

Swamp Willow Preschool False Creek Community Centre



Parent Handbook 2023

1318 Cartwright Street
Vancouver, B.C. V6H 3R8

Preschool: 604-257-6997 Administration: 604-257-6998

Waitlist Inquiries: <https://falsecreekcc.ca/childcare-waitlist/>

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1) History of Swamp Willow Preschool

Parents in the False Creek area needed a Preschool in their neighbourhood. In 1979, after many months of organizing, Swamp Willow Preschool began as a parent participation Preschool. Classes were first held in the meeting room of a housing complex, now the Montessori School. Preschool parents and teachers lobbied for a permanent Preschool room to be built within the proposed False Creek Community Centre, and were successful. Swamp Willow has been running successfully at the False Creek Community Centre since 1980, providing a caring and enjoyable learning environment for preschool aged children.

2) Philosophy

Children –

We strongly believe in the benefit of learning through play. Children are unique and have individual ways of expressing themselves and their knowledge. We work with children individually and in a group setting to ensure each one's needs are being met. We believe in the importance of an organized and aesthetically appealing environment. This will invite them to try new things and excite their curiosity. We provide the children with a safe and supported environment in which to explore and build friendships.

We teach children to respect themselves, others and the environment. Turn-taking and problem-solving skills are modeled and encouraged.

All children have the right to be included and be given the opportunity to develop physically, emotionally, socially, cognitively, and linguistically. We believe that diversity and inclusion enhance the preschool experience by fostering positive attitudes.

Families –

We work collaboratively with families to ensure the growth and healthy development of their children. We believe that families' involvement in a child's educational experience is important to their sense of well-being and contributes to their educational success. Families will be informed about their child's progress, difficulties and triumphs on an ongoing basis

Families may find it helpful to reach out to other families, teachers and health professionals for assurance or questions on issues of interest. We welcome the opportunity to share information and experiences.

Teachers –

We believe teachers need to be respected by their peers, children, parents, Board, and community. It is essential that they be acknowledged for the skill, experience and

education they possess. Our teachers participate in continuing education on an ongoing basis in order to update skills and best practices. Teachers will keep families updated on their children's progress through newsletters, documentation and parent/teacher discussions.

3) Structure of the False Creek Community Centre

The False Creek Community Association jointly operates the False Creek Community Centre with the Vancouver Board of Parks and Recreation. The Association is a non-profit society and consists of fifteen elected volunteer board members, whose responsibilities include setting policies for the operation of all child care services within the Centre.

4) Program Description

The Swamp Willow Preschool is a licensed program with two qualified teachers and a maximum capacity of twenty children. Through observations and interactions of the experienced teachers with the children, a collaborative curriculum develops.

As the classroom is a shared space, it is set up each morning with an inviting freshness that encourages children to explore through play. Group, or circle time involves the sharing of the children's ideas, interests and knowledge, which is further developed through the teachers' supported questioning. Group times for the three year olds are shorter and more teacher-guided.

Through the year the group times evolve. As the children mature, the teachers adjust the morning's schedule to suit their developmental needs and growing interests.

Carefully chosen literature is a focus of the program. It supports the children's inquisitiveness and curiosities.

We like to focus on what is part of or happening in the child's environment to make learning relevant to the child's experience.

The Preschool program provides opportunities for active play both indoors and outdoors, creative activities, dramatic play and movement, intellectual growth through experimentation and investigation, music, books, stories, and poems.

Program time is flexible, but the order of activities is quite regular. This flexibility allows for the spontaneous and unpredictable events that add such joy to a Preschool day.

What Does It Mean To Be A Licensed Preschool?

Swamp Willow Preschool is licensed by Community Care Facilities Licensing, Vancouver/Richmond Health Board. The Preschool has met all the requirements set out by the C.C.F.L., such as teacher's qualifications and health and safety standards. The program has been issued a Preschool license. A Child Care Consultant makes regular inspections to ensure C.C.F.L. regulations are met and to advise on Preschool matters of importance so that the best possible service is provided.

Insurance

The operations of the False Creek Community Centre and the False Creek Community Association are indemnified/insured by the City of Vancouver.

Children to be Served

The majority of the three and four year old children attending Swamp Willow Preschool reside in the False Creek, Fairview Slopes and Kitsilano neighbourhoods. However, children from all areas are welcome.

