



PARENT HANDBOOK

Preschool Policies and Information

Updated: September 2018

Inglewood Preschool Parent Handbook

Introduction to Inglewood Preschool	3
Inglewood School Philosophy	3
Play	3
Program	4
Explanation of Parent Involvement	5
General Information	5
Location	5
Hours/Days of Operation	5
School Closures	5
Arrival & Dismissal Procedures (Drop-off and Pick-up)	5
Cell Phones & Cameras	7
Snack & Lunch Time	7
Clothing	7
Comfort/Earthquake Kits	7
Special Days	8
Birthday Celebrations	8
Parent Teacher Meetings & Interviews	8
Field Trips	8
Parent Responsibilities	8
In-Class Parent Expectations	9
School Policies	10
Immunization	10
Sick Child	10
Positive Discipline	11
Behaviour Management	12
Confidentiality	12
Conflict of Interest	13
Conflict Resolution	13
Incident Reporting	13
Abuse Reporting	14
Safety	14
Indoor/Outdoor Safety	14
Fire Procedures	15
Earthquake Procedures	15

Appendix	16
Reggio Emilia Information	16
VCH Sneezes and Diseases	16
Child, Family and Community Services Act	16
Community Care and Assisted Living Act: Child Care Licensing Regulation	16
School Calendar	16

1) Introduction to Inglewood Preschool

Welcome to Inglewood Preschool! We hope your experience is enjoyable and enriching for both you and your child.

Inglewood Preschool has a long and successful history and has been in continuous operation since 1948! It was started as a Parent Participation Preschool by a group of mothers who intuitively knew that their involvement in their child's education was essential. More than 1,000 North Shore families have been a part of Inglewood Preschool over the years. In fact, parents who attended the school themselves are now sending their children here. Inglewood now operates as a Parent Involvement Preschool - we are truly a family- and community-oriented preschool, with a proud, ongoing legacy.

The mission of Parent Involvement Preschools is to create a safe and enriched play-based learning environment through the cooperative efforts of families, educators and community leaders.¹ Inglewood Preschool is:

- A safe, creative learning environment for growth of children and parents
- A non-profit preschool with comparably low student to teacher ratios
- Founded and maintained by parents
- Employs two fully qualified and licensed ECE Supervising Teachers and a fully qualified and licenced Assistant Teacher
- Provides a rich variety of materials, playmates, and experiences
- Provides an atmosphere in which children can feel proud of their cultural heritage, and cultural sharing is encouraged

2) Inglewood School Philosophy

Our play-based learning philosophy is based on current research that proves that children in their early years learn and develop best through play. At Inglewood Preschool, we draw on the children's individual interests in conjunction with a Reggio-Emilia inspired play-based curriculum. Through play children naturally develop academic, social, physical, and emotional life skills.

At Inglewood Preschool our aim is to create a space where children can be supported in learning through play. Our program is inspired by the Reggio Emilia approach, which values the image of the child as a competent, curious, knowledgeable individual full of wonder (see Appendix for a link to more information on Reggio Emilia philosophy). Teachers, parents and children are partners in learning and building inquiry-based explorations and curriculum. We support and foster children's ideas and document their learning to make it visible to them and families. We aim to share and display the work of the children to inspire, reflect and create dialogue. The classroom is viewed as the third teacher and is set up to reflect the group of children in the program.

Play

- is a natural activity for children
- allows children to experiment and explore their own interests

¹ From the Council of Parent Participation Preschools website -www.cppp.ca

- contributes to the development of creativity, curiosity, problem-solving, and independence
- helps children to understand the world around them; scientifically, physically, socially, emotionally, and culturally
- supports children's understanding of how communication and cooperation work
- is the foundation of building social and emotional competence and social resiliency
- exposes children to a variety of ideas, individual interests and inquiry
- encourages self-expression and self-confidence

Program

Inglewood Preschool provides an emergent curriculum where teachers bring crafts, activities, games, books, and stations into the classroom based on the children's current interest. Children are thus more engaged in the current curriculum and empowered by their role in their own education as well as by their role as a valued member of the preschool community.

9:30 Group Meeting: During this time, we discuss what is happening in the class such as new materials and activities. It's also a time to review previous learnings, share ideas and continue a shared understanding on what we learn.

