

District of Taylor

# Taylor Tots Preschool



## Parent Handbook

### 2019/2020

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## Introduction

### **Welcome**

Welcome to the Taylor Tots Preschool program! We offer four classes with the option of mornings or afternoons. Our classroom is located in Taylor Elementary School. This provides our Preschool with a sense of community within a larger school environment.

This program was started and is operated by the District of Taylor Community Services Department and consists of one Early Childhood Educator and one Early Childhood Educator Assistant. The program is licensed through the Northern Health, and complies with the Child Care Licensing Regulations.

If you have any question, concerns, problems or ideas we encourage you to contact us.

### **Our Philosophy**

Taylor Tots Preschool is a play-based Preschool, designed to help children achieve the fullest development possible and help prepare them for Kindergarten. We strive to develop self-esteem, encourage positive interactions with others and promote continued learning through play. We do this by providing a variety of play opportunities to develop social, emotional, physical, cognitive and creative skills.

Our curriculum fosters:

- Co-operation
- Sharing materials and ideas
- Becoming responsible for their own feelings as well as others
- Learning to solve problems individually and with others
- Trying new things
- Developing physical fitness skills
- Taking care of ourselves and our things
- The introduction of letters, numbers, colours and shapes
- The introduction of printing

## Goals and Objectives

### Kindergarten Readiness

Taylor Tots Preschool's overall goal is to provide children with the tools needed to excel throughout their scholastic future, while fostering within them the lifelong desire to learn. Specific objectives include:

Art – your child will:

- Experience various art mediums
- Demonstrate creative self-expression

Music - your child will:

- Introduced to musical activities including song, instrumental, rhythm, movement, games and self - expression

Physical Development – Fine Motor Skills – your child will:

- Experience cutting on straight and circular lines
- Proper hand positions while using a pencil, crayon, and scissors
- Assemble four or more piece puzzles
- Write their name and other letters and numbers

Physical Development – Gross Motor Skills – your child will:

- Perform various movements such as hop, run, jump and /or skip
- Follow a line
- Stand on one foot
- Walk up and down stairs with ease

Social Development – your child will:

- Learn sharing skills, turn taking, and waiting their turn
- Using polite language such as “Please”, “Thank you” and “You’re Welcome”
- Practice good manners
- Help develop and adhere to classroom rules

Emotional Development – your child will:

- Experience and participate in transitions between activities
- Participate in choice-making and decision-making activities

## Contact Information

Taylor Tots Preschool	250-793-0885 (call or text)
District of Taylor Office	250-789-3392
Community Services Hub	250-789-2828
Fax	250-789-3543
E-mail	<a href="mailto:taylortots@districtoftaylor.com">taylortots@districtoftaylor.com</a>
Mailing address	P.O. Box 300 Taylor, BC, V0C 2K0

## General Information

### Admissions

The minimum required age for admission is 3 years or 36 months. Program admittance for children between the age of 30 and 36 months is at the discretion of the Preschool staff, and is limited to only two children under 36 months old per class. Children must be completely toilet-trained at time of program entry (no pull-ups).

### Class Size

We have up to 10 children in each class with two Early Childhood Educators.

### Program Dates

Classes commence on Tuesday, September 10, 2019. Following the School District #60 calendar, Taylor Tots Preschool will be closed on the following days, including statutory holidays:

Friday, September 20 – Non-Instructional Day

Monday, October 14 – Thanksgiving Day

Friday, October 25 – Non-Instructional Day

Monday, November 11 – Remembrance Day

Friday, November 29 – Non-Instructional Day

Monday, December 23 through Monday, January 3 – Winter Break

Friday, January 24 – Non-Instructional Day

Monday, February 17 – Family Day

Monday, February 24 – Non-Instructional Day

Monday, March 16 through Friday, March 27 – Spring Break

Friday, April 10 – Good Friday

Monday, April 13 – Easter Monday

Friday, May 8 – Non-Instructional Day

Monday, May 18 – Victoria Day

Early dismissal days within the school district will not affect Preschool class times.

The final session will be on Thursday June 18, with a 'Celebration of Learning' for all classes on Friday June 19, 2020.

