

Swamp Willow Preschool False Creek Community Centre



Parent Handbook 2023

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

Preschool: 604-257-6997

Childcare Manager: 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 were looking for 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, which is 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 believe in the importance of an inspiring and aesthetically appealing environment which will invite children to try new things, excite their curiosity, promote creative play and work together. Throughout the program, there will be group time as well as activities that promote small groups playing and working together as well as space for individuals who may need some space on their own. We provide the children with a safe and supported environment in which to explore and build relationships with peers and teachers alike.

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 and cognitively. We believe that diversity and inclusion enhance the preschool experience.

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, challenges and achievements 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

Our teachers have all the qualifications required by Child Care Licensing and are licensed by Vancouver Coastal Health. Our teachers also engage with ongoing training and workshops to learn, be inspired and bring more knowledge back into the preschool.

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

Swamp Willow Preschool is a licensed program with two early childhood licensed teachers and a maximum class size of twenty children. Through observations and interactions of the experienced teachers with the children, a collaborative curriculum develops. Generally, themes such as apples, bears and winter will be rotated every two weeks throughout the year.

As the classroom is a shared space, it is set up each morning with an inviting freshness that encourages children to explore through play. Circle time, where the class sits together on our circle time carpet, involves the sharing of songs, poems, stories and the children's ideas. Circle time, as with the rest of our program, is specifically planned to meet the needs and interests of the individual classes. Carefully chosen literature is a part of the program as it supports the children's inquisitiveness and curiosities.

The preschool program provides opportunities for both indoor and outdoor active play, creative activities, dramatic play and movement, experimentation, 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 and Childcare Licensing Regulation which is part of Vancouver Coastal Health. The preschool has met all the requirements by our health authorities including teacher's qualifications and safety standards and has a valid preschool license. A Child Care Licensing Officer makes regular inspections to ensure all regulations are being met and to help advise the preschool teachers and managers on matters of importance.

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 neighbourhood. 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 year old program will receive priority registration into the 4 year old program the following year. Parents will be notified by the child care manager when it is time to register.

Children Enrolled in the 4 year old program will receive priority registration into our Out of School Care program, though a space is not guaranteed. Spaces will be given on an "as available" basis.

5.1 Registration Packages

Licensing requires the Preschool to have the items below before your child can attend. Registration packages are sent out during the June 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. (please confirm amount with childcare manager before writing cheques)
- **Parent Agreement** – After reading the parent handbook (which can be found at <https://falsecreekcc.ca/licensed-childcare/>) please sign the agreement form.
- **Waiver for Seesaw and walk form**

5.2 Fees

*(subject to increase in September)

2023/2024

Three year old class (Tues/Thurs 9:15-11:30 am) - \$155.00/month

Four year old class (Mon/Wed/Fri 9:15-11:45 am) - \$194.50/month

2024/2025

Three year old class (Tues/Thurs 9:15-11:30 am) - \$160.00/month (pending)

Four year old class (Mon/Wed/Fri 9:15-11:45 am) - \$199.50/month (pending)

To reserve your spot we require a registration fee and deposit. The registration fee of \$25.00 is non-refundable. 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 withdrawal. 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.

Your fees may be lower due to our participation in the Provincial Fee Reduction Initiative. We will participate in this program as long as it is offered to us through the provincial government.

If you are paying by Visa or Mastercard, please complete the appropriate form to

authorize credit card withdrawals. Parents will need to ensure the correct credit card information is on their Vancouver Recreation 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. Please follow the steps below to update your card information.

If you are paying by cheque, we require nine cheques dated the 1st of each month, September through May. Cheques are to be made out to the **City of Vancouver**. There is a \$30.00 charge for cheques returned N.S.F. Please confirm fees with the childcare manager before writing your cheques.

5.3 Setting up Payments

If you do not have a login for your account, you can sign up in the right hand corner at https://ca.apm.activecommunities.com/vancouver/ActiveNet_Login . You'll need to create an account for yourself as well as your child. After you've set up accounts, you can follow the steps below. If you have any questions, 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.

