for 10 children to enter for the open house. If you prefer to meet one on one, please arrange that prior to your child's start date and if you're a returning family and prefer to skip the open house please find a time to drop off registration prior to start date.

Withdrawal

To withdraw your child from Preschool North & Childcare you must give one months' notice in writing before the first day of the month. For example, notice must be given before October 1st if withdrawing for November 1st.

Failure to provide sufficient notice will result in the upcoming monthly fee being charged.

Probationary Period for Families

Every effort will be made by our staff to meet the needs of each family. We will work with families to resolve issues to their mutual satisfaction, provided the arrangement does not:

- Compromise the mission and values of the Preschool North & Childcare
- Compromise the quality of the programming for other children
- Endanger the staff, the child or put other children at risk

All situations are dealt with on an individual basis, considering the specific needs and circumstances of the family. After working with the family and making every attempt to resolve the situation, the staff in consultation with a supervision may come to the decision that it is not appropriate for the child to continue in the facility program. Situations where this may be the case include behavioral concerns, inappropriate conduct, unresolved custody differences, philosophical differences, late pick-up or non-payment of fees and breaching confidentiality policy.

Rest Time Policy For CHILDCARE

Imagine an entire day without your child resting or having downtime? With circle time, outdoor and gross motor play, art, music and more play in our stimulating group centre, we recognize and understand the need for a young child to nap or rest during the day. The primary reason behind a rest time policy is to make sure your child doesn't become irritable in the afternoon, and that they stay safe before, during and after their rest time.

Preschool children usually need some amount of rest during the day to provide downtime for their bodies to rejuvenate. On average, preschool aged children (aged 3 to 5 years) sleep 10-12 hours at night in addition to approximately a one-hour nap in the afternoon. Children's nap schedules may vary depending on age and individual needs. While not every child can easily sleep during rest time, we require that non-sleeping children are quiet during this restful period. A nap is not forced on any child; your child does not have to sleep.

Teachers typically will tell the children that they should try to sleep, and if they can't, they need to sit or lie quietly. This can include a quiet time activity such as looking at a book or sitting on their mat drawing or doing a puzzle. Understandably, this policy helps napping children to fall asleep easier and provides a calm atmosphere in the room. The rest time environment is calming with soft music and dim lights, and everyone has their own mat. Parents will provide the bedding (blanket and comfort item) that is comfortable for their child. This will go home weekly or as needed for families to wash. Sheets will be provided by educators these will be washed weekly, and we will disinfect their mats daily. Our rest time routine starts after preschool ends at 1:00 PM and our educators will go through a similar routine every day for the children to understand what is expected of them so, they feel safe and secure.

Our ratio, as stated by Community Care and Licensing is one teacher to 8 children together at nap time. Nap/rest time is required of all children in childcare who are in attendance for 4 hours or more. Your child may bring a soft toy, pillow and blanket for rest time. Your child is provided with an individual resting place. It is important that parents understand that all children need to be quiet.

Our nap/rest time typically will be from 1:30 to 2:30 depending on the children's needs. We ideally wish for this time to be one of rejuvenation, relaxation and care for all our children's individual needs. Older children often will be with one

educator doing activities during this time to allow younger children the opportunity to sleep.

Exploration Place Policy

We would like to clarify that while our families are welcome to enjoy the museum, drop-off and pick-up times do not provide free admission. Please ensure you purchase admission tickets if you plan to visit the museum outside of those times.

As a valued member of the Preschool North family, we encourage you to take advantage of our special 35% membership discount, which offers various benefits, including:

- Unlimited general admission to our galleries and traveling exhibits.
- FREE or reduced admission to numerous science centers and museums throughout North America, including complimentary access to Science World.
- A 10% discount in Elements Retail and Origins Kitchen.
- Invitations to exclusive exhibit openings and special member events.
- Special member rates on programs, camps, and events, such as our Spring and Summer Science Alliance camps.

Please visit the front desk for more information on how to access these exclusive offers, and we look forward to seeing you at the museum!

Thank you for your understanding.

Warm regards,

The Preschool North and Childcare Team

GALLERY TIME

An important aspect of our program is providing children access to our changing exhibits and galleries. The Exploration Place will provide many opportunities for children to visit these spaces, and participate in guided activities led by our education and interpretive staff.

OUTDOOR PLAY

Weather-permitting, we spend at least 30 minutes outdoors each day. During the winter, we do not go outside when the temperature is -15 degrees Celsius or colder (including wind-chill). It is our policy to not allow children who are not appropriately dressed to participate in outdoor winter activities.

Please make sure your child comes dressed appropriately to go outside (i.e. boots, coat, mitts, hat, snow pants). Whenever possible, we will try to outfit a child not dressed appropriately with gear from the lost and found, but proper sizes are not always available.

EXPLORERS URBAN GARDEN

The Urban Garden is open from Spring to Fall and children will be given ample time to participate in various projects related to planting, growing and caring for plants and food items. This is an important aspect of our program during the Spring and Fall months, and children will spend time in the urban garden weekly. Please see our monthly newsletters throughout the year for additional information.

EXPECTATIONS

Inside

Walking feet

Keep your hands and bodies to yourself

Use inside voices and kind words

Respect the museum and the toys and use them gently

Always stay in the designated space

No throwing objects inside the museum

Always ask a teacher before using the washroom

If you need help, ask a teacher or classmate

All toys are for sharing; leaving a toy alone shows other children that you are finished playing

with it

Put toys away when finished playing with them

Respect your own body, leaders, and other children

Use your words and listening ears with others

Keep toys and activities in designated area

Galleries & Exhibits

No running or playing tag/hide-and-go-seek

No tapping on animals cages

Ask gallery staff or a teacher if you want to touch or take out animals

One person in the slide at a time

Wear only indoor shoes on the boat

Outside – Playground

Always wear your pinnie (no choice; this is a safety rule!)

Stay on the woodchips

Keep your shoes on your feet

Use the playground properly – no climbing on the train or the outside of slides

Slides are for going down, not running up

If there are little children around watch out for them and let babies use the baby swings

If you have to go to the washroom or need a drink, ask a teacher first

Outside – Fields/Garden

Always stay in the boundaries that the teachers have shown

Always wear your shoes

Respect nature – no pulling grass, flowers or hurting the trees

Outdoor Time

Our preschool group packs up and explores other areas of the park that offer new challenges and different opportunities for play. We take advantage of unplanned learning opportunities such as a bird flying overhead, an ant crossing our path, an unexpected rainstorm, or new life emerging from the ground.

Ready to take learning outdoors? At Preschool North & Childcare, nature is at the heart of our curriculum!

Did you know that kids who spend more time outside show improved focus, creativity, and even better social skills? That's right! Research shows that outdoor play supports children's developmental and emotional growth in ways that indoor classrooms simply can't match.

Our program is all about inquiry-based learning through play and hands-on discovery, letting children explore their interests while connecting with the natural world. With plenty of outdoor time and nature-inspired indoor spaces, we create an environment that feels more like a forest than a classroom!

We respectfully acknowledge the unceded ancestral lands of the Lheidli T'enneh, on whose land we live, work and play.

Features and amenities

The Rotary Park

The new playground is now fully complete. Unfortunately, with the updates some of the structure is geared for 6-12 years old. and with that we cannot go on it. With BC licencing preschool-aged children use climbing equipment with a maximum height of 1.5 meters (5 feet) to ensure safety. On the structure there are certain

areas a staff with stand at to direct the children that will be off limits to our group while in care due to fall risks and height requirements. (Tall lime green tower. Reminders about these limits will be verbalized to children daily before playing!