9:45 Classroom time: Children can move freely around the room to engage in the activities and provocations set up by the teachers. Activities that might be set up are as follows:

- Building (blocks, cardboard, loose parts)
- Art explorations (paint, glue, clay, play dough)
- Sensory explorations (sand, water, goop, flubber)
- Light Table & projector (colour, design, light, dark, shadow, reflection)
- Dramatic play (dress up, storytelling, puppetry, imagination)
- Mathematics (counting, sorting, classifying, patterns, puzzles)
- Literacy (books, music, movement, languages, writing skills)

Open snack: Children are welcome to wash their hands and have snack when they feel hungry. Some children need nourishment early in the morning, some engaged in a project or learning that we allow for varied snack times. We have reminders throughout the morning for children to have a snack or 'snack party'. We also inform children when it's the last opportunity to have snack.

11:10 Clean Up and Circle: At the end of our indoor class time we have a group clean up. We end with a circle with books, puppets, songs, and dance while one teacher assists in hand washing and preparing for lunch time.

11:30 Lunch

12:00 Outside time: We end the day in our garden where children have the freedom to play and explore. We aim to be outside for 1 hour every day rain or shine.

3) Explanation of Parent Involvement

Parents are what makes this amazing preschool work

Parent Involvement Preschools (PIPs) are non-profit schools founded and run by parents and licensed by Vancouver Coastal Health. PIPs comply with all health, safety, and educational and training requirements. Inglewood PIP is a member of the Council of Parent Participation Preschools in BC.

A parent or guardian can choose to participate in the classroom with their child as much or as little as they wish. Allowing parents into the classroom gives us the opportunity to play and learn with our child and their peers and observe how our children develop and socialize outside the home.

Parent involvement in the classroom is not required, however as Inglewood Preschool is a parent-run non-profit organization, parents:

- form the governing body and have a direct say in the operation of our school
- attend general meetings where preschool business is discussed
- take on a job assignment at the preschool - various jobs with varying levels of commitment are available (e.g. family events, fundraising, membership, etc.)
- volunteer for one community event, one family event, and one preschool clean-up
- participate in fundraising activities, as and when required

4) General Information

a) Location

1068 Inglewood Avenue, West Vancouver V7T 1 Y3

We are located in a large open plan room below St. Christopher's Church, our outdoor play area is accessible by a short path and gate on the west side of the building.

b) Hours/Days of Operation

Monday - Friday 9:30am - 1pm

Option for Monday - Thursday 4 day program OR Tuesday - Thursday 3 day program

Classes run from September to June, following the West Vancouver School District's holiday calendar (excluding ProD Days). The school is closed all statutory holidays. Please refer to the Calendar in Appendix.

c) School Closures

If the preschool needs to be closed due to snow or other extraordinary conditions, all parents will be notified by phone or email.

d) Arrival & Dismissal Procedures (Drop-off and Pick-up)

Parking is available in the large parking lot in front of St. Christopher's Church. Please do not park in the first 4 parking spaces marked "Reserved" on the South side of the lot or the area in front of the school door that is not a designated parking area.

Drop Off:

Please wait at the front door until 9:30 am. The teachers use the time before class to set up and prepare the classroom. Remove your child's jacket and outdoor shoes and place them neatly on the hook/floor designated for your child. Please ensure that any outdoor clothing required for that day is easily accessible and/or on your child's hook. Accompany your child into the classroom and sign the child into the preschool sign in/out book. Children can put their lunch bag and water bottles in their designated cubby space and put on their indoor shoes. Children must wash their hands when they arrive at preschool. Ensure you say good bye to your child before you leave, never leave without letting your child know.

Pick Up:

Pickup will be in the outside playground area. Teachers will mark students as collected when parents arrive. Please be on time when picking up your child. If you are going to be delayed, please call and leave a message to inform them of your expected arrival time.

Before a child is permitted to leave the preschool with an adult other than the parent/guardian/caregiver, that adult's name and description must have been given to the Supervisor at the time of drop off or be on the Pick-Up Authorization Form.

If the Supervisor was not informed, or an adult not listed on the Pick-Up Authorization Form attempts to pick up a child, the Supervisor shall do the following:

1. Phone the parent/guardian/caregiver and explain the situation.
2. Confirm that the adult is to take the child.
3. Ask for a physical description of the individual.