## **Financial Policies**

### **Registration**

Preschool registration begins the beginning of June for the upcoming Preschool year. Pre-registration will be available in the middle of May for current Preschool families that are returning for the upcoming year. Preschool spaces will be filled on a first come first served basis, and will only be filled if the child's registration form is complete, and the security deposit is paid. Returning families will have the option of having their deposit carried over from the previous year.

### **Fees**

Upon registration an additional \$180.00 deposit per child will be required to hold your child's place in the program.

Monthly Preschool fees are calculated on the basis of \$15.00 per class and are charged on a monthly basis. The Preschool follows the School District #60 calendar and closure days such NIDs, statutory holidays, and breaks will not be included in the monthly bill. However the full month's fees must be paid, and refunds will not be given for absences, sick days, etc. Preschool fees must be paid to the District of Taylor before your child may attend classes.

## Payment Policy and Late Fees

A new policy has been implemented by Mayor and Council for the 2019/2020 preschool year.

All monthly Preschool fees are due no later than the 15<sup>th</sup> of the month prior or will be subject to a \$25.00 late fee.

Invoices will be sent home with your child, or by mail, by the 5<sup>th</sup> of the month prior.

For September's Preschool fees, the payment will be due August 15<sup>th</sup>.

There are four options for parents to pay their fees, all of which need to be done prior to the first of each month:

1. In person at the District of Taylor office.
2. Phone the District of Taylor office (250-789-3392) and pay with a credit card over the phone. The credit card must be in the person's name.
3. Online banking with North Peace Savings & Credit Union, Scotia Bank, Bank of Montreal, or TD Canada Trust. Please keep your transaction information as it may be requested for proof of payment.
4. Post-dated cheques that can be held at the District office.

Please note that online payments are delayed between financial institutions. A \$25.00 administration fee will be charged for any cheques returned.

Any questions regarding payment should be directed to Accounts Receivable in the Finance Department at the District of Taylor Office at 250-789-3392.

The District of Taylor would like to ensure your account is in good standing as overdue Preschool fees may affect registration in other Municipal Services, for example swimming lessons, golf lessons, etc.

## Financial Assistance

Families with financial difficulties may contact the Community Services Director at the District of Taylor office and an application for Subsidy from the Ministry of Child and Family Development can be submitted to the provincial MCFD. Applying for subsidy should be done as early as possible as subsidy will not cover prior outstanding balances.



## **Our Routine**

Classroom routines will vary to accommodate the activities and tone of the classroom. Every day each class will have the opportunity for free play, craft, circle time, snack, quiet play (books, puzzles, practice books/colouring), gym/gross motor, and outdoor play (weather permitting). Each class will also have one day each week to visit the school's library. They will partake in story time, and will have the opportunity to sign out a book to take home for the week. Books must be returned the following week in order for the child to sign out a new book. If books are lost or damaged the replacement cost must be paid.

## **Arrival and Pick-up**

Children must be brought into the classroom (not the entrance or lobby) and be signed into the care of the Preschool Coordinator by an adult, 19 years or older. They also must be picked up from the care of the Preschool Coordinator, whether indoors or out, and may not leave until an authorized person, 19 years or older, has signed them out and picked them up. Children must remain in the presence of the Preschool Coordinator until they are picked up; they will not be allowed to leave on their own.

A sign in and sign out sheet must be filled in with the child's name, time dropped off, person dropping off, time picked up and person picking up at the respected drop off and pick up times. We are required to keep attendance records, including times and persons picking up and dropping off each day.

Since we are preparing children for the regular school system, we encourage punctuality. Please make sure that your child arrives at the school a few minutes early so they will be ready to start class on time. (Drop off and pick up times are outlined in the 'Classes' section on page 7) If the Preschool door has not been opened yet, please wait quietly in the hallway, being mindful of the other students learning in surrounding classrooms.

