

# District of Taylor Kids Zone

## Program Handbook Summer 2019



## **Program Information**

### **Welcome!**

Welcome to the District of Taylor Kids Zone Summer program! We provide an exciting summer full of play, crafts, picnics, and field trips! This is a great way for your child to spend a portion of their summer, staying connected with their friends and the learning environment that they've come to know throughout the year!

The Kids Zone summer program is designed for children 3-5 years of age (before attending Kindergarten). We strive to help children achieve the fullest development possible and help prepare them for kindergarten. We work on developing self-esteem, encourage positive interactions with others and promote learning. We do this by providing a variety of play opportunities to develop social, emotional, physical, cognitive and creative skills. By taking walks, field trips, and venturing into the community, children have the opportunity to develop these skills within their community as well.

***This handbook is for your reference and does not need to be returned with the registration form.***

### **Contact Information**

Kids Zone will operate out of the Taylor Elementary School Gymnasium. 9808 Birch Ave E,

Kids Zone: 250-793-0885

District of Taylor Office: 250-789-3392

Mailing Address for all of the above: Box 300, Taylor, BC, V0C 2K0

### **Program Times & Fees**

The program will run Monday through Friday, from July 8<sup>th</sup> through July 26<sup>th</sup>. Parents can sign their child(ren) up to participate in 1 week, all 3 weeks, or any number in between. Registration will be on a '1<sup>st</sup> come/paid, 1<sup>st</sup> served' basis. Space is limited each week. To ensure your child's spot in the program the registration forms must be complete and payment must be made in full.

Weekly fees for the program are as follows:

- 1 week: \$50.00
- 2 weeks: \$95.00
- 3 weeks: \$135.00

Space is very limited each week, so to ensure your child's spot in the program, payment must be paid in full upon registration. Registration will be based on a 'first come/paid-first served' basis.

## **Refund Policy**

Kids Zone fees are non-refundable unless the spot you hold can be filled with another child. There will be a 10% administration fee on all refunds. There will be no rebates, substitutions or make-up for days missed.

## **Arrival & Pick-Up Policies**

### **Arrival**

Children must be brought into the centre (not the entrance or lobby) and delivered into the care of the Instructor(s). There will be a sign in/sign out sheet at the entrance - please fill it out each time you drop-off and pick-up your children. We are required to maintain this list in case of an emergency. Please call or text in advance if your child will be absent.

When dropping your child off, please sign your child in, stating your child's name, the time he or she was dropped off and the name of the person dropping off. Please relay any important information regarding your child to the staff at this time.

*Please note that staff and the District of Taylor are not responsible and cannot be held accountable for children that have been dropped off prior to the service hours.*

### **Pick-up**

Children will only be allowed to leave with persons on the pick-up list and must be 18 years old or older. If the instructors are not familiar with the person picking up, they will be required to show picture identification before the leaders can release the child. Any individual not listed on the authorization form who attempts to pick a child, will be denied that request. Should an authorized adult be unable to pick up a child on a specific day you must contact Kids Zone staff giving verbal consent for that person to pick up the child. This person must present a signed note authorizing them to pick up your child for this day, along with a current photo ID. Children must remain in the presence of the instructor(s) until they are picked up; they will not be allowed to leave on their own.

**PLEASE NOTE:** Staff is not permitted to drive/walk a child home!

## **Late Pick-Up**

If a child is not picked up by the program's closing time, 12:00pm, the following procedure must be observed according to regulations:

- a) Every effort will be made to reach the parent/guardian and the emergency contact persons named on the registration documents.
- b) If we are not successful, the staff person in charge must then call the Emergency Public Care number (Zenith 1234)

After 30 minutes, the Ministry will be called to pick up your child. If you are running late, please call the Kids Zone program or District Office to inform the staff. The late fees will still apply, but a phone call will ensure the staff know you are on your way, and will avoid the Ministry being called.

Repeated cases of picking up your child late will result in the follow procedures taking place:

1. First time happening — verbal reminder of expected pick-up time.
2. Second time happening — a late pick up notice will be given.
3. Third, time happening — a late fee of \$10.00 will be charged for every 10 minutes past pick up time that the child is still in the care of the program leaders. Payment will be required immediately, transactions will be completed at the District of Taylor office.
4. Fourth time happening — may result in termination of services.