5) Enrolments and Fees

A child enrolled in the three year old program at Swamp Willow Preschool, must be three years of age by Dec. 31st of the year they attend. Similarly, in the four year old program, the child must be four years of age by Dec. 31st of the year they attend. **All children attending Preschool should be toilet-trained.**

Children attending the 3's program will receive priority registration into the 4's program the following year. Parents will be notified by the Child Care Manager when it is time to register.

Children Enrolled in the 4's program will receive priority registration into our Out of School Care program. However a space is not guaranteed. Spaces will be given in order of enrollment into the 4's program on an "as available" basis.

5.1) Registration Packages

Licensing requires the Preschool to collect the items below before your child can attend. Registration packages are sent out each July for the children enrolled in the upcoming school year.

- **Registration form** – Please attach a copy of your custody agreement if applicable
- **Small emergency consent card** – Please fill out **ALL** contact information on the front and sign the back.
- **Immunization form** – Please attach a copy of your records if you have them
- **Credit card authorization form OR** 9 postdated cheques dated for September to

May and one cheque dated for no later than September 1st, 2023 as your deposit.

- **Parent handbook** – After reading the parent handbook (found online) please sign the agreement form.
- Waiver for Seesaw and out trips
- A comfort package for in the case on an emergency containing:
 - A picture of your family
 - A comforting note from the family
 - A small toy
 - A full change of clothes

5.2) Fees

*(subject to increase in September)

Three year olds - \$150.00/month (2 mornings /week)

Four year olds - \$194.50/month (3 mornings /week)

To reserve your spot we require a registration fee and deposit.

The registration fee of \$25.00 is non-refundable and will be applied to program supplies.

The deposit is one month's fees and becomes your last month's fee. If you leave before the end of the school year it will be applied to your last month provided you give at least 1 month's written notice of your withdraw. Notice must be given before the first of the month to apply. If you complete the school year your deposit will become your June payment.

Nine cheques dated the 1st of each month, September through May are at the time of registration. Cheques are to be made out to the **City of Vancouver**. There is a **\$30.00 charge for cheques returned N.S.F.**

Visa and Master Card will be also accepted as a form of payment. Please complete the appropriate form if you wish to authorize credit card withdraws. Preschool fees fall under the Arts & Culture Child Tax Credit.

Parents will need to ensure the correct credit card information is on your Vancouver Recreation Activenet account. The card will need to be attached to the account of the person whose card will be used, not the child's account. We will only be storing the last four digits of your card and your CCV number. Please follow the steps below to update your card information.

5.3) Setting up Payments

If you do not have a login for your account please contact the Child Care Manager to help you set up your account.

If you know the login for your account please follow these steps to update your card information. (Once your card is saved on your profile, just return the attached form to the staff.)

1. Go to https://ca.apm.activecommunities.com/vancouver/ActiveNet_Login and log in to your account.
2. Go to "My Account" on the top right corner of the page
3. Go to "My saved Credit Cards" under the account activity list in the left hand column.
4. Add your card information and save.

***PLEASE RETAIN YOUR ORIGINAL RECEIPTS.
NO DUPLICATE RECEIPTS WILL BE ISSUED!!**

5.4) Subsidy

The Province of British Columbia is committed to helping families obtain affordable, accessible safe, quality child care. Child Care Subsidy is a monthly payment to assist eligible British Columbia families with the cost of child care. Monthly subsidy payments vary depending on your family's circumstances. Please contact:

Child Care Subsidy Service Centre

PO Box 9953 Stn Prov Govt Victoria,

BC V8W 9R3

Phone: 1-888-338-6622

Fax: 1-877-544-0699

Application forms can be found online or from the Child Care Manager

Families on subsidy are still responsible for paying the non-refundable registration fee, as well as the deposit. Please make sure that you meet your deadline for filing with the Child Care Subsidy Service Centre, as we require their confirmation on all amounts you are eligible to receive prior to the first of each month that fees are due. If we do not have this confirmation, you will be required to pay the fees in full and receive reimbursement for them with we receive the confirmation. Families are also responsible for ensuring that their subsidy forms are kept up-to-date. The monthly fee will be calculated based on the maximum subsidy received by the family.