Only those individuals listed on the registration form as the Parents, Emergency Contacts, or Authorized Pick-Up will be allowed to pick up the child. For an individual not indicated on any of these forms as an authorized adult to be able to pick up a child on a specific day, the parent needs to contact the Preschool Coordinator to give verbal consent for an unauthorized person to pick the child up. Also note that the unauthorized individual will have to show current photo identification upon request to verify their identity. If there is not a phone call nor photo ID, that child will not be released into the care of the unauthorized person.

## Custody Agreements

If there is a court ordered custody agreement in place that would affect who is and is not allowed to pick the child up from Preschool, we will need to have a copy of it attached to the child's registration form. We keep all documentation in a locked and confidential file.

## Late Pick Up Policy

Please ensure that your child is picked up promptly at the end of class, as there is a limited amount of time between classes for Preschool Coordinators to prepare and to take a lunch break. We cannot stress enough the importance of being on time to pick your child up and/or notifying the Preschool Coordinator if late pick-up unexpectedly arises. Taylor Tots Preschool relies on the Preschool cell phone for communication, and will be using the clock on this Telus iPhone when determining lateness, and enforcing the above policy. We encourage parents to arrive 5-10 minutes early to ensure they pick their child up on time.

If your child is not picked up by the end of class, and the Preschool Coordinator has not been notified of late pick-up, 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 listed on the registration form.
- b) If we are not successful, the Preschool Coordinator in charge must then call the Emergency Public Care number (Zenith 1234).
- c) If late pick-up is a reoccurring problem, (i.e. 3 times in a 30 day period) continued participation in the Preschool Program may be at risk.

A late fee of \$10.00 will be charged for every 10 minutes past pick up time. Payment will be required immediately, transactions will be completed at the District of Taylor office. After thirty minutes, the local MCFD will be called to pick up your child.

If you are running late, please call the Preschool phone 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 local MCFD being called.

## Absences and Lateness

Please inform the Preschool when your child will be late or absent from class, and the reason for such. Failure to provide notice of your child's absence for three consecutive classes may result in the cancellation of the child's registration at the Preschool Coordinator's discretion and the first child on the waiting list may be registered in their place.

## Preschool Closure

Taylor Tots Preschool will follow the same schedule as the public school system, however we reserve the right to cancel classes in the case of extreme weather conditions (-35°C including wind chill) or if a substitute cannot be found when the Preschool Coordinator is too ill to attend. You will be notified by telephone from the Preschool Coordinator if the Preschool is going to be closed on a regularly scheduled day.

## Indoor Clothing

Each child needs a pair of non-marking soled shoes to wear as indoor shoes, and comfortable 'play clothes' to wear each day (they may get paint, sand, water, etc. on them). We also ask that an extra full set of clothing be provided. The extra set of clothing can be placed in a large Ziploc, labelled with the child's name, and can be stored with their indoor shoes in their cubby between classes. Any inappropriate wording or pictures on clothing is unacceptable (i.e. alcohol and tobacco advertisements, suggestive words or pictures, 'put-down' phrases) and the child will be asked to change immediately.

## Outdoor Clothing

Please send your child prepared to play outside every day, no matter the weather. During the winter months we will go outside until the temperature drops to -15 including the wind chill. During the warmer weather (May-October) we ask that children have appropriate clothing to protect themselves from sun exposure. We recommend items such as a hat, sun glasses, and light loose fitting shirt. Sunscreen with a 30 SPF or higher should also be applied at home before coming to class. (Please don't send it to school)

All Preschool children will be provided with a cubby to store their belongings in. Please ensure all personal items are labeled with your child's name.

## Personal Items

Please note that we discourage children from bringing toys from home as they may be used by other children or lost. Preschool Coordinators will notify parents of when monthly Show & Tell day is. Children are able to bring an item from home and play with their show and tell during free play. They must then put it away in a safe place (cubby or backpack). No guns, war toys or

toys of destruction are allowed at Preschool. The District of Taylor and Taylor Tots Preschool will not assume responsibility for lost or broken personal property.

## Snack

Please send your child to class with a healthy snack that is ready to eat (cut to appropriate size for your child) and a beverage, water is preferred. Carbonated drinks and juice beverages are not permitted in the classroom and will be sent home. Our program promotes and models healthy eating habits and will provide parents with nutrition information upon request. Taylor Tots Preschool, as well as Taylor Elementary is a NUT FREE\_zone. Children are asked not to share their snacks with others.