The Little Prince mini-steam train railroad

In the afternoons on Thursday (weather pending and line pending) we get to put on those train hats and ride the Little Prince. This ride runs on a 2.2-kilometre long track in the Park right beside our outdoor garde. The only engine of its kind left in operation in the world, The Little Prince is a rolling memory of the days when Canada completed its first transcontinental railway.

Safety Rules from the Train Conductor:

- Bums on the seat
- Hands in the train Car
- Adults must be beside/Infront of/behind Preschool North Children in the train car.
- Wait for educator to unhook chain and train comes to a stop before exiting.

Fenced Garden Yard

Site: Behind Exploration Place /Urban Garden

Location: 333 Becott Place

Distance: 10 meters (1 minute walk)

Dimensions of play area: 45 FT x 45

Property line and boundaries:

Fenced boundary lines within the garden

Building and Structures: Climber, mud kitchen, garden spaces, walkways, bike paths, sand pits, sensory tables, natural materials, picnic tables.

Large Balls

Hula Hoops

Jump Ropes

Games Green light, red light, what time is it Mr. Wolf/Sensory items to explore nature

Bubbles

Water Play

Adjacent Streets: N/A

Driveways/ Parking lots: There is parking lot: When exiting the museum only

Along the walk there is a designated pathway for foot access only. All teachers will be scanning continuously for , animals and others walking and any other hazards that may arise along the way.

Transport Safety Plan

Transition to go to outdoor offsite outdoor space:

A walking rope is placed on the ground. Children with outdoor gear will be asked to grab a handle while keeping in mind younger children near a teacher's hand.

First staff will lead the group out the door.

Second staff will grab backpack and be at the back as the caboose. All expectations and limits of the outing will be explained to children before exiting the preschool.

For example: well on the walk all children must hold the handle until a staff says signals thumbs up and let go. Children will be shown these signals throughout the day to familiarize themselves with the message.

Thumbs up- safe to play let go of rope

Thumbs down- not safe to play hold onto the rope.

Red light- STOP your body and listen to your teacher. (Child shoe falls off along the way, animal approaches, vehicle is driving ect)

Children will stop and proceed to wait for the teacher to say GREEN light- meaning safe to keep moving.

We will be walking on the right side of the preschool

There is a walking path for foot traffic only the lead teacher will lead the group while scanning the group behind to make sure everyone is together walking..

This teacher will scan the green space and proceed when all is clear. The entire path to space is a foot trail a sidewalk the group will be reminded to keep together for the duration of the walk.

We will enter the space walking directly behind the exploration place on the right.

We will continue walking across the green space and along the right side of the building. The playspace is behind the building

There are some boundaries with NO ACCESS staff and children will be aware of at all times:

Children will be reminded of boundaries throughout their time at preschool:

The parking lot

Behind the fence boundary (children must be behind it at all times)

Fields (the bigger green space unless a plan is made)

All staff will be present and with the children at all times.

Parking lot for preschool and around building. Children will line up with their hands on the rope at all times exiting and entering preschool. Teachers will be aware of traffic coming and going at all times.

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Children will stop and proceed to wait for the teacher to say GREEN light-meaning safe to keep moving.

Local Outings

We will occasionally plan outings within walking distance of the centre. There is a permission form in your registration package that needs to be signed if you wish your child to participate in these walks. If you do not wish your child to participate, we *may* ask that you find alternate care for your child during the length of the outing. We do not typically do "field-trips" that require transportation. If we do have a field trip that requires transportation families will be asked to drop off and pickup at location with advanced notice.

One of these outings will be gym days at the Family Resource Centre during, the winter months (Nov-February) when we cannot access the outdoor park due to colder temperatures.

SAFETY AND SUPERVISION ON FIELD-TRIPS Policy

Purpose:

To clarify procedures to follow while on field trips and outings in order to keep children safe

Policy:

Student safety is always a priority. When traveling away from the facility while on fieldtrips, all accompanying adults will be extra vigilant in ensuring that students are supervised and safe.

Prior to the Field trip/ outing:

Gather information for children and families

Parents and children briefed on outing, including potential risks, and are required to sign approval for field trips in registration package

Reminders about the walking rope and expectations

During the Field Trip/Outing:

At no time will a child be unsupervised

Children will wear bright pinnie

Before leaving the facility, all parameters and expectations are explained clearly to children and staff

At all points of movement throughout the outing, a head count of children will be taken

While on field trips staff must carry emergency information including parent contact, first aid kit, prescribed epi/pens, inhalers etc.

In case of Emergency During Outing:

The coordinator will relay the following information

- Location
- Number of persons involved (children, staff, parents)
- Are there any injuries?

One staff will Call 911 and not move injured person until medical services arrive.

Toileting During Outings

One staff will take child (ren) to bathroom across the hall always using active supervision. Health and Hygiene policy will still be followed during outings. Staff will communicate with other staff before leaving with toileting child(ren):
“I have John, and we are headed to the bathroom”

The other (2) staff will remain supervising the children inside the gym

In the event of not a 3rd staff available. The entire group will go to the bathroom together.

Cold/Extreme Weather Policy

Exceptions to our outdoor play policy will be made when inclement weather is severe enough to make prolonged exposure unsafe for the children. This includes smoke, animals, strong wind, or severe cold (-15) or (+25) may necessitate a change to indoor play. The event of inclement weather, additional active play opportunities will be available indoors. Please ensure children attend with weather appropriate clothing daily as the goal is to be outside rain or shine!

Active Play

There will be times that we are unable to get to the park or find outside time, whether it's due to poor weather, poor air quality, or other unforeseen circumstances. We recognize that children still need to be active and engage in large muscle movement activities. We will make sure to do this through active play in our center. Staff will ensure that no child is sitting for long periods of time, and that they have the opportunity to involve themselves in activities that include but are not limited to: Mr. Wolf, Hide and Seek, Red Rover, Dodgeball, ect. We have a climber in our facility and children are encouraged to challenge their physical development by walking up the slide instead of just sliding down it and climbing up the side climbing walls.

Screen Time

The Preschool North and Childcare has a zero-screen time policy. However, expectations may be made for a special event or holiday, these exceptions will be communicated to parents in advance. Phones, tablets, and video games should be left at home. If a device has been accidentally brought to school, educators will put it away until the end of the day, unless the device is related to communication, or other specific needs and a care plan is in place describing the purpose of use.

Sun Safety

During the warmer months, please send your child sunscreen if you have a preference. Educators will reapply sunscreen prior to returning to outdoor play in the afternoon. Please ensure your child attends the childcare facility with a hat from May-September that is labeled with his or her name. Broad brimmed hats that shade the ears and the back of the neck are recommended.

Supervision of Children

Child safety is our priority. Staff to child ratios will be maintained at all times according to the BC Childcare Licensing Regulations. Outdoor play will be away from the center which increases the threat to a child's health and safety. Caregivers will be aware of these risks and take all necessary precautions against them:

Before leaving the facility, staff will do a head count of all children and ensure that they are all "signed in" by their parents and the numbers match. The sign in binder will be placed in the staff backpack before leaving.

Children will be reminded of the dangers of crossing roads and the importance of staying together. They will be walking in pairs with the help of our walking rope. We will only cross at the light-controlled crosswalk by our facility when the lights indicate it is safe to do so. When we are on field trips to other places, staff will only lead children across the street at designated crosswalks when it is

safe to do so. There will always be one staff leading the group and one staff following.

Upon arriving at our destination 1 member of staff will do another head count of all children before going over safety guidelines and another staff member will be doing a playground safety sweep. Head counts will be done by staff continuously throughout the children's play time, and when children line up to head back to the facility. A final head count will be done upon arrival back at the facility.