## **Impaired Pick-up Policy**

If a parent/guardian/authorized person attempts to pick-up a child and is suspected to be under the influence of drugs or alcohol, staff will ask that an alternate transportation arrangement be made. If the parent/guardian/authorized person refuses this suggestion, the police will be called immediately upon witnessing this individual and the child entering a vehicle.

## **Health**

### **Immunizations**

Immunizations are the most effective means of preventing many serious communicable diseases. They are a key part of your child's *individual* routine preventative health care, *and* they are absolutely necessary for maintaining a disease-free *social environment* for your child's school attendance.

If you so choose not to immunize your child, will are required to sign a waiver stating that you understand the conditions of putting your child at risk of contracting a communicable disease. And if in case of an outbreak in the center your child may be required to stay home, for health and safety reasons.

## Immunization Exemptions

Legal alternatives are allowed, they include:

1. A physician (M.D. or D.O.) annually verifies documented by his or her signature, that there are medical reasons to exempt individual vaccines. The expiration date if it's sooner than a year, should be listed, and should *which* vaccine is exempted.
2. A pupil is of a religion whose teachings are opposed to immunizations. This should be documented by parent signature. The school reserves the right to require verification by the clergy of the religious tenets that preclude immunizations.

*\*Important note regarding exemptions:*

*To protect the health your child and others, during suspected vaccine-preventable disease outbreaks, any child claiming any of the above exemptions will be subject to automatic exclusion from school.*

If an exemption is granted please see Immunization policy for requirements of KidZone Program.

## Illness

1. Parents and Guardians will be required to provide a copy of their child's immunization records before the child can attend Kids Zone.
2. Parents and Guardians must inform the Kids Zone Facilitator or the District of Taylor within 24 hours if anyone in their family has been diagnosed with any serious illness or communicable disease. The facilitator may ask for further information in order to inform the parents of the other Kids Zone children on what is happening.
3. The child must be free from symptoms or have a doctor's or medical health officer's approval before returning to class. The approval must be in writing and be shown to the instructor if the child exhibits any symptoms when arriving back at class.
4. If a child shows signs of a contagious illness during class, they will be given an area to play away from the other children, still supervised by the instructor, until the parent is able to pick the child up.
5. If a parent, guardian or emergency contact is not available in an emergency, an ambulance will be called. The parent or guardian will be responsible for any expenses incurred.
6. The parent or guardian must fill out and sign a form allowing the instructor to dispense any supplied medication to their child.

## CHILDREN MAY NOT ATTEND KIDS ZONE WITH ANY OF THE FOLLOWING SYMPTOMS

- Any diagnosed or suspected communicable disease
- Pain: any complaints of unexplained or undiagnosed pain
- An acute cold with fever, runny noses or eyes
- Difficult breathing or wheezing
- Fever (100° F or 38.3° C or higher) accompanied by general symptoms such as listlessness
- Sore throat or trouble swallowing
- Infected skin or eyes or an undiagnosed rash
- Unexplained diarrhoea or loose stool combined with nausea, vomiting or abdominal cramps.
- Nausea or vomiting
- Severe itching of body, feet or scalp

Infections that accompany these symptoms are serious and very easily transmitted to other children. The child should be kept home until all symptoms have stopped or until their physician approves.

Once temperature, child's wellbeing and energy level are normal, coughing and runny nose may continue (depending on the suspected illness) without the child being contagious. If the symptoms are from a known allergy, the child is not contagious. When you are reasonably sure that the child is no longer contagious, they may return to class. Your child must also no longer be on any prescription drugs or antihistamines.

*Please consider the health and wellbeing of the other children and the facilitator before allowing your child to return.*

## **Medication**

Every effort should be made to avoid the necessity of children receiving medication at school. If the doctor prescribes medication, parents should request that dosages be planned to avoid school hours if possible. If, under exceptional circumstances, a child is required to take medication during the day and a parent cannot be at school to administer it, the in class caregiver will assist the child. The parent must also complete and sign the Medication Form, available in the Kids Zone classroom; this gives permission to the caregiver to administer the medication to your child. The Medication Form must be filled out properly before the Kids Zone can administer medicine. Medicine must be in the original prescription bottle and be accompanied with a doctor's note and signature. Under no circumstances will Kids Zone personnel administer non-prescription medication to children.