***\*\*\*It is vital that parents report any food allergies to the Preschool Coordinator\*\*\****

## Separation

Beginning at school is a significant occasion and can be a source of positive growth for everyone involved; children, parents and Preschool Coordinators. It is a common fallacy that a young child who “does not mind” when his/her parent leaves him/her or when she leaves them copes well with separation. The child who really copes well allows himself/herself to miss the absent one, to feel sad, lonely and angry and to express his/her feelings appropriately.

Establishing trust with the Preschool Coordinators as a base enables children to become comfortable with the separation from their parents. The younger the child, the more intense the feeling of fear. Some researchers conclude that until the children are around three-years-old, they cannot retain a stable inner mental image of their absent parents. Attachment is at the root of separation feelings. The early bonding phenomenon is different from the stable, deep and abiding attachment between parents and children that is usually formed during the first year of life.

In order to help your child with separation, we ask that parents:

- Discuss with their child their intention to leave
- Say goodbye in a kind but firm manner
- Reassure the child of the parent’s intention to return when class is finished
- Be consistent, certainty breeds security

Parents are also welcome to call the Preschool to check on an upset child. Often, once the parent has left, the child will engage with the Preschool Coordinator and/or the other children, and their demeanor has changed.

## Gradual Entry

Parents of students new to our Preschool or of children experiencing difficulty in separation may want to try our Gradual Entry Program. Children tend to view the home as the place where they are most loved. Furthermore, the child readily accepts friends and relatives accepted into the home. Many children will go with family friends before going easily with their Preschool Coordinators. Therefore, all of our staff encourage families experiencing “separation anxiety” to take part in Gradual Entry. Parents are invited to remain with their children as the Preschool Coordinator determines as they ease through the transition of staying in school.

Eligibility requirements are as follows:

- Parent/Guardian must complete a one on one consultation with the Preschool Coordinator.
- Parent/Guardian must complete all appropriate paperwork for their child and have written permission from the Preschool Coordinator to enter the Gradual Entry Program.
- Parents will choose a regularly scheduled day of the week (i.e. Monday afternoons) that the child is entered in.
- Pre-payment of appropriate number of care days will be made at District Office.

Note: Parents wanting to enter their child into fulltime spots will be given priority over those seeking part time enrollment. If your child is enrolled part time then the parent/guardian will be given first option for fulltime enrollment should there be a conflict.

Gradual Enrollment spots will only be made available after October first.

## Birthdays

Birthdays are a special and exciting time for each child! We are happy to acknowledge and celebrate birthdays throughout the year. You may celebrate your child’s birthday by bringing in cupcakes for the class or another special snack approved by the Preschool Coordinator. In order to be fair to all the children, please do not bring balloons, presents, clowns or anything else along that line. If your child’s birthday is not on a Preschool day, feel free to discuss ideas for a special day with the Preschool Coordinator.

## Photos

Photos will be taken by Preschool staff throughout the year for classroom purposes. These photos may also be used for in-house purposes within the District of Taylor. If you do not wish to have your child photographed please indicate your preference to the Preschool Coordinator.

## Field Trips

It is part of our program to go on excursions away from the Preschool (i.e. library, parks) by walking, or by bus. These trips are pre-planned, and appropriately supervised, and we will inform you prior to the event (with exception of short walks within the immediate neighborhood of the Preschool). In the event of an outing requiring transportation by bus, a permission form will be required to be filled out and handed in. 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.

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 on the parent board in the classroom as much in advance as possible. All field trips start and finish in the classroom, unless previously notified. Parents are welcome to attend field trips, but must check with the staff before bringing either younger or older siblings.

## Confidentiality

The Preschool work with children and families will sometimes bring us into contact with confidential information. To ensure that all those using and working in the Preschool 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 and/or group management, with anyone other than the parents of that child.
- Information given by parents to the Preschool Coordinator 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 and/or evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group.