Any adult other than the parent/guardian/caregiver attempting to pick up a child with whom the Supervisor is unfamiliar will be asked for identification.

If the parent/guardian/caregiver cannot be reached to verify the situation and give the necessary information, the Supervisor will keep the child at the Preschool.

In the case where a child is not picked up within a reasonable time-frame, the Supervisor will notify the emergency contact for that child to arrange for pick up. This will be documented in the daily log.

Families need to inform the Supervisor of all custody and court orders and any changes to these orders. If a custody or court order exists regarding a student at the Preschool, a copy of the order should be placed in the child's file and the instructions should be followed at all times.

If the parent/guardian/caregiver or authorized pick-up person appears unable to provide safe care i.e., ill, emotionally distraught, apparently impaired by alcohol, drugs, medication etc. the supervisor may offer some safe options:

1. Notify the child's emergency contact
2. Call a taxi

If the parent/guardian/caregiver insists on removing the child, the Supervisor may advise them of the obligation to contact local law enforcement or appropriate agencies.

The Supervisor will clearly and concisely document any unusual events (such as variations in typical pick-up) in the daily communications log.

The Supervisor will consider minimizing the impact of a potentially contentious situation on the child.

e) Cell Phones & Cameras

We request that cell phone use be restricted on the school premises (both in the classroom and the outdoor play area) for the privacy and safety of our children. If you receive a call while at school please take your call in private, outside, close to the door, or in the entrance area.

If you wish to take photographs of your child with your phone, please limit the appearance of other children's faces in the photo. **Do not post any photos to the internet without expressed consent from the parent of the other children appearing in your photo.**

f) Snack & Lunch Time

Each child brings their own healthy snack and lunch from home. Please pack your child's snack separately from his/her lunch. Please provide easy to open containers. Children should also bring a water bottle from home. Clean, safe drinking water will also be provided. Children are free to eat their snack anytime during the school day. Lunch time is at 11:30 at which time children sit down together at designated tables and are supervised while they eat. Food or drink is not used as a form of reward or punishment. At the beginning of the school year, parents will be notified of any allergies that they need to be aware of. Any individual allergies or care plans are dealt with on an individual basis in consultation with parents and/or caregivers.

g) Clothing

Inglewood Preschool is a space for children to freely explore and discover the fun of learning. In our class exploration can get messy! We are here to support the children in their exploration and learning and with this in mind please ensure that clothes allow for children to do their work worry free.

Please be mindful to dress children in clothes that they can handle whilst using the bathroom. Buttons, zippers and belts can be restrictive and difficult for children. We aim to create a space for children to feel confident and competent to do and try things on their own which includes going to the bathroom and dressing themselves.

Children should bring indoor and outdoor shoes to preschool and should have a spare set of weather appropriate clothing in their cubby. Seasonal outdoor attire (e.g., Winter: rain coat, rain pants, gloves, and boots and Summer: sun hat, sunglasses) should be put out in the front entrance area, and easy for the children to access.

h) Comfort/Earthquake Kits

In the event of a catastrophic event, such as an earthquake, all the children will have a small bag filled with items to comfort them until such time that they can be picked up by a parent or other authorized person. Please include the following items in a Ziploc bag clearly marked with your child's name:

- Any special medication your child may need. Expiry date must be highlighted and please let teachers know if your child has any specific medication and leave administration instructions if necessary.
- Family photograph
- Small personal item; soft toy/book/crayons and paper, no battery-powered toys & keep in mind this item will stay the entire school year in preschool's earthquake boxes

- A short letter of comfort and reassurance to your child from you
- Emergency blanket (silvery foil kind) and possibly glow-sticks
- Small packet of tissues or wipes
- Rain poncho or large plastic bag
- Diaper (if your child still uses one)
- A non-perishable snack in accordance with preschool allergy guidelines

i) Special Days

Our community is built of many cultures and celebrations. We would like to celebrate the diversity we have in our class and community and invite families to share their traditions. If your family has a tradition they would like to share with the class this is a great way to engage within the class and a wonderful opportunity for your child to bring some of their home life to school.

j) Birthday Celebrations

Special treats are allowed to be brought to preschool on their special day, but please ensure they are in accordance with the allergy guidelines. If your child's birthday falls on the weekend or during a holiday but you would like to celebrate it at school, please coordinate with the teachers which day of the week prior or after will work best.