Kids Zone will notify parents of the occurrence of a communicable disease among our students. The parent/guardian is responsible for informing the teacher of any changes in the student's health or medication.

## **Medical Emergencies**

In case of an EMERGENCY, the teacher will administer the necessary first aid. The District of Taylor Fire Department will be called and your child will be transported to the hospital designated on your Emergency Transportation Authorization Form. **YOU WILL BE NOTIFIED IMMEDIATELY.** If an ambulance is called to transport your child, the cost of the ambulance will be your responsibility.

You are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The staff of Kids Zone will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

## **Preventative Health and Hygiene**

Every effort is made to prevent illness in our program:

- Up to date immunizations are required before your child begins the program.
- Proper hand washing is taught to all children and hand washing is monitored to ensure children are doing it correctly and so that this practice becomes routine. Hands are washed before snack, after toileting, and anytime staff feels it is necessary.
- Tables and toys are routinely sanitized with bleach & water.

## **Discipline & Guidance**

### **Guidance**

Some limits have been set to ensure safety and social growth. The children will be expected to:

- Respect each other
- Respect the toys and equipment
- Use walking feet
- Use inside voices
- Use manners
- Sit at a table when eating or drinking
- Stays in the area set up by the instructor and keep the toys and equipment in their proper place

- Help during clean-up
- Washing hands at appropriate times

## **Discipline**

The instructor will ensure the above guidance principles are met by consistently:

- Scanning the room for potential problems
- Being a role model
- Establishing limits
- Reinforcing positive behaviour
- Giving reminders and offer redirection
- Acknowledging feelings but limiting actions
- Encouraging and helping children using problem solving to work out their differences
- Redirecting inappropriate behaviour
- Asking questions to help children realize why some behaviour is inappropriate
- Discussing natural and logical consequences
- Limiting the use of equipment

## **Extreme Cases**

In extreme cases, a child may have to have time away (see Guiding Children’s Behaviour, available from the caregiver upon request), in an area away from other children. The intent of time away is to provide children with an opportunity to develop self-direction and to become aware their emotions and feelings.

If the problem persists, the instructor will discuss the issue with the parent or guardian and see if they can resolve the problem together creating goals for productive behaviour. Should behavioural problems persist after trying everything possible, the parent or guardian may be asked to remove the child from the program. If the parent or guardian enquires, the instructor may be able to recommend a professional who could help.

## **Restraint**

Restraint shall only be used:

1. Only when needed to protect a child or other member of the school from imminent, physical harm; and,
2. Should restraint be used on a child in any form while at the center, the teacher is required to fill out and submit a report to the Northern Health Authority, Licensing Officer.



## **Incident Report Book**

Kids Zone has an incident report book, to record any injuries that occur to a child while in the program. Please feel free to talk to the caregiver at any time.

## **Abuse Policy**

Child abuse is the term used to describe different types of maltreatment inflicted on a child or young person. It includes non-accidental physical injury, neglect, emotional abuse, including psychological harm or sexual exploitation of children and young people and requires different and specialized responses. In its most serious forms, abuse can lead to death or long term harm to the physical or emotional wellbeing of a child or young person. **It is mandatory to report suspected cases of abuse or non-accidental physical injury.**

The role of schools and preschools in the care and protection of children and young people is to provide programs which aim to protect children and young people from abuse, assist them to effectively seek help and support the development of skills for positive, non-coercive relationships. It is also the role of schools and preschools to assist in the recognition of suspected abuse and neglect, report suspected child abuse and neglect to Family Services and offer support to the child or young person within the normal duties of school and preschool staff.

### **WHO MAY REPORT CHILD ABUSE?**

Under Section 158 and Section 159 (1) of the Children & Young People Act 1999, any person who believes or suspects that a child or young person has suffered physical, sexual, emotional abuse or neglect may make a report to Family Services.