## Parent and Staff Communication

Our communication tools are designed to ensure that you are fully aware of what is happening in your child's Preschool class.

The monthly newsletter is available in your child's cubby at the first of each month. The newsletter lets parents know what activities will be happening during the month, due dates, field trips, birthdays, etc.

A bulletin board, located beside the door of the Preschool classroom, is used to post the monthly newsletter, and information about what is happening within the classroom and the community.

A white board, located inside the classroom above the coat hooks, lists important information and due dates that are updated weekly.

Parents are invited to talk to staff anytime. Please make an appointment to meet with us to share information on any aspect of your child's progress at Preschool.

Contact us:

- e-mail at [taylortots@districtoftaylor.com](mailto:taylortots@districtoftaylor.com)
- text or phone at 250-793-0885

## Guidance and Discipline

Guidelines have been set to ensure safety and social growth for all children and staff. The children will be expected to:

- Respect one another
- Appreciate the toys and equipment
- Walking feet only
- Use inside voices
- Be polite and practice good manners
- Sit at a table when eating or drinking
- Stay in the area set up by the Preschool Coordinator and keep the toys and equipment in their proper place
- Help during clean-up
- Wash hands at appropriate times
- Must be fully potty trained (no pull-ups)

The Preschool Coordinator will ensure the above guidance principles are met by this criteria:

- Scanning the room for potential problems and ensuring a safe environment
- Acting as a role model
- Establish safe limits
- Reinforce positive behaviour
- Give reminders and offer redirection

- Acknowledge feelings
- Encourage and help children by using problem solving techniques
- Identify and redirect inappropriate behaviour
- Ask questions to help children realize why some behaviour is inappropriate
- Discussing natural and logical consequences

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

If the problem persists, the Preschool Coordinator will discuss the issue with the parent or guardian and see if they can resolve the problem together by creating goals for productive behaviour. If the behavioural problems persist the parent or guardian may be asked to remove the child from the program. Upon the parent's and/or guardian's request the Preschool Coordinator can send a referral to the Child Development Centre for any additional assessment.

## **Restraint**

Restraint shall only be used when:

1. Only when needed to protect a child or other member of the school from imminent, physical harm; and,

Should restraint be used on a child in any form while at the center, the Preschool Coordinator is required to fill out and submit a report to the Northern Health Authority, Licensing Officer.

## Health and Safety Policies

### Illness

If a child is too ill to participate in the activities at Preschool, they should stay home until they are healthy enough to attend. 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 Preschool Coordinator, until the parent is able to pick the child up. If the 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. If a child, or any family member, has been diagnosed with a serious illness or communicable disease the parents or guardians must notify the Preschool. The Preschool Coordinator may ask for further information in order to inform the other Preschool families what is happening. A previously ill child must be free from symptoms or have a doctor or medical health officer approval before returning to class. The approval needs to be in writing and shown to the Preschool Coordinator, at the Preschool Coordinator's request, if the child exhibits any symptoms when arriving back at class.

Children may not attend Preschool with any of the following symptoms:

- Any diagnosed or suspected communicable disease
- Any complaints or unexplained or undiagnosed pain
- An acute cold with fever, runny nose or eyes
- Difficulty 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 diarrhea or loose stool combined with nausea, vomiting or abdominal cramps
- Nausea or vomiting
- Severe itching of body, feet or scalp

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

Once a child's well-being, temperature and energy levels are normal, coughing and runny nose may continue without the child being contagious (depending on the suspected illness). 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. *Please consider the health and*

*well-being of the other children and the Preschool Coordinator before allowing your child to return to class.*

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

## **Immunizations**

Immunizations are the most effective means of preventing many serious communicable diseases. Immunization 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. The Taylor Tots Preschool must have a copy of your child's most recent immunizations on file with their registration form.

If you so choose not to immunize your child, you are required to sign a waiver stating that you understand the conditions of putting your child at risk of contracting a communicable disease. This form is available from the Preschool Coordinator. If an outbreak occurs in the Preschool classroom you may be required to keep your child 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 include which vaccine is exempted.
2. A student is of a religion whose teachings are opposed to immunizations. This should be documented by parent signature. The Preschool reserves the right to require verification by the clergy of the religious tenets that preclude immunizations.