k) Parent Teacher Meetings & Interviews

Should you like to speak with the teachers regarding your child and their development or any other concerns, you can arrange a meeting with the Supervisor at any time throughout the school year. There will also be an opportunity to have a scheduled parent teacher interview at the end of the year.

l) Field Trips

Field trips are a great opportunity for us to expand our curiosities and learning. A field trip might be planned when there is a specific interest such as farm animals and we may go to the farm. A field trip might be planned as a provocation to encourage further understanding or learning. As our program's curriculum is collaborative and reflects the interests and developmental levels of any given year, field trips will vary year to year.

We ask that parents/caregivers accompany children on field trips. Parents will be asked to drive their own children on these trips. We will communicate plans of upcoming field trips via email.

5) Parent Responsibilities

At Inglewood Preschool, we do our best to support each other and put strategies in place to ensure that all families can function as responsible members, participate in the operation of the preschool and in other school activities, such as meetings and fundraising, as outlined in our school constitution and by-laws.

a) Meetings of Members:

- i) General Meetings are held three times per year for the purpose of conducting Preschool business. The Annual General Meeting (AGM) is held in May. Attendance at the General Meetings and AGM is mandatory by one or both parents. These meetings will be scheduled by the Directors with no less than 14 days advance written notice to members. Meeting invitations will typically be sent via e-mail.
 - ii) Director Meetings are held prior to the General Meetings to plan the meeting agenda and carry out Director responsibilities.

- b) **Fundraising:** Each year the families of Inglewood Preschool evaluate fundraising needs and priorities. As indicated in our constitution, early in the school year our fundraising chairperson will present ideas for fundraising events and the parent members vote for their favourite(s) and/or a levy. As stated in the parent handbook and the signed letter of family responsibility, it is the responsibility of families enrolled at Inglewood Preschool to support the voted upon fundraising initiatives.

- c) **Community Events:** Each year Inglewood participates in community events to raise awareness for our preschool. Typically, these are the preschool fair held in the fall at the West Van Community Centre and the West Vancouver Community Day in the spring. Families are required to sign up for one of these events, usually for a 2-hour time period.

- d) **Preschool Family Parties:** During the school year the families at Inglewood get together twice; for a winter holiday party prior to the December break, and an end of year party prior to the school's closure in June. These social events are fun, casual and provide the opportunity for the entire Inglewood Preschool community to come together to celebrate and support their children. Each family is asked to help with some aspect of the parties; whether it be volunteering to bring food, helping to set up or assisting with cleanup.

- e) **Job assignment:** Each family takes responsibility for one aspect of the administration of the preschool, whether it is helping with the general administrative duties or serving on the Executive Committee (Board of Directors). As a member of the Executive Committee (Board of Directors) you have the unique opportunity to be an active leader in your child's preschool environment. It is a rewarding experience that provides an opportunity to take on new challenges in a fun and supportive environment. Detailed descriptions of each of the positions are included in your Registration Package as well as the Preschool By-laws.

6) In-Class Parent Expectations

At Inglewood, we have an Open-Door Policy. Parents are welcome in the classroom with their child at any time. In-Class Days are optional, meaning that a parent can choose to participate in the classroom for as few or as many days a month as suits their schedule. Duties in the classroom can vary from helping the teacher set up activities for the day, facilitating the children's play, and cleaning up in preparation for the next day or simply engaging with your child in the classroom environment.

In-Class days are a wonderful experience that give parents the opportunity to play and learn with their child and to develop relationships with other children in the class. As In-Class Parents, you have the opportunity to observe your child develop and socialize.

On in class days, please arrive 15 minutes prior to the start of class so that you can discuss the day's schedule and plans with the teachers. **Remember that the teachers are the ones leading the classroom and will give you guidance on how you can best contribute to that day's activities.**

Here are some tips to make your in-class days enjoyable and productive for everyone:

- Please put away your cell phone while you are in the classroom. If you do need to take/make an urgent call, please be respectful and take the call outside of the classroom. - See Cell Phone Policy section for more information.
- Assist with preparations for the day and clean-up as required. The teachers will let you know how you can best contribute.
- Join in on circle time and activities with the children.
- Stay engaged with the all of the children, not just your own child.
- Let the teachers know if any issues arise. They will handle all inappropriate behaviours.
- Remember that it is important to remain confidential about what happens in the classroom, especially when a behaviour or other incident arises. "What happens in the class-room stays in the classroom".
- **IMPORTANT:** Toileting is the teacher's responsibility. **Do not assist any child other than your own with toileting.** If you need to take your child to the washroom, please use the boy's washroom (with only one stall) and close the door when you are in there so that you are not alone in the washroom with another child.