Play areas will be checked for safety before each use. If any playground equipment isn't safe for use, then we will move the children to the open green spaces to play gross motor games. Upon arrival back at the facility a staff member will contact the city and inform them of the unsafe playground equipment.

The playground equipment is all under 5 feet.

All staff will ensure that they have first aid materials and a cell phone readily available in case of any emergency.

There is a daily outdoor record sheet that is filled out by the educators

When a child needs to use the washroom and there is only one staff member available, the entire group will go together. If there are other children or adults at the play area, then we will leave that space and move to another play area in the vicinity. (Ex: If there are others utilizing the playground then we will move to the fenced field area for gross motor play activities such as What Time Is It Mr Wolf) While crossing any major roads, staff and children will use designated crosswalks.

Trampoline Policy

As an Early Childhood Educator, we encourage the children in care to join in all sorts of different physical activities and provide a range of resources to make it fun and enjoyable. During the winter months a trampoline is used in the space. We have secured one that is for one child at a time, low to the ground with a net attached. There can be some risks when using a trampoline.

There will be a soft space underneath the trampoline for added protection.
(Gym mats) (Carpet)

All children will be always supervised on the Trampoline by an ECE. (During times of transition the trampoline will be closed to help support the group during those times direct supervision cannot happen)

The trampoline may only be used when the safety netting is in place.

The safety netting and the trampoline will be checked regularly to ensure it is in good condition.

All children using the trampoline must listen and follow any instructions from educators, failure to do so may result in them no longer being permitted to use this piece of equipment.

The trampoline will only be used by one child at a time.

Toys are not permitted on the trampoline during jumping.

Release of a Child

All staff will ensure that children are only released to those authorized by that parent. All parent authorizations will be kept in their child's file. Staff will request photo and ID identification at the time of pickup if they have not met the person, they will confirm with the child's parent via telephone before releasing the child. If at any time the staff believes that the person picking up a child may be under the influence of drugs or alcohol, they will:

Offer to call an alternate way home (family member, taxi...)

Contact the Ministry of Children and Families

Contact the police

Unauthorized Attempt to Pick Up a Child

Children will be only released to those specified on a registration/ consent form or "Permission to release form". ***Children would not be released to minors under any circumstances.*** The back door near the washrooms will be locked during hours, and the front (main door) has an alarm that chimes every time the door opens. If any unauthorized person tries to come into the facility, staff will ask them to leave. If there is any threat being posed by this involved, then the property owner (Mike Hurrel) will be contacted to help in removing them from the property. RCMP will be contacted if necessary. Children and staff are the most important consideration. Do not put yourself or the children in danger. If a child is removed from the facility from an unauthorized person, take note of

their physical description, and any vehicle they may be using, and which direction they were headed. RCMP will be notified at once and then staff will inform the child's contact person.

Drop Off and Pickup

Regular attendance is important for children to receive the maximum benefit from the program, to reduce separation anxieties, and to ensure program continuity for students and staff. **All children should aim to arrive at school by 10:00 AM.** Having your children arrive on time helps them learn consistency and establishes important routines. A group meeting occurs each morning shortly after arrival time where children and teachers discuss the plans for the day, share current ideas, and give an opportunity for children to be involved in making choices as to how they will spend their morning.

We take safety very seriously at the preschool. Children will be dropped off and picked up at the Main Entrance where a staff member will greet them in the cubby area. If you have a scheduled appointment and are unable to arrive by 9:00 a.m., a quick text is appreciated in case we are planning to leave the center earlier!

Dear Preschool North and Childcare Families, For those of you dropping off your children before 9 AM and picking them up at 5 PM, please remember to text the designated cell phone number upon your arrival. A staff member will come down to assist you with the sign-in procedure. We kindly ask that you meet at the large grey door on the left side of the building for all drop-offs before 9 AM and pickups after 5 PM. After 9 AM, the museum's front door entrance will be open for preschool families to enter. Thank you for your cooperation! We appreciate your support in ensuring a smooth drop-off and pickup process. Warm regards, The Preschool North and Childcare Team

Please, avoid picking up your child during our rest time from 1:30 P.M to 2:45 P.M this is to ensure that they receive most of the programming time, as well as to ensure that they do not disrupt the rest of the children.

We will put a sign on the door if we are on an outing or if we are doing pickup at the park!

It is especially important for children to have transition time at the end of their day the day. Therefore, we ask that families arrive no later than 5 minutes before closing/pick up time to allow for this transition time and to briefly communicate with the educator. If there are any significant issues to discuss, it is best to arrange a meeting or a phone call at a time that is not as busy as pick up time. All families and children must exit the building 5 minutes before closing.

Late Pick-up

The facility closes at 5:30 p.m. Parents are asked to plan sufficient time to dress their child, collect the child's clothes, artwork, speak to a staff (if necessary) and leave the centre by 5:30 pm. If the parent/guardian is aware that they are going to be late, they should call the Centre to inform staff of this and of their plan to pick up their child/ren. Due to the operational and staffing costs incurred when a parent/guardian is late, a late fee will be charged after first time. When a child is not picked up by 5:30 p.m., two staff will remain at the facility until the situation is resolved and the manager will be called back if not at the facility.

When the parent/guardian is late:

Contact the parent/guardian at the numbers on the child's file card

If contact with parent/guardian is not established, call the emergency contact(s) on the child's file card and make arrangements for the child to be picked up.

Contact the Supervisor

If the parents/guardians/emergency contact(s) are not available, and it is 6:00 pm; contact The Ministry of Children and Family Services and follow their instructions. Under no circumstances is the staff to remove the children from the Centre.

If the parent/guardian is repetitively late, staff will notify the Supervisor who will meet with the parents/guardians about the situation.

If a parent arrives late to pick up their child, the staff on shift will:

- 1: time- remind the family of the facility's hours of operations
- 2nd time- remind the parent again of the facility hours of operation and explore workable solutions to prevent this from continuing to happen
- 3rd time- there will be a late charge of \$2 per minute
- 4th Time- there will be a late charge of \$5 per minute

Confidentiality

At times there will be information shared by coworkers or families/ Caregivers of a sensitive and private nature. Such information will be given for us to provide holistic care for the children in our program and is not to be discussed with anyone at any time for any reason, who is not directly involved with the child/family. Children and families will not be discussed outside of the centre, by their names, and personal information will not be disclosed without written consent of those involved, unless required by law to do so. Any issues or concerns should be addressed to the person directly involved. Discussions about families in a negative or judgmental matter will not be tolerated. After the required period, all paperwork pertaining to children, families, and past staff will be shredded and disposed of.

Custody Disputes

If there is a custody dispute, staff will release the child only to those persons authorized in writing by the authorized parent/guardian. If there is a court order, a copy of that order is to be kept in the child's file. The manager will ensure that all staff in the direct care of the truth are aware of any court order that is in effect. If there is a custody order change, please notify staff to update child's file.

Harassment

At the Preschool North & Childcare, all children, all staff, and families will be treated with dignity and respect. Any individual working at or attending the facility will do so without discrimination or harassment because of their race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, or political beliefs.

Harassment is defined as an abuse of authority, or aggressive or threatening behaviour. Examples of behaviour which constitute as harassment are:

Creating an environment that is hostile, offensive, or intimidating
Actions, written, or verbal comments that could be reasonably interpreted as intended to humiliate, threaten, intimidate, black mail, or coerce, another person.

Jeopardizing a person's job or undermining his touch, her work performance.
Offering rewards or threatening punishments to exert unwanted influence on another person.

Exerting unwanted physical force over another.

Assaulting or stalking another person.

Displaying offensive material in an offensive nature.