### ***\*Important note regarding immunizations:***

*To protect the health of your child and of 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 a waiver stating that you understand the conditions of putting your child at risk of contracting a communicable disease must be signed.

## **Injury**

If your child sustains a minor injury while in our care, we will provide First Aid treatment. The incident will then be recorded on a Minor Incident Report. When your child has been injured you

will find that your child's name will be highlighted in pink ink on the sign-in and sign-out sheet. The Minor Incident Report will be in a duo tang, tucked under the sign-in and sign-out sheet. Please read the report and sign it as acknowledgement. Feel free to discuss the incident with the Preschool Coordinator.

In the case of an injury requiring medical or dental attention, the child's parents and/or guardians will be notified immediately. If we are unable to contact a parent, your alternate contact person and/or family physician will be called.

In case of an EMERGENCY, the Preschool Coordinator will administer the necessary first aid. The District of Taylor Fire Department will be called and your child will be transported to the hospital. YOU WILL BE NOTIFIED IMMEDIATELY. If an ambulance is called to transport your child, the cost of the ambulance will be your responsibility. The parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The staff of Taylor Tots Preschool will not be held liable for any sickness/injury of either parent/guardian or child while on these premises.

## **Biting**

Biting can be normal developmental behavior for young children and yet presents significant risk to other children and staff, it is important that any child who repeatedly bites other children or staff be removed from the program. In incidents where a child bites another child, the "biter" will be separated from other children while the Preschool Coordinator speaks to the child about the dangers of biting other children. The Preschool Coordinator will immediately notify the parents of the "bite". In addition, the child will be informed that their parents will be informed about their biting other children and that if they continue to bite the other children, they may not be permitted to stay in the preschool. At that time, the Preschool Coordinator will notify the parents of the child who is the "biter". If there are more biting behaviours, the child will be asked to leave the program.

## **Allergies**

It is important that all allergies are recorded on the child's registration form, or brought to the attention of the Preschool Coordinator if discovered after the child is already registered. This is especially true if the allergy is to any food type. If your child requires special treatment in case of a reaction be sure that the staff are aware in order to be fully prepared.

To safeguard children at risk, we have designated our Preschool as a 'NUT FREE ZONE.' We ask for your cooperation and diligence in ensuring any food items sent with your child are nut free.

## 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 Preschool Coordinator will assist the child. The parent must also complete and sign the Medication Administration Authorization form, available in the Preschool classroom. This form must be filled out completely and accurately. The medication to be administered must be in its original prescription bottle with the label correctly identifying the child's name, medication name, dosage, and any additional instructions. Under no circumstances will the Preschool Coordinator administer non-prescription medication to any child.

## Head Lice

If your child be diagnosed as having head lice, you will be contacted to pick them up immediately. Medicated shampoo and/or conditioner for treating head lice may be obtained from your doctor, the health department, or your local pharmacy. Questions about directions should be referred to a doctor or nurse. Overuse may be harmful.

To lessen the chances of recurrence, it is important to thoroughly clean the entire home. Clothing and bedding must be washed. Upholstery drapes, and carpeting should also be cleaned. Please contact the Northern Health at 250-263-6000 for complete information. Students may return to school the morning after initial treatment. Hair and scalp may be examined and must be nit and lice free.

## Cleanliness and Hygiene

Taylor Tots Preschool maintains strict cleanliness and hygiene standards. Children are required to wash hands before and after meals and after toileting. Children are asked to wash their hands each day before class begins. Paper towels are used for drying hands to adhere to the Child Care Licensing Regulation.

Taylor Tots Preschool adheres to the Child Care Licensing Regulations sanitizing and disinfection schedule to maintain a clean, healthy centre.

## Bathroom

As a result of no bathroom being present in the classroom, the following bathroom policy will be used.

Currently, 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 Preschool class has started the Preschool Coordinator 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 then the Preschool Coordinator will accompany the child to the bathroom for safety due to other students using the same bathroom.