Please note: Subsidy requests a Doctor's note for any day that a child receiving funds is absent. You will not receive funds for any day the child is away and without a doctor's note. You may be required to pay for these days.

5.5) Late Fee

A late fee of \$10.00 per 15 minute period (or part thereof), and \$1.00 for each additional minute thereafter, will be charged if you are late picking up your child after Preschool. A late form will be issued by one of the teachers, and the payment must be arranged with the child care manager **before the next preschool session.**

If a child is repeatedly picked up late they may risk losing their spot in the program. Families will be given written notice with a final warning. If they are late again they will be removed from the program.

5.6) Withdrawal

One month's written notice is required when withdrawing from the program, by the 1st day of the previous month. (i.e. Dec. 31st notice for Feb.1st withdrawal). Please submit your letter to the attention of the Child Care Manager.

If a child is temporarily withdrawn for vacation or illness, the full month's fees must be paid if the space is to be reserved.

5.7) Termination of Services

Termination of services may be required should one or more of the following situations arise:

- Fees are not paid according to the Payment Agreement
- The family does not abide by the expectations in the Parent/Guardian Agreement and successful resolution of the differences has not been achieved.
- A family member harasses, threatens abuse or commits a violent act towards a staff person, child or other family involved in the program.
- Problems of late pick up have not been satisfactorily addressed.
- The child's behavior is consistently and severely disruptive and/or puts at risk the welfare of other children, families or staff.
- Prior to termination of services, efforts to find additional supports to accommodate the child in the program will have been undertaken and such supports found to be either unavailable or not successful.

6) Teacher Profiles

Sandy Galpin

My name is Sandy Galpin and I'm a licensed Early Childhood Educator. I've been in the field of early childhood education for over 15 years working in daycare, out of school care, and preschool. While my two children were younger, I ran a licensed daycare out of my home. Now that my son and daughter are in elementary school, I'm excited to work in a more formal setting out in the community.

I'm passionate about seeing children develop and setting them up for success. During mornings at preschool, I look forward to seeing children's creativity blossom, curiosity expand, and knowledge grow. It's truly a gift to share this time with children and walk alongside their families.

Kelsea Good

Hi! I'm Kelsea. I am so excited to join the families at Swamp Willow preschool! I have worked with kids for the last 10 years and love how fun the preschool program is. For much of that time I was the supervisor of a licensed preschool. I live downtown with my husband and in my free time I love to travel, hike, play soccer and spend time with our friends and family including our many nieces and nephews. I look forward to learning more about you and your littles!

6.1 Practicum Students

Occasionally we are joined by students currently enrolled in an E.C.E. program. They are here to observe the program and practice planning activities for the children. All students have been vetted in the same manner as our staff. Parents will be notified when a student will be joining.

7) Orientation

Three Year Olds

Our 3 year old program starts on the Tuesday after Labour Day. The class will be split into two groups to the first two weeks to allow the children to settle into the preschool routine and get to know their teachers. An email will be sent out in August with which group your child will be in.

On the first week, families are invited to join us for a short circle at the beginning of class. After circle time, families are welcome to leave for the rest of the session. If your child needs a little longer to adjust, families can stay and talk to the teachers for some strategies to help the child feel comfortable at preschool on their own.

Gradual Entry Schedule

Week 1 (bring labelled water bottle)

Group A - 9:15-10:15

Group B - 10:30-11:30

Week 2 (bring labelled water bottle and snack)

Group A - 9:00-10:30

Group B - 10:45-12:15

Week 3

Regular class schedule begins - 9:15-11:30

Four Year Olds

Our four year old classes will start on the Wednesday after Labour Day and run from 9:15-11:45.

The majority of the children in the four-year-old preschool class attended the three year old program and are familiar with the teachers and the program. If your child did not attend the 3 year old program and you are concerned about your child settling in, a parent is welcome to stay until they are comfortable.

3's and 4's Starting later in the Preschool Year

An orientation session is an excellent idea if your child starts the program later in the Preschool year. After registering, please call the Child Care Manager at (604-257-6998) to set up a visit.

If you are enrolling your child mid-year, you are welcome to come for a class visit to meet the teachers and see the classroom. If you feel your child would benefit from a gradual entry schedule to adjust to preschool, please talk to the teachers to make arrangements.