If a staff member, parent feels harassed by another staff member or parent, the following steps should be taken:

1st - Tell the person directly that their words or actions that made you uncomfortable and would appreciate it if it did not happen again. Document the situation. (date, and who was involved)

2nd- Tell the person how you feel, document it, and then informed the manager of the situation.

3rd- The manager will either send a letter or meet with the person involved to put an end to the harassment. A parent or staff member could be asked to leave if the harassment continues. Where an informal agreement has been reached, all parties involved will sign a written statement of the terms of the resolution.

Discipline/Guidance Policy

To promote healthy social and emotional development, children need a safe, secure, predictable environment that is nurturing and supportive. Clear consistent guidelines are set to encourage respect of self, others, and materials. Natural and logical consequences are used to enforce limits. (e.g. Natural consequence: a child may get wet if playing near the water table without a smock. Logical consequence: If a child spills water while playing in the water table, that child is responsible for cleaning it up.) Limits are stated in a positive way, focusing on appropriate behavior, rather than the inappropriate. Guidelines

are explained to the children in a developmentally appropriate manner. Program activities will be created and implemented in order to promote successful interactions between children/children and children/staff. Staff will facilitate cooperation between children, acknowledging their feelings, and encouraging them to express their thoughts and feelings. Aggression is a natural first response for young children. Each situation will be dealt with as it happens, and children will be encouraged to take responsibility for their actions. (If a child hits another child, then that child will bring the other child a cold cloth). Discipline will NEVER take the form of corporal punishment. Children will never be named, shamed, or belittled. Food, drink, and other privileges will never be withheld from any child as a form of punishment.

Health & Safety

Emergency cards and completed registrations packages are due one week prior to your child's start date or other specifics date provided. As per licensing regulations we cannot provide care to a child unless we ensure the parents/guardians or emergency contacts can be contacted while the child is in our care.

Emergencies:

All staff are trained in Emergency Procedures, including those for fires, earthquakes, and other major emergencies. Fire drills will be carried out by the preschool class each month, and an earthquake fire drill is performed once per year according to Childcare Licensing Regulations.

Outdoor Play Emergency Plan

Upon arrival at the playground, a staff member will always do a playground inspection to ensure that the play area is safe from any hazards before the children begin to play. They will record their playground inspection on the playground inspection list which will be in the binder located in one of the staff emergency backpacks.

When using the playground, all staff will ensure that first aid supplies and cell phones are readily available in case of an emergency. Should an accident occur, the first staff member on the scene will respond as follows:

- Ensure that the scene is safe, and there are no further hazards for the child or staff attending
- Perform immediate first aid as needed, using Universal Precautions
- If required, an ambulance will be called
- The child's parent will be notified of the situation and how the staff responded
- A Non-reportable Incident Report will be filled out or, if necessary, a Serious Incident Report will be completed for licensing

It is the responsibility of the second staff member to ensure the safety of the rest of the group, and to help the children to remain as calm as possible. If the manager isn't present, she should be notified as soon as possible of any injuries.

All staff involved will have a follow-up meeting to discuss strategies for the prevention of future incidents.

Preschool North Preschool of the North Emergency and Disaster Preparedness Plan

The following safety checklists aren't intended to mitigate possible emergency situations:

Monthly fire drills.

Fire alarms and inspections checked.

Fire extinguishers checked.

Annual fire system inspection.

Emergency evacuation drill completed with all staff and children as needed.

Daily water flushing.

Annual water testing.

Evacuation kit includes the following:

Stored in a rolling suitcase.

Stored in the cubby hallway

*Emergency Bag	First aid kit
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Blankets	Toilet Paper
Any Medication	Paper cups/plates
Sanitary Products for women	Food & Water
Wipes, extra diapers & pull-ups	Cell phone charger
Keys	Gloves
Emergency contacts & children's cards	Flashlight/batteries
Copy of this plan	

Preschool North Preschool of the North will practice emergency drills once a month. Children will know what is expected of them to do. Having regular drills will also help the children to feel less stressed and panic in a stressful situation. After each drill, teachers will gather the children and discuss as a group what may happen in a real situation.

First Aid Kit	Non adherent dressing
Thermometer	Gauze
Scissors	Triangular bandage
Tweezers	Tape
Disposable Gloves	Splint materials
First Aid Book	Sterile Gauze
Tylenol for adults	
Band aids	

Alert parents:

When we have reached the evacuation point. One staff will call the preschools cellphone to leave a voicemail or send out a text message stating the following.:

You have reached the Preschool North preschool of the North. We are all safe, no one is hurt. We have evacuated to: _____ Please pick up your child as soon as possible. Call 250-565-5262 to speak with Maddy.

Staff Kits

Staff should keep their own personal emergency supplies in a backpack or in their vehicles. Consider including supplies for an overnight stay.

Sturdy shoes.

Extra clothes, rain gear, warm clothing.
First aid kit.
Essential medication.
Toilet paper or Kleenex
Flashlight and batteries.
Non-perishable food.
Matches/candles.
Solar blanket
Whistle

Evacuation Plan:

Our emergency meeting area is at the Exploration Place Parking Lot in case of it being unsafe we will continue to the next safest parking lot.

Children will line up and hold onto the rope to exit towards the back of the building to our crossing.

One staff member to “sweep” checks the washrooms and every room and area of the preschool (behind doors, hiding places)

Last staff member leaving the building is to close the door behind them and grab emergency bag and attendance.

Attendance will be taken at the designated meeting area by calling out the name and visually confirming the child and adult.

If you are clear to enter the building, one teacher may return to retrieve anything needed or forgotten.

If necessary, attempt to contact out of town, emergency contact persons to notify them of the situation and they will need to start acting as a third party between preschool and the parents/guardians.

Wait for the parents to collect their children.

Emergency Bag

Will hold enough snacks for children/staff for 72 hours

Water

First Aid kit

Comfort item

Medications
Changes of clothes
Diapering Supplies

Emergency Evacuation:

Emergency evacuation. If an emergency should occur, stop and children will proceed to the nearest exit, evacuated the building and ensure that all children are accounted for. If the centre must be closed due to power failure, water main break, etc, families will be for to pick up their child. If you have a gas like your other emergencies, children will evacuate it as follows, depending on which program they are enrolled in.

Shelter in place:

A shelter in place may need to be implemented should there be an external threat and it is safer for participants and staff to remain inside the building than outside. The objective of the shelter in place is to isolate building occupants or potentially dangerous substances such as an external threat. Parents will be notified and kept up to date on the status of the situation and notified when pickup is safe.

Medical Emergency:

If a child has a medical emergency and requires urgent care and transportation by ambulance, an educator will travel with the child and wait until a caregiver has arrived. Caregivers will be contacted immediately, and the assigned educator will be the point of contact until the caregiver has arrived.

Health & Sickness Policy

We are committed to providing a safe and healthy place for each child in our program and children with a communicable disease must be kept at home and must be symptom free before returning to the facility. Please refer to the following illness list for guidance:

Communicable Disease:

This includes chicken pox and measles. Cases must be reported to program staff as soon as they are diagnosed. As each situation can be different, Northern Health will provide information regarding how long the child should be excluded from care:

Acute Cold:

Contagious with obvious discharge of infected green or reddish-brown mucus. Child may return when discharge is clear.

Cough: Difficulty breathing or persistent cough (3-5 times per hour). Child may return once coughing subsides.

Fever: 38C or 100F or over. Child may return when fever has remained at 37.C (98.6F) For 24 hours without medication.

Vomiting: Child may return 24 hours after the last bout of sickness.

Diarrhea: Child may return 24 hours after last bout of sickness and bowel movements have been solid.