7) School Policies

a) Immunization

Inglewood Preschool recommends that all children and staff be immunized and get an annual influenza vaccine.

If your child does not have all the routine vaccines or does not have an immunization record and someone at school acquires a vaccine preventable disease, your child may be asked to stay home until it is safe to return, possibly missing school activities and days or even weeks of school.

b) Sick Child

At Inglewood Preschool we follow the guidelines set out in the Vancouver Coastal Health "Sneezes and Diseases" Resource Guide. Please see Appendix for a current copy of the guide.

We ask that parents keep their child at home or seek alternate care arrangements for the following:

- Pain- any complaints of unexplained or undiagnosed pain
- A common cold with listlessness, runny nose or eyes, excessive coughing, temperature and or sore throat. Once a child's temperature, well-being and

energy have returned to normal, the child may no longer be contagious and can return to school even though a child has cough and/or runny nose

- Difficulty breathing – a persistent cough or wheezing
- Fever (100 degrees F/38.3 degrees C or more)
- Sore throat or trouble swallowing
- Infected skin or eyes, or an undiagnosed rash
- Headache and/or stiff neck
- Unexplained diarrhea or loose stool (may or may not be combined with nausea, vomiting or stomach cramps). Child should stay home for the duration and not return until being clear of the symptoms for 24 hours
- Nausea or vomiting
- Severe itching, dry skin of body or scalp
- Children with known or suspected communicable diseases.

Managing Illness

If a child becomes ill while at preschool parents/guardians will be immediately notified. Parents may be asked to pick up their child on very short notice.

Parents are requested to immediately notify preschool of diagnosed or exposure to serious communicable diseases. For a list of reportable diseases, please refer to Page 18 of The Sneezes and Diseases Resource Guide in appendix. The staff are obligated to notify the Licensing officer of a Reportable Disease.

Medication Administration

Staff will administer medications only when absolutely necessary. Written consent of parent is required and includes a record of the medication to be administered. The caregiver will note the date, time, dosage and by whom when medication is administered.

Medication must be provided in original container and include directions for use or physician's instructions.

c) Positive Discipline

The goal of discipline is to assist children in developing self-regulation and self-confidence when dealing with others. Inglewood preschool uses guidance techniques based on a positive non-punitive approach, appropriate to the children's' stage of development. The point of positive discipline is to help children learn the results of the behaviour, not make them suffer. Discipline should have a positive, effective influence on children. Our positive discipline system is put in place as follows;

- Clear, consistent limits are established.
- Straightforward explanation of limits is explained.
- Phrase limits in a positive way and remind children of the limits when needed.
- Focus on the behaviour not the child.
- Offer the child simple alternative choices.
- Help the child try solve problems, and model problem-solving.

- Use natural logical consequences.
- Redirect.
- Time in/alone time with an adult to help a child feel secure and regain self-regulation
- Limit use of equipment.

d) Behaviour Management

The goal of the program is ensure the physical and emotional well-being of the child. Through program planning, environmental planning, fostering self-esteem and emotional awareness, and low child to adult ratio we strive to minimize the occurrence of problematic behaviors.

- Any behaviour identified by the teachers as problematic (problematic behaviour describes any behaviour that puts the child or the group of children at safety risk) will be dealt with in partnership with the child’s parents. Parents will be invited to work with the teacher to create and appropriate plan to meet the needs of the child and the group.
- Outside agencies may be invited to do objective classroom observations to offer support to the child, teachers and parents.
- If behaviour results in injury to another child, the parents will be notified and an incident report (template provided by CPPPBC) will be filled out by the teacher.

e) Confidentiality

This policy applies to all verbal and written information about potential, enrolled and former children, their parents, guardians and designated caregivers and employees. All written information shall be kept in files or some other organized format. The Personnel Chairperson (“record keeper”) shall have custody of all such documents/records, except if the situation arose where the Personnel Chairperson was personally involved (an “interested party”) in an outstanding matter (in marginal cases, the Executive will determine whether there is sufficient personal involvement) requiring a review or keeping of records, in which case custody of the records will pass to a person designated by vote of the Executive.