8) Preschool Schedule

Preschool Schedule for Four Year Olds

9:15 am	Children Arrive	(Please be prompt!)
9:20 am	Circle Time	The sharing of ideas, knowledge and interests through discussion, stories, music, poems, drama, and movement.
9:35 am	Free Play /Art	A wide choice of activities including art, blocks, dramatic play, books, puzzles, table top toys, light box, water and sand play, and wildlife environments.
10:40 am	Tidy-up Time	
10:45 am	Snack Time	
11:05 am	Outdoor Play	(Please dress for the weather)
11:30 am	Good Bye Time	

Preschool Schedule for Four Year Olds

9:15 am	Children Arrive	(Please be prompt!)
9:20 am	Circle Time	The sharing of ideas, knowledge and interests through discussion, stories, music, poems, drama, and movement.
9:40 am	Free Play/Art	A wide choice of activities including art, blocks, dramatic play, books, puzzles, table top toys, light box, water and sand play, and wildlife environments.
10:45 am	Tidy-up Time	
10:50 am	Snack Time	
11:10 am	Outdoor Play	(Please dress for the weather)
11:45 am	Good Bye Time	

**Please note that this schedule is subject to change depending on the energy level, interest and attention span of the group.*

9) Preschool Hours & Closures

Three year olds:	Tuesday & Thursday	9:15 - 11:30
Four year olds:	Monday, Wednesday & Friday	9:15 - 11:45

Holiday and Preschool Closure

Preschool fees remain the same during periods that contain closings for holidays: Christmas Break, Spring Break and in June for administrative purposes.

The Preschool will be **closed** on the following holidays:

September 4 th	Labour Day
October 2 nd	Truth and Reconciliation Day
October 9 th	Thanksgiving Day
November 13 th	Remembrance Day
December 25 th – Jan 7 th	Winter Break
February 19 th	Family Day
March 18 th – March 28 th	March Break
March 29 th	Good Friday
April 1 st	Easter Monday
May 20 th	Victoria Day

- * **Preschool closes one week before the public schools in June for administrative purposes.**

Emergency Closures

In the event of a snow day or building closure, parents will be notified by phone, email, and our Seesaw app before the program starts. Parents may also call the front desk at 604- 257-8195 to confirm if the Centre is open or closed.

Swamp Willow preschool follow the school board for snow day closures. If False Creek Elementary is closed, so are we.

Closure Refund Policy

If the facility closes for less than 15 days in a row, in one month

- No refund or credit is provided.

If the facility closes for more than 15 days in a row, in one month

- A prorated amount will be applied to the next month's fees
- The child's spot in the program will be held until reopening and no additional fees will be charged. If a parent decides to withdraw after a full month's closure, a refund of any held deposits will be given.

10) Attendance

The Preschool program begins at **9:15 a.m. SHARP**. **Please make every attempt to arrive by this time** so that your child will have the full opportunity to participate in all of the activities planned for the morning.

Please call **before** 8:45 a.m. if your child will be absent. Our phone number is 604-257-6997.

10.1) Absence

If your child is absent, due to illness or vacation, the fees remain the same. We cannot refund or credit fees for days missed.

10.2) Arrival & Departure

It is important to everyone concerned that your child be brought directly into the classroom. Please do not drop your child off at the door. When you bring your child into the Preschool, make sure that a teacher greets you both. This allows time for an exchange of information, and is also a safety measure to ensure that the teacher knows your child has arrived. This is very important! When you are leaving, make sure you say goodbye. **Parents are required to sign their children in and out of the program daily.**

As well, when you collect your child at the end of the Preschool class, allow time for teachers to say goodbye and to share things of interest that may have happened during the morning. **Please be punctual when picking up your child.** If you are going to be late, the teachers would appreciate a phone call.

If the child has not been picked up 30 minutes after the program closes and we have not heard from or been able to contact anyone, staff must inform the Administrator and Child and Family Services is to be called.

10.3) Authorized Pick-up People

If an alternate person will be picking up your child, please notify the teachers in writing. Authorized people named on your child's registration form are free to pick up your child without written notice. If you wish your child to go home with a classmate, please notify the teachers in the morning.