## Emergencies and Evacuating the Facility

Taylor Tots Preschool practices monthly fire drills with each class. As a licensing requirement, this helps familiarize children with procedures and helps to be confident in the case of a real fire and/or evacuation of the building. Currently the designated meeting place is located in front of the school, by the baseball diamond.

A lockdown procedure is required if there is a threatening circumstance of higher magnitude. This lockdown procedure is practiced once a year. If the Preschool were to be in a Lockdown for any extended length of time, the Preschool has food rations, water and colouring books to help in keeping the children calm.

If Taylor Elementary school must be evacuated, the children will be transported to Taylor Community Hall.

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

In case of any evacuation the parents will be contacted as soon as possible. **PLEASE DO NOT TRY TO CONTACT US BY PHONE DURING AN EMERGENCY.**

## Suspected Child Abuse/Neglect

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 well-being of a child or young person. **It is mandatory to report suspected cases of abuse or non-accidental physical injury.**

Taylor Tot's Preschool policy is to provide programs which aim to protect children from abuse, assist them to effectively seek help and support the development of skills for positive, non-coercive relationships. Our policy is also to assist in the recognition of suspected abuse and neglect, report suspected child abuse and neglect to the Ministry of Children and family and offer support to the child within the normal duties of school and Preschool staff.

## Active Play and Screen Time Policy

Taylor Tots sees the value in active play and so we ensure to incorporate 30 minutes of outdoor active play each day. On poor weather days (colder than -15°C) we will provide the opportunity to play actively through our scheduled time in the school gymnasium, and through circle activities in the classroom such as action songs, games such as Simon Says and Follow the Leader, and activities that involve their coordination and balancing skills.

As per the Ministry of Education Licensing Guidelines, Taylor Tots preschool encourages active play in the classroom to promote healthy growth and development. Therefore the Taylor Tots curriculum does not include any activities involving screen time.

## **Online Resources for Parents**

District of Taylor

<http://www.districtoftaylor.com/>

Child Care Resource and Referral

<http://www.childcarechoices.ca/main/North/North+Peace/>

Family Friendly Community

<http://familyfriendlycommunity.ca/>

Ministry of Children and Family Development

<http://www.mcf.gov.bc.ca/childcare/>

Northern Health Community Care Licensing

<https://www.northernhealth.ca/YourHealth/CommunityCareLicensing.aspx>

Positive Discipline

<https://www.positivediscipline.com>

**“ILLNESS IN CHILD CARE” REFERENCE GUIDE**

<b>Illness</b>	<b>Symptoms</b>	<b>Infectious?</b>	<b>Remove From Preschool</b>
Chicken Pox	Fever, blister-type rash	YES 5 days after onset	YES From when spots appear & 5 days after
Cold with a Fever	Runny nose- clear discharge, doesn't want to eat, slight cough, fever above 37C Runny nose- green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Until symptoms return to common cold
Cold	Runny nose- clear discharge, doesn't want to eat, cough	YES Before and during symptoms	NO
Diarrhea	Runny stools- may be accompanied by fever, fussy, cranky, pain and/or vomiting	YES	YES Until confirmation that it is not infectious
Ear Infection	Fever, clear discharge from nose, cranky, pulls on ear	NO	NO
Flu	Fever above 37C, cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Until symptoms are gone
Hand, Foot & Mouth Disease	Spots on palms of hands, fingers and soles of feet	YES	YES
Herpes Simplex (Cold Sore)	Blister or sore around mouth	YES	Consult doctor for each individual case
Impetigo	Crusty rash, mostly on face, arms and legs	YES	YES Until on antibiotics for 24 hours
Nausea/Vomiting		POSSIBLY	YES Stopped vomiting for 24 hours
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes	YES	YES Until on antibiotics for 24 hours
Rashes	Red spots anywhere- can be measles, chicken pox, allergies, impetigo	POSSIBLY	Consult doctor for each individual case
Strep Throat	Fever, red throat, hurts to swallow	YES	YES Until on antibiotics for 24 hours

*\*The above information is intended to serve as a guideline only. Please consult a physician for details.*