5.4 Tax Receipts

The receipts for tax purposes are available on your Vancouver Recreation Account. These are the receipts that show your payments for preschool fees.

5.5 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 for more information and if you may be eligible:

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 once we receive 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.

Subsidy will pay for up to two weeks while a child is sick or on vacation. If a child on subsidy does not attend for longer than two weeks, the parents or guardians are responsible for paying their full fees for anytime after the initial two weeks absent.

5.6 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.

5.7 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.

5.8 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 are found to be either unavailable or not successful.

6.1 Teacher Profiles

Sandy Galpin (she/her)

My name is Sandy Galpin and I've been the preschool supervisor here at Swamp Willow for over five years. I've been in the field of early childhood education for over 20 years working in daycare, out of school care, and preschool.

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. When I'm not at work, I enjoy being out in nature with my family.

Sydney Frelick (they/them)

Hello, I'm Sydney. Over my years at False Creek, I've held many positions with both preschoolers and in our elementary aged program. I love helping children expand their fascination and knowledge alongside their peers and teachers.

In my spare time I love to be in the mountains climbing, skiing, backpacking, and pretty much anything else you can think of!

6.2 Practicum Students and Volunteers

Occasionally we are joined by students currently enrolled in an Early Childhood program or volunteers who are interested in early childhood education. Students and volunteers are here to observe the program, participate under the supervision of the preschool teachers and practice planning activities for the children. All students and volunteers have been vetted in the same manner as our staff. Parents and guardians will be notified when a student or volunteer will be visiting the program.

7.0 Orientation

Three Year Olds

Our 3 year old program starts on the Thursday after Labour Day. The class will be split into two groups for 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 labeled water bottle)

Group A - 9:15-10:15 Group

B - 10:30-11:30

Week 2 (bring labeled 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 and 4 year old's Starting in the middle of the Preschool Year

If your child is starting mid year, families are welcome to set up a meeting to see the classroom and meet the teachers by emailing swampwillowpreschool@gmail.com or calling 604-257-2997. If you feel your child would benefit from a gradual entry schedule to adjust to preschool, please talk to the teachers to make arrangements.

8.0 Preschool Schedule

9:15 - A teacher will open the outside gate to welcome children into the classroom

Children keep their jackets or other attire for outside play on, wash their hands and settle into play

9:25 - Outside Play

Children keep their jackets or other attire for outside play on, wash their hands and settle into play

9:55 - Circle Time

Songs, stories, poems and fingerplays are shared during circle time that are centred around the theme of the week. Children are invited to participate in circle time activities as well as share their ideas and join in singing and movement.

10:20 - Snack

Children wash their hands and eat their snacks from home with their peers and teachers. Please send healthy snacks along with a water bottle.

Free Play

After snack, children are invited to play with a wide variety of activities such as blocks, dramatic play, books, puzzles, cars, and animals will be set out. In addition, an art activity will be set out for children to participate as they want to.

11:20 - Clean up

Children will clean up the room together and gather on our circle time carpet for a last story or song.

3 year olds - 11:30 - Outside gate will be opened for pick up time. Children need to stay seated on the carpet until they hear their name called by a teacher. This ensures every child goes home with their trusted adult. Please encourage your child to wait for their name.

4 year olds - 11:30 - Show and Tell once we start letters of the week - watch our newsletter for when it begins in October

4 year olds - 11:45 - Outside gate will be opened for pick up time. Children need to stay seated on the carpet until they hear their name called by a teacher. This ensures every child goes home with their trusted adult. Please encourage your child to wait for their

name.

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

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 including statutory holidays, winter break, spring break and in June for administrative purposes.

Preschool will also be closed on False Creek Elementary Professional Development Days to allow for our Out of School Care program to provide on those days.