10.4) Custody Agreements

The program expects that all information provided by the enrolling parent/legal guardian is accurate. If a family has a custody agreement or court order, a current copy of the legal document must be given to the staff. The staff will only follow the access or pick up instructions custody agreement unless otherwise instructed by a court order. Both parents must agree and notify the staff if any changes are to be made for pick ups.

When custody has not been legally determined and a conflict between the parent/guardian(s) is evident, we will be unable to care for your child unless the following takes place:

Both parent/guardian(s) are required to sign a written agreement authorizing pick up and access information about your child.

11) General Information

11.1) Toys from Home

Please leave your child's toys at home. They easily get mixed up with the classroom equipment, and could become lost or broken. The teachers may invite the children to bring a toy, story, or puzzle to share at school relating to a special theme, such as boats or animals.

11.2) Clothing

At preschool, we like to explore and have fun which sometimes means getting messy. Please send your child in comfortable 'play clothes' as we like to paint and create which may leave spots on clothes. Please ensure everything that comes to preschool is labelled.

Please send a clothing change in your child's backpack in case of bathroom accidents.

Outdoor Clothing

Please send your child appropriately dressed for the weather, as going outside is a regular part of our program. Licensing requires us to have 30 minutes of outdoor play every day except in extreme weather.

E.g.

- * 'muddy buddy, rain suit or rain jacket & 'mud' pants
- * boots
- * hat
- * mittens
- * sun hat (for the Spring)

Sunscreen

On days where there is a bright sun, please put sunscreen on your child before arrival. Staff may not apply sunscreen to your child.

Shoes

Running shoes are recommended for inside wear and are required in the gym for your child's safety. Party shoes or slippers are not recommended for Preschool.

11.3) Information and Parent Involvement

We want to share the preschool experience with our families and keep you informed of what's going on. Here are some ways you can be informed and involved:

- Newsletter - Every month we will email out a newsletter and post it on the parent board. This newsletter has important information about what's coming up and dates you should be aware of.
- Parent Board - In the hall outside the preschool door we will post any special notices or information that we want to let you know of.
- **Seesaw** - Seesaw is an app we use to share pictures and comments with our families of how we spend our time in the classroom.
- **Party Days** - Through the year we will have a few parties where our preschool families can connect to one another and we can share a few of our favourite songs. Children are required to be accompanied by an adult during a party (If you aren't available, you can ask another preschool family to participate with your child). Class schedules may change on our special party days.
- **Field Trips** - The class may take some field trips throughout the year. We appreciate parent volunteers on these excursions.
- **Teacher Meetings** - The teachers are available to discuss any concerns or questions you may have about your child or the program. Generally, after the preschool program is a good time to discuss any issues you would like us to be aware of.

11.4) Outings

Throughout the week, staff may take the children for walks through the Community Centre, or around Granville Island. We have a fieldtrip consent form that you will have signed in our Forms Package. Staff will notify the parents at drop off on the day of if they are leaving the building. Later in the school year the four year olds may go on trips off the Island. Parents will be notified in advance and parent volunteers may be required.

11.5) Birthdays

We like to celebrate birthdays as a class by singing Happy Birthday during snack time. The birthday child will have a cupcake and get to blow out the candle. Allergies will be taken into account. If you would like to share something with the class, your child is welcome to hand out their treats at the end of class during pick up. Bringing something to share is completely optional.

11.6) Party Days

Party days are a great way to celebrate what we've been doing in preschool as well as connect with the teachers and other families. For our three year old parties, we ask families to come join us for the last part of class for songs, snack, and some crafts. Our four year old parties take place instead of a regular class and are generally two hours long. Children are required to be accompanied by an adult during a party (If you aren't available, you can ask another preschool family to participate with your child). Class schedules may change on our four year old party days.

11.7) Snack

Please send a healthy snack and a water bottle for your child in a lunch box or backpack. Please ensure any belongings are labelled with your child's name. Children and staff eat

snack together at the tables. Staff will never force your child to eat but will coax them to try.

Healthy Snack Suggestions:

- FRUIT, VEGETABLES, CHEESE, CRACKERS, MUFFIN, GRANOLA BAR, DRYCEREAL.
- **NO junk food please!** This includes chocolate bars, candy, soft drinks and chips.
- The Public Health Department advises that for optimal dental health, raisins, fruit leathers and other dried fruit be avoided.
- Hot dogs, popcorn, or whole grapes are primary choking hazards for young children. (Grapes which are halved are fine)
- Please do not send your child with nuts as we are a nut aware facility and share our space with other programs.
- The program may be required to restrict certain foods or other products (e.g., latex balloons) from entering the preschool environment when there is a child attending the program with a serious, life-threatening allergy.