Infected Skin/Eyes/Rash: A doctor must examine undiagnosed skin irritations and provide clearance prior to child's return to care. Eye infections such as conjunctivitis (pink eye) Is contagious and must be treated. Once the eyes are clear, the child can return to care. Period hand, foot and mouth disease is also contagious and can remain contagious for seven to 10 days (about 1 and a half weeks) after initial breakout. Returning to care. Is allowed once blisters are healed and no other symptoms remain. Please note this may be at the discretion of the staff team based on the location of sores.

If a child becomes ill during the day, parents will be called to pick up their child. If they cannot be contacted, we will call their emergency contacts to pick up their child. Educators will separate children who are ill from the main group if possible, and to pick up for the health of the whole class period children picked up. From the facility at 12:00 PM or later will be permitted back to the program after two days. For example, a 12:00 PM sent home on Monday will permit a child back on Wednesday. If your child hasn't been exposed to a serious illness or communicable disease, including exposure via other members of the home, please share this information with the educators. All personal information will be kept confidential, and the only information shared with other families is the name of the illness and not where or whom it came from.

And this way, we can prevent the spread and keep the educators and children safe.

Additional cleaning protocols via our maintenance and educator team will be enforced in the event of serious illness exposure.

This includes but is not limited to:

Removal of soft toys, blankets, cushions, etc... To be laundered.

Remember those shared sensory play items? (ie: playdough, sensory bins, etc...)

Increase sanitation of high touch services such as doorknobs, taps, tables, counters, and hard toys.

Head Lice:

If your child contracts head lice, please inform the educators immediately. Children may return to care once they have been treated with lice treatment and all life units have been removed. We will notify all families and will ask for frequent head checks of all children at home for the upcoming two weeks. It is important that we contain the spread of headlights, enhanced cleaning will be completed in all soft items/dress up clothing will be washed.

If a child or staff member becomes ill with a highly contagious communicable illness (norovirus) while at the center the following procedure will be followed:

Staff will use universal precautions and a careful cleaning procedure. Surfaces contaminated with bodily fluids will be cleaned with a cleaning solution. The manager will notify community care facility licensing and follow and recommendations by the licensing officer. Parents will be provided with written information about the illness and instruction of what to do if their child becomes ill. In the event of closure due to illness staff will clean cubbies and bag anything to be washed at home. Laundry should be done with 1:10 bleach solution. Staff will thoroughly clean all surfaces during closure. The facility will reopen when deemed safe and cleaning is finished, and licensing gives the approval.

Disinfecting/ Sanitizing

UNITAB – 1 tablet for every 20 liters (Stored in office with a locked door in closed container)

Staff will use a solution called UNITAB for cleaning all toys and surfaces throughout the facility, in order to help limit the spread of germs and communicable diseases. Cleaning the tables will be done before and after every mealtime. (Children will be clear of area being sprayed)

Cleaning of all toys will happen twice a week and more as needed!

Hard surfaces are done daily

Bathrooms Cleaned daily

‘Dipping toys will happen twice a week’ (Toys will be dipped in solution and left over night to air dry.)

All spray bottles will be labelled with UNITAB cleaner and stored on top of the bathroom mirror where children cannot reach.

We do have a mouthed toy bucket that is sanitized daily.

Preschool North & Childcare Animal Policy

Animals play an important part in the development of a child's life. Teaching children about responsibility and nurturing. The benefits of having animals within the center must be balanced against the potential health hazards associated with the presence of the animal.

Allergies must be considered before a pet is brought into the center. Animals help children at a young age to learn to care for other living beings. They can teach a sense of responsibility, caring, and tolerance, and offer many opportunities for developing observation skills and basic natural science experiences. Some simple preventative measures below will minimize risks to health from supervised contact with animals:

Effective hand washing and Cleaning

Children and adults should employ effective hand washing after touching or feeding animals, or cleaning their bedding, tanks, cages or enclosures. It is important to engage children with the cleaning of animal bedding, tanks, cages or enclosures, as they learn responsibility through ‘hands on’ learning experiences.

Appropriate supervision

Children should be appropriately supervised when they have contact with animals to avoid potential injury or harm to the child or animal.

Service pets.

Management and educators should prepare the child for the animal visit, gathering perception into how the children will react to the pet.

Educators, children and families should consider the rationale for having a pet and the long-term implication of such a decision prior to getting the pet.

All pets in their enclosures are to be kept clean and hygienic with appropriate bedding and water.

Food will be made available for all pets and animals but always kept out of the reach of children.

Any animal or pet kept at the service will be regularly fed, clean, vaccinated, and checked for fleas, diseases and wormed.

Animals, including pets, will not be allowed in the play or eating area

Whoever handles an animal or pet will immediately wash their hands after they have finished handling the animal or pet.

Children's animals or pets will be only allowed in the service when the nominated supervisor has granted permission.

Educators will include the service program, how to properly care for animals and how to treat them appropriately.

Children will be discouraged to putting animals close to faces

Animal Visit

There are situations that may spontaneously occur, involving animals. For example, there may be a situation where an animal or bird has made its way into the service. Educators may use this as a spontaneous learning experience for the children. At all times. They will ensure the safety and well-being of the children. When dogs approach us on leash, we do ask the owner that children do not touch the dog regardless of if they believe the animal friendly. We remind the owner that we are teaching children not to approach unknown dogs due to safety reasons. If an animal, insect or bird is potentially dangerous; Such as a snake, spider, bird of prey, or large animal. (Bear, Moose) Educators will contact the right authority for assistance. If there is sign of a larger animal in the area, we will find an alternative route or opt for an indoor day. With Preschool

North and Childcare, we do often show the incubation and hatching process of animals like: Chicken, ducks ect..

Food & Nutrition

Meals & Snacks: Meals and snacks are not provided. This is reflected in our fees. Parents are required to send a hearty lunch and snacks daily. A microwave is available and program staff are happy to help heat up lunches if needed. Please, send an ice pack included in lunch bag. The program will provide emergency snacks in the event that a child has run out of food. Preschool Program: Parents are required to send at least two nutritious snacks. Childcare & Preschool Program: Parents are required to send a hearty lunch and additional snacks (2-3 options) as needed.

Nutrition Policy

Promoting children's health is an important aspect of quality childcare. Preschool North & Childcare recognizes the important connection between a balanced diet and a child's ability to take part and learn effectively. As, educators we eat with the children and model healthy eating habits. Mealtimes together are an important time for connection with the children in care. Children are encouraged to self-regulate their food intake. Educators may provide gentle encouragement but ultimately it is their child's choice what to eat from their lunch and when. Water is available at all times, please do not send juice.

Please send a Water bottle with your child each day that can be brought home and cleaned daily. This will ensure your child's continued health and safety. Children will be always supervised while consuming food or drink. Staff will never use food or drink as a form of reward or punishment, and children will never be forced to consume and food or drink. Sometimes, we will have a special treat for a special occasion. On these occasions, children will be encouraged to eat at their home choice before being offered the treat. Treats being offered will be inclusive to the children who have diet restrictions, or an alternate treat will be offered. We are a peanut friendly facility. We will take extra precautions if another allergy does happen in regard to nuts for a child enrolled.

Preschool AM Program 9:00 am-1:00 pm

We have one snack from about 11:20-11:50 am. Please provide a snack with at least two to three choices. If your child is in the all-day program after preschool, please refer below.

Childcare Program- 8:00 am- 9:00 am and 1:00 pm- 5:30 pm

We will be having one additional snack in the afternoon from 2:30-3 pm and often children will bring breakfast or have a morning snack before preschool starts at 9:00 AM.