Unless determined by a vote of the Executive or otherwise (the interested party abstaining), only the Supervisor and the members of the Executive are entitled to access. The record keeper can request written reasons as to why a qualified person wishes to access the record, and if not satisfied, can refer the matter to the Executive for a decision on granting access, which decision will be final.

The principle of “need to know” will guide the record keeper and the Executive in determining who will have access to the records and how much information will be shared. This principle is in addition to the right to privacy enjoyed by all citizens of Canada.

All persons must keep information obtained from records, the records themselves, as well as information obtained in an outstanding matter that will eventually form a part of a record strictly confidential amongst the Executive (or a limited number of members of the Executive, if appropriate) and Supervisor, unless the consent of the parent/guardian/designated caregiver is first obtained.

f) Conflict of Interest

This policy applies to all members of the Executive, the Supervisor, and any person who has been delegated some authority, privilege, or power (referred to herein as 'officer').

An officer who has in any way, directly or indirectly, a personal interest or is personally involved in a Preschool matter of serious nature - including non-compliance of the bylaws, child discipline, or significant monetary interest - that is before the Executive shall disclose their personal interest at the earliest opportunity.

Unless otherwise determined by a vote of the Executive (the interested party abstaining), the interested party is disqualified from participating in, and voting with respect to, those portions of Executive meetings (or committee meetings) that concern the matter which gives rise to the conflict. An interested party does have the right to make presentations to the Executive as to their view on the matter in question.

g) Conflict Resolution

This policy applies to resolution of all matters serious in nature - including non-compliance of the by-laws, the possible expelling of a member, child discipline or behaviour instability, complaint about the Supervisor, where a conflict of interest exists (referred to herein as the 'Matter').

Subject to any conflict of interest, the President will strike a committee of no less than three persons (including the President and Supervisor), to gather all facts regarding the Matter. Where the Supervisor is in conflict, he/she may assign a member to the committee who is a current member or the society to represent the Supervisors interests.

The committee will follow the CPPPBC guidelines for conflict resolution procedure (summarised below and full document available to parents on request), and prepare a report outlining recommended and alternative solutions to the Matter. Once considered, a vote by the non-interested members of the Executive will determine resolution of the Matter. Once resolved, all records will be kept in a file of the Personnel Chair folder on the Inglewood Executive GoogleDrive, and in a sealed envelope on the school premises for a minimum of five years.

Summary of CPPPBC suggested step to resolve conflicts:

- 1) Talk to the person involved.
 - 2) If conversation does not resolve the issue, contact the Personnel Chair.
 - 3) Personnel Chair may try help resolve the issue together with involved parties by meeting or email OR instigate a Personnel committee to do an investigation into the Matter.
 - 4) Facts and information gathered by the Personnel committee.
- ★ If the matter involves the teacher a member from the PPPTA who is not a member of the IPIP society can be involved as appropriate professional support
 - ★ If the matter involves the teacher, a teacher representative from the school (and not the teacher) should be involved, and the teacher should be given notice of any meeting happening.

h) Incident Reporting

Inglewood staff will immediately notify a parent or emergency contact if the child:

- becomes ill or is injured, or
- is involved in, or may have been involved in, a reportable incident (as outlined in Schedule H of the Community Care and Assisted Living Act : Child Care Licensing Regulation included in the Appendix)

Inglewood staff will also notify the medical health officer within 24 hours after

- a child is involved in, or may have been involved in, a reportable incident described in Schedule H while under the care or supervision of the licensee, or
- it comes to the attention of the licensee that a child enrolled in the community care facility has a reportable communicable disease as listed in Schedule A or B of the Health Act Communicable Disease Regulation, B.C. Reg. 4/83.

i) Abuse Reporting

Children depend on others for their safety and well-being, and have the right to be protected from abuse and neglect. Anyone who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty under the Child, Family and Community Service Act to report the matter (see Appendix). As such, Inglewood Preschool staff will report any suspicions of, or disclosure of abuse to the Ministry of Child and Family Development (MCFD). It is the responsibility of the MCFD to investigate and determine if abuse has occurred.