11.8) Labeling

We would like to stress to families how important it is that you clearly **LABEL** all of your child's belongings. There is a lot of clothing, containers and personal effects that come through the Centre so it is impossible for staff do not know what items belong to each child. If an item goes missing there is a greater possibility that they can be identified and returned if it is labelled.

Items to Label Lunch Containers, Lunch Bags, Back Packs, Jackets, Muddy Buddies, Toques, Mitts, Extra clothing, Water Bottles, etc.

12) Active Play Policy

What is ACTIVE PLAY?

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping. For an infant or toddler, active play may include reaching out for a toy, rolling over, balancing in a sitting position and crawling/walking.

Why is ACTIVE PLAY Important?

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

Standard of Practice

Swamp Willow Preschool will play outside for 30 mins every day except in extreme inclement weather. We do go outside in rain, snow, or the cold. Staff will ensure physical movement is incorporated into the outdoor time by leading the group in active games and providing toys and activities that inspire movement.

Please make sure you send your child with appropriate clothing for the weather. This includes:

Hats, mittens, rain or snow pants, coats, waterproof boots, as well as sun hats in the summer. We also ask that parents apply sunscreen to their child before drop off in the morning.

In the case of poor weather the staff will incorporate active group games into the day's activities and songs with movement at Circle time.

Screen Time

We do not allow any screen time during the program. Children will not have access to tv, cellphones or tablets during the program at any time.

13) Health and Safety

Health

A child who is well can enjoy and participate in all areas of the program.

Illness

Please do not bring a sick child to Preschool. The City of Vancouver Health Department provides guidelines in determining when a child is too ill to attend Preschool. Please refer to the following page entitled "When is a child too ill to attend Preschool?"

If your child is on medication, please make the teachers aware in case of any side effects. The teachers also need to be made aware of any allergies or health conditions.

If a child becomes ill during class time, one of the teachers will notify you so that arrangements can be made to have your child taken home. Should an emergency arise, you will be contacted immediately. For this reason it is essential for emergency information to be up to date on all registration and emergency forms.

In an emergency your child will be taken to Children's Hospital. A consent form is signed when registering for the Preschool program that gives the teachers permission to seek emergency medical care for your child.

13.1) WHEN IS A CHILD TOO ILL TO ATTEND PRESCHOOL?

Children in preschool are grouped together at the ages when they are most susceptible to infections. To determine what is a significant illness in a child is difficult for both parents and staff. There are three important issues in determining when a child is too ill to attend preschool:

1. The protection of other children from communicable disease.
2. The comfort and safety of the child who is ill.
3. The capacity of the preschool to look after an ill child.

With these issues in mind the following guidelines are given:

- *1. Any child too ill to participate in normal activities of the preschool should be excluded.
- *2. Children with upper respiratory infection but no fever need not be excluded for the

protection of other children. Respiratory viruses are so common that it does not make sense to single out for exclusion those who exhibit minimal symptoms.

- *3. Children on antibiotics who don't have a fever and are otherwise well need not be excluded.
- *4. Children with suspected or known measles, mumps, rubella or chickenpox should be excluded until non-infectious. Children with generalized rash and fever are suspect of having measles and should be excluded pending diagnosis.
- *5. In addition to the illnesses mentioned (4), there may be other less common communicable diseases, which would necessitate exclusion for a period of time. In the case of diagnosed communicable diseases the preschool should advise the Public Health Nurse at the local health Unit.
- *6. Children with a chronic symptom such as a persistent cough or persistent fever warrant a medical evaluation. Once appropriate medical evaluation is obtained, they need not be excluded from the preschool unless they fall under the terms of 1), 4), or 5) above.
- *7. Whenever a child attending a preschool develops new symptoms of illness (whether mentioned above or not), or has a worsening of symptoms, the parent should be notified to take the child home.
- *8. Children with gastro-intestinal problems (e.g. vomiting, diarrhea) should be excluded from the preschool.