Parents should refrain from sending food that the child does not like or that the child has not “tried” before. Please provide an easy to close container for children to manage themselves (Bento boxes are a great suggestion with easy to open lids) Your child will also need a clean labelled water bottle each day and any utensils they may have. Each child should be provided with a separate lunch kit and lunch kits should be provided with an ice pack. A microwave will be available for heating up and warming lunches; any food allergies or dietary restrictions will be adhered to. If parents/guardians prefer that we do not use the microwave, then we ask that the child’s lunch be sent in a thermos so that the food/stays warm.

PLEASE PROVIDE UTENSILS FOR CHILD SPOON/FORK

Allergy Plan

It's essential that we provide a safe environment for your child and staff. If it is brought to our attention that there is a child attending preschool or childcare with a life-threatening allergy. (anaphylaxis) concern, the following guidelines will be implemented:

The Identified food items will not be permitted at the facility.

Notification of the identified allergy will be given to families via email, parent newsletter and in person conversation with families.

If an item from a child's bag is in question, it will be sent home.

When programming involves cooking or special food items, parents to children with allergies will be notified so they can provide an alternative product or arrangement.

Anaphylaxis Action plan will be completed by the ECE and posted for all staff. All staff are trained in emergency first aid.

Based on the child's Food Allergy Action Plan, caregivers will put into practice:

Preventing exposure to the specific food(s) that trigger an allergic reaction.

Recognizing the symptoms of an allergic reaction.

Treating an allergic reaction

Parents and staff will:

Ensure the childcare setting has the appropriate medication on-site (if necessary).

Ensure proper storage of the medication.

Ensure the proper equipment and training are in place to use while the child is in childcare.

Preschool North & Childcare promptly take steps outlined in the Action Plan if a reaction occurs:

Notify emergency medical personnel if warranted, or if epinephrine has been given.

Notify parents of any allergic reaction or possible contact with food that may cause an allergic reaction.

An individual child's food allergies will be posted prominently in classrooms and/or wherever food is prepared (care will be given to confidentiality issues).

A child's Allergy

Action Plan and medication will be taken on field trips, or outings.

Physical Care (Toileting)

Toilet Learning/Diapering Policy

Sanitary Procedures Daily- Washroom

At the end of each class session the following items must be cleaned:

Toilets include the back, base, bowl, seat, toilet handles and diapering area.

Toilet paper dispensers, paper towel dispensers, soap dispenser
Bathroom sinks, floor, and door handles

Diapering Procedure

Assemble all the supplies you need.

Place the child on the changing surface with one hand **MUST** be always on child when using an elevated change table. If a floor changing pad is available diapering procedure below is followed:

Remove the soiled diaper. Fold the soiled surface inward and set it aside out of the child's reach.

Clean and dry the child's skin with a disposable baby wipe.

Put a fresh diaper or pull-up on the child.

Assist in washing the child's hands.

Spray sanitizing solution onto the entire changing surface. Wipe dry with paper towel.

If there is soiled clothing put all clothing into a plastic bag to send home for washing. (Sealed/labelled soiled container located in the bathroom)

Remove gloves and wash your hands.

Put away all supplies

Toileting Routine

If the child wears a diaper, remove it. If the diaper is soiled, clean and dry the child's skin. Dispose of the cloth or disposable diaper. Encourage the child to pull down underwear first and then pants.

Assist the child on the toilet if needed encourage self-help skills regarding toilet learning. (Toilet assist for the toilet is available)

Reminders to child about flushing the toilet or let the child flush it. If a potty was used, empty its contents into the toilet and flush. Sanitize after ever use.

If necessary, assist the child into a dry pull-up or clean underwear.

Remind the child to hand wash.

If there is soiled clothing put all clothing into a plastic bag to send home for washing. (Sealed/labelled soiled container located in the bathroom)

Remove gloves and wash your hands

Put away all supplies.

Toilet Learning Policy

Child must be toilet learning and understanding what it means before they can be sent in underwear because this is a sanitary and hygiene policy. Toileting should be started at home and implemented at Preschool North & Childcare. We are available to help as needed as children are still mastering those skills. We will encourage them to try wiping first before we try to wipe. A child must give verbal consent and be willing to go on the toilet. We do not initiate toilet learning but will support it. All children are different and will learn when they are ready. There may be times of regression we will communicate any toileting changes immediately and we ask you to do the same. We will set reminders for the child to use the toilet as needed; and be near the child during this process if we need to assist.

Toilet Readiness for Preschool Aged Children

We have a lot of children nearing the age at which they will begin to show interest in using the toilet. We wanted to provide information on what toilet readiness looks like to us at the center.

Your child:

Stage 1: Child tells you he/she has a wet diaper, recognizing when he/she is wet.

Stage 2: Child tells you when he/she is wetting their diaper, recognizing the sensation

Stage 3: Child tells you when he/she is about to wet, can control when they wet.

Physical and Psychological Signs of Readiness Checklist:

Child stays dry for long periods of time, the child can hold his/her urine and bowel movements.

Can recognize when diaper is wet or soiled. Has bowel movements at regular times, showing they are able to control when they go. Adults can tell their child is moving their bowels, child is deliberately moving their bowels. Child can undress and pull up his/her own pants and underwear, very important as this is the work of the child and not the care provider.

Initiates interest in using the toilet and asks to wear underwear.

Wants to be independent, which is very important for the learning process.

Child is emotionally ready and is open to learning, is the child generally cooperative?

Child has an awareness and knowledge of the world beyond himself. This ability goes a long way in helping a child be successful in toilet learning. Can follow three and four step instructions, this is critical when it comes to learning to urinate, move bowels, wipe themselves and wash their own hands. Can physically get to the toilet and sit on it without help. Must show willingness to sit on the toilet and understand its function. Is capable of pulling down, and back up, his/her clothing including underwear, very important as this is the work of the child. Communicates his/her need to use the toilet or when wet/ had a BM
Child stays dry for long periods of time
Cooperates with requests to use the toilet during transitions and generally cooperative
Is no longer having full wet underwear/ BM
(Dribbles, and near misses following communication of the need to go are acceptable)
Can follow three and four step instructions, this is critical when it comes to learning to urinate, move bowels, wipe themselves and wash their own hands.

Please note:

Should your child be ready to go diaper free at facility, please still communicate his/her progress at home and we will encourage awareness, communications and toilet use at the center. Also, there are varying reasons your child will most likely find success at home before being ready at Preschool North & Childcare. This may include comfort in using a potty at home opposed to a flushing toilet; being less distracted and therefore more in tune with body signals at home. You're able to pick up on their individual signals a little quicker as well. If there is some regression or unwillingness and a child is urinating or moving bowels without the contents going into the toilet due to sanitary reasons, we may request for your child to come in a pull-up during this time. We have toilet setups and stools for easier access for children please provide: Wipes, pullups or diapers and multiple extra changes of clothes (pants, underwear, shirt) during this learning process.

**** Toileting/Documentation for all children in the toilet learning process must be filled out every time** Located in the bathroom****

Parent/Guardians will be notified each time a child has a toileting accident.
Spiked clothing will be sent home in sealed bag for washing.

Educators will be a record of toilet accident

Educators will document the efforts that have been made to help reduce bathroom accidents.

Educators will discuss with parents. Interventions to help improve bathroom success.

If a child with support needs requires assistance with toileting, please discuss with educators or staff in advance so we can ensure this is part of the care plan for your child.

Clothing

Weather appropriate clothing that can get dirty and messy for rain or shine play!
Children should have the followings that are clearly labelled with your child's first and last name:

Indoor, non-marking shoes. (crocs, slip Ons work well no lacers please, children must be able to put their indoor shoes on and take them off)

Rain boots

Winter boots.

Winter Hat and waterproof gloves, snow pants, winter coat

Summer Hat (By May 01)

One extra change of clothes. (Easy to take on and off for toileting)

Two extra sets of socks and underwear.