The Preschool will be **closed** on the following holidays during the 23/24 year:

- Sept. 4/23 - Labour Day
- Oct. 2/23 - Truth and Reconciliation Day
- Oct. 9/23 - Thanksgiving Day
- Nov. 13/23 - Remembrance Day
- Dec. 25/23- Jan 7/24 - Winter Break
- Feb. 19/24 - Family Day
- Mar. 18-28/24 - Spring Break
- Mar. 29/24 - Good Friday
- Apr. 1/24 - Easter Monday
- May 20/24 - Victoria Day
- June 21/24 - Last day of class

The Preschool will be **closed** on the following days during the 24/25 year:

- Sept. 2/24 - Labour Day
- Sept. 20/24 - False Creek Professional Day
- Sept. 30/24 - Truth and Reconciliation Day
- Oct. 14/24 - Thanksgiving Day
- Oct 25/25 - False Creek Professional Day
- Nov. 11/24 - Remembrance Day
- Nov. 22/24 - False Creek Professional Day
- Dec. 23/24- Jan 3/25 - Winter Break
- Jan 15/35 - False Creek Professional Day
- Feb 14/25 - False Creek Professional Day
- Feb. 17/25 - Family Day
- Mar. 17-28/25 - Spring Break
- Apr. 18/25 - Good Friday
- Apr. 21/25 - Easter Monday
- Apr. 28/25 - False Creek Professional Day
- May 19/25 - Victoria Day
- June 20/25 - Last day of class

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

9. Emergency Closures

In the event of a snow day or building closure, parents will be notified by phone, email, and/or 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 will follow the school board for snow day closures so 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. 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. If your child will be absent, please email swampwillowpreschool@gmail.com.

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 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, ensure a teacher has acknowledged your child's presence. This allows time for an exchange of information, and is also a safety measure to ensure that the teacher knows your child has arrived.

Parents are required to sign their children in and out of the program daily.

At the end of class, a teacher will open the gate for parents and guardians to pick up. **Children will be seated on the carpet and will need to stay put until they hear their name called by a teacher. This ensures every child goes home with their trusted**

adult. Please encourage your child to wait for their name. Please be punctual when picking up your child.

If you are going to be late, call the classroom phone at 604-257-6997. If no one answers, please leave a message as the teachers may be busy with dismissal but will still receive your message. After all the children are dismissed, it is generally a good time to discuss any concerns or questions you may have with the teachers.

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. Authorized people named on your child's registration form are free to pick up your child without written notice but the teachers appreciate prior notice.

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 parents/guardians is evident, we will be unable to care for your child unless the both parents/guardians sign a written agreement authorizing pick up people and accurate information about the child.

11. General Information

11.1 Toys from Home

Please leave your child's toys at home as they easily get mixed up with the classroom equipment, and could become lost or broken. Children are welcome to bring toys for show and tell on their assigned day in the 4 year old class.

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.

Feel free to send a clothing change in your child's backpack or in a labeled bag in your

child's cubby in case they need a change of clothes.

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. Rain pants are great for when the weather is cooler and wet. Mittens can be kept in jacket pockets or in backpacks in case your child gets cold.

Teachers are not permitted to put on sunscreen. If you are concerned about sun exposure, please apply sunscreen before preschool.

Please have your child wear footwear that is safe to climb and run around in (no laces please). Shoes must be worn at all times during preschool both inside and outside. If boots are uncomfortable for your child, please send a pair of shoes for your child to change into.

11.4 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:

- **Newsletters** - Newsletters will be sent out monthly via email with reminders, information about our activities for the month and anything else the teachers would like to share
- **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.
- **Sign in Sheet** - Teachers may also write notes on the sign in sheet to share with families.
- **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.

11.5 Outings

Throughout the year, teachers may take the children for walks through the Community Centre, or around Granville Island. Parents will be notified in advance; usually by a sign by the sign in sheet during drop off at preschool.

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. We ask families to come join us for the last part of class for songs, snack, and activities. 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. If this is not possible, please let a teacher know).

11.7 Snack

Please send a labeled healthy snack and a water bottle for your child in a lunch box. Children and teachers eat snack together at the tables with conversations encouraged. Teachers will never force your child to eat. Please do not send nuts as we are a nut-aware facility.