*Reference:

Trumpp C.E., Karasic R: Management of Communicable Disease in Daycare Centres. Pediatric Annuals 12:3, Pages 219-229 Revised 94/05/05 0274.COV

**COMMUNITY CARE FACILITIES LICENSING
VANCOUVER COASTAL HEALTH
TELEPHONE 604-675-3800**

13.2) Immunization

You are strongly encouraged to ensure that all your child's immunizations are up to date before enrolling in Preschool, and that your child has had a recent medical exam. Licensing requires the Centre to keep a record of each child's immunizations.

13.3) Toileting

We recognize that toileting for a child is an individual and personal experience. Each child is encouraged to communicate with a teacher when they need to go to the washroom so teachers are aware of the whereabouts of your child. Children should be fully toilet trained by their entry into the program. However, please let us know if your

child needs reminders or additional help.

13.4) First Aid and Medical Emergencies

Our Preschool teachers have current first aid certification.

If your child is injured or becomes ill while at the program, the staff will quickly assess the situation to decide what action/attention is required. If the child requires medical attention by a physician or health care professional, as per the signed permission on the "Emergency Consent Card," the senior staff person will:

- Contact the parent/guardian or the emergency contact/s (if the parent/guardian cannot be reached).
- Call and request an ambulance if the child has serious injuries.
- If required, staff will accompany the child to the hospital until a parent arrives.

13.5) Administering Medication

If you would like the child care staff to administer Prescription Medication to your child, we require the medication to be prescribed by a physician. We also require the medication to be provided in the original container/bottle, clearly showing the child's name, doctor's name and the type of medication. We also require a "Consent to Administer Medication" form (available from a staff person) to be completed with instructions on administering the medication. If you would like us to administer Non-Prescription Medication we also require that you fill out a form with information of dosage etc. for that specific medication.

13.6) Fire Drill

The Preschool has a written procedure for fire drills that has been approved by the Vancouver Fire Department. Each staff member is familiar with this procedure, and the Preschool room has specific instructions for moving the children safely out of the building. Fire drills are practiced once a month to ensure the children are used to the routine.

13.7) Emergency Evacuation

Regular emergency evacuation drills are held throughout the year. In case of an emergency that makes the Centre's premises unsafe, the children will be evacuated from the building. Arrangements have been made with Granville Island Hotel to stay there until the children can be picked up by their parents or guardians. Preschool staff will contact the families in the event of an emergency to inform you of the pickup location.

13.8) 72 Hour Plan

In the event of a major earthquake False Creek Community Centre becomes an Emergency Reception Centre. We have food, water, and supplies stored to care for the children for at least 72 hours. In the event that False Creek Community Centre and Granville Island Hotel are deemed unsafe, the ESS team will evacuate the children to the next closest Emergency Reception Centre. During this time the staff will remain with the children. The ESS team will take over from there. They will register the children and staff and try to contact and connect the families.

Emergency Shelter:

Granville Island Hotel
1253 Johnston St
Granville Island 604-844-3800

14) Supervision & Behaviour Guidance

Supervision

Children attending Swamp Willow Preschool are supervised by qualified Preschool teachers at all times. The program maintains a ratio of one staff for every ten children. No more than 20 children are in the program at a time.

Behaviour Guidance

The goal of using guidance techniques in early childhood programs is to help children develop safe and appropriate ways of interacting with others and with the environment. One of our goals is to help children develop tools to problem solve.

Young children learn by exploring boundaries, and experiencing consequences of their behaviour. In the process of setting and enforcing limits our teachers assist the children in developing self-control and respect for the rights and property of others.

Children need to learn the rules of getting along in a group and teachers need to balance the need for individual rights and self-expression with the needs of the group. Rules and limits in a Preschool setting may differ from those in a child's home because of the need to protect the rights and safety of other children.

Our teachers are trained to help your child, by word and example, to realize that the following actions are not acceptable classroom behaviours:

- hitting or harming other children or adults;
- teasing or name calling;
- leaving the group not accompanied by a teacher or parent
- mistreatment of classroom materials

Children are not expected to immediately understand or immediately fully comply with all the rules. Therefore, they are reminded and redirected. However, when safety is an issue the teachers act

immediately or intervene in situations that children cannot manage appropriately on their own.