Health & Hygiene Policy

Sanitization is the key to stop the spread of germs. At Preschool North & Childcare it is one of our top priorities to teach children about Hygiene and lead by example.

1. Children's hands are washed as soon as they arrive in the centre, before and after eating and after Diapering or toileting.
2. The toys are cleaned on a daily basis and thorough cleaning is done on a weekly basis.

3. The bathrooms, equipment and furniture are cleaned and sanitized on a daily basis.
4. Each child will have their own mat, bedding and blanket which will be washed on a weekly basis or sooner if needed.
5. A daily and weekly cleaning chart is posted and maintained.
6. The diapering mat is sanitized after each use and disposable gloves are used while changing diapers.

Policy

Preschool North & Childcare is committed to providing a safe and healthy environment for children, families and employees. Preschool North will take every reasonable precaution to prevent the risk of communicable diseases within all our locations.

Purpose

To ensure that all employees are aware of, and adhere to, the directive established by childcare regulations regarding cleaning and hand hygiene in all of our programs. All employees, students and any other persons that enter the premise and engage in the programs must adhere to the following procedures.

Procedures

Hands carry and spread germs. Touching your eyes, nose, mouth or sneezing or coughing into your hands may provide an opportunity for germs to get into your body or spread to others. Keeping your hands clean through good hygiene practice is one of the most important steps to avoid getting sick and spreading germs. Ensure that employees and children are always practicing good hand hygiene when hands are visibly dirty and/or after:

- Sneezing, coughing, or blowing your nose
- Using the washroom
- Handling garbage
- Handling raw foods
- Outdoor play
- Toileting/diapering routines
- Handling soiled laundry or dishes
- Handling soiled toys or other items
- Coming into contact with bodily fluids
- Coming into contact with any soiled/mouthed items
- Gardening

In addition, hands should be cleaned using soap and water or hand sanitizer before and after:

- Preparing, handling, serving and eating food
- Handling animals
- Touching a cut or open sore
- Changing diapers
- Glove use
- Dispensing/handling expressed breast milk
- Before and after giving medication

When hands are visibly soiled, the following steps must be followed for cleaning hands.

If you have access to running water and soap:

- Wet hands
- Apply soap
- Lather for at least 20 seconds. Rub between fingers, back of hands, fingertips, under nails
- Rinse well under running water
- Dry hands well with paper towel or hot air blower
- Turn taps off with paper towel, if available

When hands are not visibly soiled, follow these steps for cleaning hands:

- Apply hand sanitizer (70-90% alcohol-based)
- Rub hands together for at least 20 seconds
- Work sanitizer between fingers, back of hands, fingertips, and under nails.
- Rub hands until dry

Hand Hygiene Monitoring

To ensure that employees are using proper hand hygiene methods, supervisors will review hand hygiene practices on a regular basis and provide feedback to employees as required. Hand washing is the preferred method of hand hygiene however, hand sanitizer will be used where hand washing is not possible such when playing outside.

Hand Sanitizing Information

When your hands are not visibly dirty, a 70-90% alcohol based hand sanitizer can be used. Hand sanitizers can only be used on children who are over the age of two and must always be used under adult supervision. Adults must ensure that the product has completely evaporated from the child's hands before allowing the child to continue their activity.

Glove Use

Gloves shall be worn when it is anticipated that hands will come into contact with mucous membranes, broken skin, tissue, blood, bodily fluids, secretions, excretions, contaminated equipment or environmental surfaces. Gloves are mandatory when disinfecting and isolation room/equipment in an isolation room. All gloves are single use:

Procedure:

- Employees must follow proper hand hygiene before applying AND after removing gloves.
- Gloves shall be removed as directed by Public Health and training that has been provided.
- Gloves will be discarded in the appropriate bin
- Employees must sanitize their hands (hand washing or sanitizer) immediately after removing their gloves.

To reduce hand irritation related to gloves:

- Wear gloves for as short a time as possible
- Ensure that hands are clean and dry before wearing gloves
- Ensure gloves are intact, clean and dry inside
- Gloves are single use only, and must be task specific such as for diaper changes

Gloves when Cleaning/Disinfecting

Preparing the disinfecting product will be performed by one employee each morning. gloves.

Covering Your Cough

Germs, such as influenza and cold viruses, are spread by coughing and/or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. Keep your distance (preferably more than 2 metres/6 feet) from people who are coughing or sneezing. Follow these steps to stop the spread of germs:

- If you have a tissue, cover your mouth and nose when you cough, sneeze or blow your nose
- Put used tissues in the garbage
- If you don't have a tissue, cough or sneeze into your sleeve, not in your hands
- Clean your hands with soap and water or hand sanitizer (70-90% alcohol-based) regularly and after using a tissue on yourself or others.

Toys From Home

We understand that it is natural that children wish to carry familiar toys with them and to show their friends items they consider precious. It has been our experience, however, that bringing toys from home to school can create tricky situations to manage. Hence, we request that children do NOT bring toys from home into the facility. Exceptions to the policy that children do not bring toys into the facility will occasionally be made to accommodate where the benefits to a particular child from bringing their own comfort source to preschool outweigh the foreseeable disadvantages, then the situation will be allowed for and carefully managed by educators at the Service. Staff at the facility will not be responsible for lost or broken toys from home.

Please do not send toys from home unless previously discussed with staff
Children will have the opportunity to share items from home with show and tell during our circle time.

Guidance & Discipline

Behavior is communication: Our educators will seek to understand the root of challenging behavior through close observation of the children and relationships to one another and their environment. Children will be guided within the program through positive behavior support techniques, including Visuals, social stories, sign language, and respectful verbal prompts. The educators recognize that each child is unique, we seek to meet Each child where they are at. If there are questions or concerns about your child's behavior, please let the educators know and we will make time to discuss your concerns privately. It is our goal to work collaboratively with families. If educators have concerns or questions about our behavior, parents may be contacted to enhance understanding and work on a plan collaboratively. By working together, we can provide the best support for your child.

Addressing Challenging Behaviors

Staff will create and maintain an individual care plan for each child with certain behaviors and learning goals. They will also log any unusual behaviors or incidents on a non-reportable incident form, or a serious incident report when necessary. Staff will communicate with parents about any occurrences and what they are doing to address the situation. Information shared between staff and parents will be shared in an effective and respectful manner. Instead of saying, "Toby was sad today" we could say, "Toby was sad I offered him a hug when he was sad, he was missing you we decided to make you a picture". Toby was sad so I gave him a hug when he was there is a different strategy that you may use at home for these situations. This information sharing passes along the emotions felt by the parents and child and allows them to feel comfort in knowing that their child's feelings are acknowledged. It also opens up communication for the parents and staff and to share strategies that may work. In situations where you have something difficult to pass on, try to state something positive about the child's day then pass on the situation where the difficulty lies and in it with another positive from the child's day. (Positive/negative sandwich). If a child exhibits unusual and intrusive behavior, an incident should be completed by staff and added to the child's file. The child's parents will be notified of the situation and staff and documentation done. If another child is involved the same procedure will be followed and passed on to parents, remaining confidential. Take into consideration changes in the child's life (Divorce, moving, separation, trauma). If the child's behavior becomes more regular come up with strategies amongst staff members to work on helping this child be successful in the program.