Cut up fruit, vegetables, cheese, crackers and muffins are all great snack choices. Please do not send chips, chocolate, candy or juice. Other limitations may be added depending on allergies within a class.

11.8 Labels

Please label **everything** that comes to preschool! . We always like to return items as soon as possible to their owners and labeling really helps this process.

12.Active Play Policy and Screen time (slightly adapted from the Director of Licensing)

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. 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.

Preschool will play outside for about 30 minutes every day except in extreme inclement weather. We do go outside in rain, snow, and the cold. Teachers encourage physical movement not only when playing outside but through active songs and activities in the classroom as well.

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

13.1 Health and Illness

A child who is well can enjoy and participate in all areas of the program. 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 which are listed in the following section. If your child has a new or persistent cough, continually runny or coloured discharge from their nose or is fully unwell, please keep your child home.

If your child is on medication, please make the teachers aware in case of any side effects. 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. It is essential parents or an emergency contact is easy to reach and available during the preschool class.

In an emergency your child will be taken to the hospital via an ambulance.

When is a child too ill to attend Preschool? (from Vancouver Coastal Health)

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

13.2 Immunizations

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 what immunizations your child has received.

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. 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. Children who are still working on toilet training must wear a pull up and have a caregiver nearby in case the child needs to be changed. As a proper changing area is not available in our classroom, licensing does not allow teachers to change pull ups and diapers.

13.4 First Aid and Medical Emergencies

Our Preschool teachers have current first aid certification as required by Vancouver Coastal Health.

If your child is injured or becomes ill while at the program, a teacher 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," a teacher will:

- Contact the parent/guardian (and the emergency contact/s if a parent/guardian can not be reached
- Call and request an ambulance if the child has serious injuries.
- If required, a teacher 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.

13.6 Fire Drills

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 is required to practice a fire drill monthly.

13.7 Emergency Evacuation

Emergency evacuation drills are reviewed and practiced at least annually. In the 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 Emergency Services team will evacuate the children to the next closest Emergency Reception Centre. During this time, the staff will remain with the children. The Emergency Services team will take over responsibility and register the children and staff as well as attempt to contact and connect families with their children.

Emergency Shelter:

Granville Island Hotel
1253 Johnston St
Granville Island 604-683-7373

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 with a maximum of twenty children in a preschool class.

Behaviour Guidance

The goal of using guidance techniques in early childhood programs is to help children develop safe and appropriate ways of expressing themselves, interacting with others and interacting with the environment. One of our goals is to help children develop tools to handle conflict in a positive, confident manner.

In the process of setting and enforcing limits, our teachers assist the children in recognizing their emotions and expressing feelings in a safe, appropriate way. Children develop skills on how to manage in a group setting while teachers ensure individual rights and self-expression are also valued. There will be different expectations and routines in our preschool setting that may differ from those in a child's home.

We understand being in a group environment may be a new experience for many children and they may be an adjustment period. 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 as well as positive alternatives. **Written documentation** of the incident will be in the staff communication book as well as mentioned at pick up to the parents or guardians.
2. If the behaviour continues, contact will be made with the parents or guardians to establish a **support network** for the child in his/her efforts to change behaviour.
3. **Outside resources** may be sought with parental consent (i.e. Vancouver Coastal Health, BC Centre for Ability).
4. 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 manager 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 the removal of the child from the program and we hope a more appropriate program that better supports the child and the family can be found.

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 or Concerns

Please feel free to talk to the teachers after Preschool class if there is anything you would

like to discuss. If an area of concern arises, please bring it to the attention of the teachers. It is important to us to hear your concerns and every effort will be made to work through collaboration. For any additional communication, questions or concerns please contact the Childcare Manager.

Preschool Teachers ~ 604-257-6997

Swampwillowpreschool@gmail.com

Sandy Galpin

Sydney Frelick

Childcare Manager ~ 604-257-6998

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