Guidance and discipline techniques that will be used with the children include:

- modelling acceptable behaviour;
- recognizing each child's individual needs;
- recognizing the children's efforts;
- anticipating and eliminating potential problems;
- redirection;
- planning the daily schedule in such a manner as to allow the children a successful mixture of choice and structure;
- use of natural and logical consequences;
- clear and positive phrasing of requirements & limits;
- providing consistency and following through;
- offering a choice, when possible;

In an atmosphere of support, acceptance, and warmth, we give children the security of guidance. The rules are kept simple and consistent and are determined by the need for safety, the rights of others (peers & teachers) and respect for their classroom environment.

15) **Behaviour Management Procedure**

When a child's behaviour is inappropriate or interferes with the safety or rights of others, the following procedure will be practiced.

1. A **verbal reminder** to the child which includes a discussion as to why the behaviour is undesirable.

If the undesirable behaviour is repeated...

2. A **written documentation** will be noted.

If the behaviour is repeated...

3. Contact with the parent/guardian to establish a **support network** for the child in his/her efforts to change behaviour.

If the inappropriate behaviour does not change...

4. **Outside resources** may be sought with parental consent (i.e. The Vancouver Health Unit, Vancouver Supported Childcare, The Neurological Centre).

5. Every effort will be made by the teachers to meet the individual child's needs. If the teachers determine that the behaviour is consistently and severely

disruptive, and that the welfare of other children is seriously jeopardized, then a meeting will be held with parents, teachers, the childcare coordinator, and outside resource professionals. The meeting's ultimate purpose would be to find a collective solution that best addresses the child's needs and the family's wishes. This may result in finding a more appropriate program that better supports the child and the family.

Withdrawal from the program is something we make every attempt to avoid. After all resources have been exhausted it may be a final recommendation.

The following kinds of discipline will not be used and are prohibited by The Community Care and Assisted Living Act

- Corporal punishment of any kind
- Humiliation
- Confinement
- Isolation
- Physical Restraint as a punishment
- Deprivation of meals, snacks, rest or use of toilet

16) Feedback, Suggestions or Concerns

We welcome your comments and suggestions. Please feel free to approach the teachers after Preschool class if there is anything you would like to discuss. Your feedback is a great way to let us know how we're doing! If an area of concern arises, please bring it to the attention of the teachers. It is important to us to hear your suggestion and/or concern and every effort will be made to work through your concerns. For any additional communication, questions or concerns please contact the Association Administrator. Contact us at any time.

Preschool Teachers ~ 604-257-6997

Sandy Galpin

Kelsea Good

Association Manager ~ 604-257-6998

Krystal Santor

17) Swamp Willow Preschool Parental Agreement Form

Child's Name _____

Please check "yes" or "no" to the following statements, sign your name and return one copy to the Preschool. Retain the other copy in the Parent Handbook for your records.

	<u>NO</u>	<u>YES</u>
I have received and read the Parent Handbook	_____	_____
I have been informed of and understand the policies and procedures of the Preschool.	_____	_____
I have been informed of the goals and overall program for the Preschool.	_____	_____
I am aware that I will be informed of specifics through postings on the class bulletin board and the See Saw App.	_____	_____
If it becomes necessary to withdraw my child from the program I will give one calendar months' notice in writing or pay one month's fee in lieu of notice. (i.e. If my child will be leaving the program as of April 1 st , my notice is due on the 28 th of Feb.)	_____	_____
Throughout the preschool program, photographs may be taken. I give permission for my child to be photographed.	_____	_____
I give permission for these photos to be used in the Community Centre's brochure and advertising.	_____	_____
I agree that it is the responsibility of both the teachers' of the Preschool program and I/we as parent(s) to keep an open line of communication between us during the school year.	_____	_____
I agree to pick up my child on time and understand that a late fee will be charged should I not do so.	_____	_____
I understand that June's Preschool fees are due by Aug. 1st A series of Post-dated cheques or credit card authorization (for September-May) are to be given to the administrator before the first day of class. Failure to pay fees in a timely manner may result in discontinuation of service.	_____	_____
I will retain my original receipts as duplicate receipts will not be issued.	_____	_____
I have provided the program with all written information that has been requested, and will notify the staff of any changes.	_____	_____

Parent Signature

Date

Email Address