8) Safety

a) Indoor/Outdoor Safety

Indoor Safety

- No running indoors.
- Children should be mindful of environment, peers and teachers.
- Use a softer, 'inside' voice.
- Children are encouraged to let an adult know when they are going to the washroom.
- No playing in the bathroom hallway, this should be used only to access the washrooms.
- Ensure the door is closed properly when entering and exiting the preschool building, and never let a child that is not your own enter or exit as you are doing so.
- No food sharing is allowed.
- Hot drinks must be kept out of reach of children.

Outdoor Safety

- Children must be accompanied by an adult to and from the outdoor play area.
- Ensure the gate is properly closed when entering and exiting the outdoor play area, and never let a child that is not your own enter or exit as you are doing so.
- No bare feet.
- Children must go feet first down the slide.
- No urinating in the outdoor area.
- Berries, mushrooms, flowers and other items found in the outdoor area should not be eaten.

- Garbage and food items should not be left in the playground as this may attract unwanted animals.

b) Fire Procedures

Supervising teacher:

- Sound the alarm
- Help children line up at the entrance or at the fire exit by the boys' bathroom
- Child count and check the kitchen/bathrooms just in case a child was not signed in that morning

Assistant teacher:

- Collect first aid kit, emergency consent cards & class list for the day
- Child count confirmation with Supervising teacher

Both teachers and all the students exit the building closing the door behind them and walk to the southwest side of the parking lot beside the bus shelter.

Call emergency services and wait at the bus shelter for the emergency services to arrive OR proceed to the 'Safe House' – Doerfert Residence at 1070 14 Street

Fire Drills

This process should be practiced on a monthly basis and recorded in the attendance book.

c) Earthquake Procedures

During an earthquake

DROP / take COVER / HOLD ON (sing the ABC's)

Once the shaking stops

Supervising teacher:

- Assemble children in a hazard free area of the class
- Child count and check for injury or medical attention
- Treat children who require attention in the order of Airways/Breathing/Circulation
- Ensure all children have a clearly visible name tag
- Comfort and reassure the children

Assistant teacher:

- Check the entire school and bring all children to the Supervising Teacher
- Collect first aid kit, emergency consent cards & class list for the day and bring to the Supervising teacher
- Child count confirmation with Supervising teacher
- Check for internal hazard such as gas leaks, electrical/water/fire dangers
- Extinguish fires using fire extinguish next to kitchen door
- Check for external hazards in the parking lot and playground

Both teachers decide whether to stay inside the school building or move to the playground or parking lot.

Remaining indoors

- Communicate with Emergency services.
- Fetch earthquake kit from the second shed in the outdoor area.
- Clean up anything that presents immediate danger to the children.
- Set up appropriate activities to keep children calm and occupied
- Communicate with parents if possible.
- Listen to the radio for directions (CBC radio 690 or 105.7fm)
- Use phone only for life threatening injuries
- remain with children until families/designated others have picked them up

Moving outside

- Recount the children and proceed to either the playground or parking lot.
- Put a sign on the door alerting parents as to where pickup will be.
- Communicate with Emergency services.
- Communicate with parents if possible.

- ★ If the parking lot is chosen as the safest area, the earthquake kit must be retrieved from the playground.

Child release

Children must be released to a parent OR designated alternate (identification required).

Earthquake Drills

The DROP / COVER / HOLD drill will be practiced with the children annually as part of the Great British Columbia Shake Out.

9) Appendix

a) Reggio Emilia Information

<http://www.naeyc.org/yc/node/324>

b) VCH Sneezes and Diseases

<http://www.vch.ca/Documents/Sneezes-diseases-resource-guide.pdf>

c) Child, Family and Community Services Act:

http://www.bclaws.ca/civix/document/id/complete/statreg/96046_01

d) Community Care and Assisted Living Act: Child Care Licensing Regulation

http://www.bclaws.ca/Recon/document/ID/freeside/332_2007#section55

e) DWV School Calendar

<https://www.westvancouver schools.ca/wp-content/uploads/2018/02/FINAL-and-APPROVED-Amended-2018-2019-calendar.pdf>