### **WHO MUST REPORT CHILD ABUSE?**

Under Section 159 (1) of the Children & Young People Act 1999 certain professionals must report suspected non-accidental injuries to children and young people and suspected sexual abuse. As a guide, it is expected that all DET employees will report when they have formed a reasonable suspicion that a child or young person has suffered or is suffering sexual abuse or non-accidental physical injury.

## **Day to Day**

### **Field Trips**

It is part of our program to go on excursions away from the school (i.e. museums, parks) by walking. These trips are carefully pre-planned, and appropriately supervised. We will inform you prior to the event via permission slip (with exception of short walks within the immediate neighborhood of the School). Please note that small groups of children are often taken on spontaneous trips off campus to the park. If you do not wish your child to take part in these for any reason, please inform the staff.

Please note that field trips may be cancelled on short notice due to weather, change in attendance of regular staff, and effective state of the children. These changes will be posted in the sign-in book and events calendar, as much in advance as possible. Parents who are attending field trips must check with the staff before bringing either younger or older siblings.

### **Shoes and Outside Wear**

All children must bring a pair of inside shoes with them every day to Kids Zone. Please make sure your child brings proper outside clothing, including a hat, and comfortable footwear to every class. Because of the nature of the program, and the fact that we will spend a significant amount of our time outside, we ask that you **apply sunscreen to your child before leaving home**, or once you get to the school.

### **Dress**

Good grooming is important to the wellbeing of every student. Children should be dressed appropriately for the existing weather conditions. Any inappropriate wording or pictures on clothing is unacceptable (i.e. alcohol and tobacco advertisements, suggestive words or pictures, and “put-down” phrases).

### **Bathroom**

There are two bathrooms located in the gymnasium (which is where the Kids Zone Program will be held). The bathroom policy is a cooperative effort between staff, parents, and children:

- In an effort to limit class disruption parents are encouraged to have their child use the bathroom prior to the start of class by either using the bathroom at home or at the school.
- Once Kids Zone has started the instructor will do a group bathroom break either prior to or upon completion of snack time.
- If a child needs to use the bathroom either prior to or after the designated break time they can go, and the instructor will check in to ensure proper hand washing is carried out once they are done.

## **Snack**

Kids Zone program promotes healthy eating habits and will provide parents with nutrition information upon request. A healthy snack will be provided by the program but feel free to send an alternative in case your child does not like the provided snack.. Carbonated drinks and juice beverages are not permitted in the classroom. We encourage water. We also have a refrigerator available for perishable items such as milk and yogurt.

We ask that all children bring a **reusable water bottle** each day that they are able to carry in their backpack when we go on field trips.

## **Parent/Staff Communication**

Staff members seek opportunities to communicate frequently with parents concerning their child and to share specific ideas for promoting children's healthy development and learning. Within each classroom there will be a verbal and/or written system established for sharing day-to-day happenings. Additional materials will also be available from teachers. Please let us know of your needs so that we can do our best to assist you.

## **Confidentiality**

The Kids Zone work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the pre-school can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents of that child.
- Information given by parents to the preschool teacher will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group.

## **Kids Zone Closure/Back-Up Facility**

Kids Zone reserves the right to cancel classes in case of extreme weather conditions or if a substitute cannot be found when the instructor is too ill to attend. You will be notified by receiving a telephone call by the instructor.

## **Fire Drills**

Kids Zone will, on a weekly basis, practice random fire drills. We will meet at the corner of the parking lot by the lamppost.

## **Evacuating the Facility**

If, for any reason, Taylor Elementary school must be evacuated, the children will be transported to Taylor Community Hall, Complex or Arena. We will be evacuated to one of these Community Facilities based on availability, and where we are directed to go.

If, for any reason, the community of Taylor must be evacuated, the children will be transported to North Peace Secondary School in Fort St. John.

If any changes need to be made to our evacuation, the Taylor Tots Preschool always follows the Taylor Elementary evacuation procedures.

In case of any evacuation the parents will be contacted as soon as we have settled and a telephone is readily available. ***PLEASE DO NOT TRY TO CONTACT US BY PHONE DURING AN EMERGENCY.***