Room arrangement
Transition's (allowing extra time)
Meal (triggering foods)
Change in staffing or children?
Recent changes at home?
Other factors?
Classroom Jobs

Having conversation with parents and staff to come up with a plan and outline a care plan with these strategies for when this behavior is happening have everyone sign care plan and store in binder for access. Giving this new plan

some time for the child to adjust too. If the plan feels like it is not working and a request for outside support is needed:

If the staff feel the strategies are not effective, and that further assistance is required, then the manager and staff will discuss reaching other supports in the community such as supportive child development. If it is agreed that the staff would like to make a referral, a meeting will be held at the family in order to discuss options that the family has for support for their child. The children and staff at the facility have the right to a physically safe, and healthy nurturing environment. If after the above meeting has happened and the child's behavior has escalated to the point where it is risking the safety of staff and other children in the facility and no support services have been provided the manager will meet with the family to let them know that they are unable to meet their child's needs and will no longer be able to provide care for the family.

Crying Distressed Child

Staff will keep records of all the children and will note any unusual or prolonged crying. prolonged crying will be addressed in the following ways:

Ensuring that the child's need for food toileting and being cared for our met to the best of their ability taking to count the needs of the other children as well A record of the time the child cried what happened what the staff did will be recorded and the logbook. If crying persists over a period of time that is considered unusual for the child a text or phone call will be made to check in with the parent to discuss next plan. Our open-door policy is very impotent during this transition. However, previously unplanned visits have led to disruptions in the daily schedule. Therefore, we ask that you always call before you come so that we can share with you if it is a good time or not.

Communication

Communication between caregivers and staff is essential to ensuring your child is having the best experience possible at Preschool North & Childcare. The communication regarding your child being absent unwell, or general questions, please e-mail us at preschoolnorth@outlook.com or text our facility cell phone

at 250-565-5262. Educators are available to privately discuss the needs of children and families when concerns arise. If you'd like to speak to our educators about concerns you have for your child, please let us know and we will arrange a time for a meeting or a phone call. Please, note during the day we are on the floor with children and do our best to reply to texts often times some can be missed we will respond as quick as we are able too.

Developmental Supports

Educators are committed to inclusive care and have knowledge of alternative communication strategies such as sign language and positive behavior. Support visuals. We are proud to offer a program that supports all children and physical, intellectual and emotional growth period. All children are unique and occasionally a child may require more services than typically available in a childcare program. If you have developmental concerns about your child, please let us know as early as possible; Preferably, prior to the start of the program year. Educators will collaborate with you to develop an individual care plan for your child. (if required) And are able to guide you through the process of initiating early intervention services (provincially funded)

If required., Care plan will ensure consistent care for your child. Care plans are a collaborative process and are reviewed at least once a year with family input and approval. Elements of a care plan may include behavior, communication, safety, hygiene, or developmental support. Additional staffing support funding may be available for a child with identified supports needs through the support of. Child development program. It is important to seek these services as thoroughly as possible to reduce potential wait times. Preschool North & Childcare is committed to providing quality childcare for all children. Please contact us with any questions you may have.

Preparing Your Child for Preschool

Preparing your child for preschool can greatly reduce any separation anxiety they may feel when you leave. Here are some ways to familiarize your youngster with their new environment. Explain the routines of preschool. Tell

them about the games they'll play, the children they'll meet, and how you'll always be there to pick them up at the end of the day. Don't overhype school, and don't make promises about things you can't control (like making new friends). If your child's initial experience doesn't match their expectations, school may already seem scary nor exciting!

Meet the Educators: We have an open house the first week of September, where parents, teachers, and children can get to know each other. "If you show your child that the teacher is someone you like and trust, he or she will have an easier time forming an attachment to the educators.

Visit the Preschool: Before the school year, bring your child around the classroom and point out the different activities they'll do each day. Also tell them the name of the school, "Over the first week or so leading up to preschool, prepare your child for the first day by saying, 'Next week you'll go to Preschool and play with the sand,'" she says. What's more, whenever you're driving by the school, casually point it out to your child, start naming the educators and having conversations about what preschool will be like. Show your child pictures of all the activities we have done on our Facebook page! Join us at the park!

Keep a positive mindset.: Your child will take cues from you, so be calm and confident that everything will go well. If they seem anxious in the days preceding school, reassure them that everything will be OK and that you're nearby if they need you

How to Handle Preschool Drop-Off:

No matter how much you prepare, your preschooler will still be full of nerves on their first day. Here's how to make drop-off a little easier.

Create a goodbye ritual. Having a goodbye routine provides comfort and familiarity, so your child knows what's to come. This could be anything you and your child decide on, such as a special hug or handshake followed by a "See you later, alligator!" Once you've said your goodbyes, it's best to skedaddle so that your child doesn't become preoccupied by your presence. A long farewell scene might only serve to reinforce a child's sense that preschool is a bad place.

Don't sneak away. That said, some little ones will feel more afraid if you suddenly disappear. Parents should never be ripped away abruptly from their child. It can take up to ten weeks for a child to fully be ready to be left at preschool without their parent. The best way to handle the separation process is having the parent go to preschool and sit next to their child. They should not interact with them in games and toys, but rather be there as a safety net.

TRANSITION AND SEPARATION

Your child will learn many coping skills in the next few years, and dealing positively with change is a skill that we want all children to acquire with confidence and strength. While many adults find transitions difficult and unsettling, young children are especially vulnerable; they are beginners in every sense of the word and hold very little control over the world around them. Feeling safe is a direct reflection on what they perceive from the adults around them. The sadness you may be feeling in leaving your child may be perceived by her as concern for her safety in a new place. A pick-up that is primarily concerned with talking to the teacher minimizes the intense feelings of love and excitement a child experiences when you return. Below are a few suggestions that have evolved from many experiences by both families and staff:

Separating

Arrive on time and greet your teacher as a friend, someone to whom you are comfortable entrusting your child. Your child needs to hear from you that he will be safe when you are not there.

Your child may need a comfort item—a stuffed animal or other “piece of home.” Only one, please, and nothing that will cause great trauma if you should leave it here!

Tell your child when you'll return— "I'll be here after you eat your lunch." Some children need to hear what you will do without them. (Don't make it sound too fun, though!)

Do not leave without saying good-bye. Learning to say good-bye and to trust that you will come back can only be taught to your child by you.

When you are ready to separate from your child, engage the teacher in the process. Teachers will hold back, waiting for your cue. When you hand your child over to his teacher, you are confirming your trust in that adult.

Say good-bye quickly and confidently, reassuring your child that you know his teachers will take good care of him and have lots of fun things to do. Save any distress you may be feeling about leaving your little one until you are out the door; that distress will be translated as fear and will rattle the most confident of children.

Find your comfort level. Text or call to check in as you need or sit in your car until you are secure that your child has made a successful separation.

This is a working document and will be updated as needed throughout the year any updates will be printed and uploaded to our bright wheel/website and emailed as requested!

Updated: February 2025

Final Checklist- what to bring!

Following is a summary of items listed throughout this handbook that parents and guardians are required to provide for their child. Please label everything

Preschool & Childcare
North

A full lunch with two added snacks (Preschool and Childcare) snack option with 2-3 choices (only preschool)

Water bottle (labelled, easy to open lids this will go home for washing)

Comfort item and small blanket for rest/quiet time. (Childcare Program Only)

Blanket will go home for washing on Fridays)

Rain Gear (Boots, rain pants/muddy buddies)

Winter Gear (Snow pants, waterproof mittens, winter jacket and winter boots)

Summer Hat (large, brimmed hat) sunscreen if there is an allergy/preference

Indoor shoes that your child can put on and take off (croc's or slip on shoes/velcro)

Extra change of clothing with two pairs of socks and two pairs of underwear in a large, labelled Ziploc bag

Updated picture of your child (texting to cell phone is great)

Completed Registration Package

Child Care Arrangement Form to submit on my family services app for applying for ACCB (Affordable Childcare Benefit).

Picture of your family or comfort item if needed