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## Franklin Community Preschool Family Handbook

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## **SCHOOL OVERVIEW**

### **Mission Statement:**

Franklin Preschool is committed to delivering quality play-based preschool education by providing a nurturing, safe and fun learning environment for the families of our local community.

### **Core Values:**

**Family and community:** non-profit, parent-led organization that is collaborative and responsive to the needs of our local community

**Play-based learning:** follow a 'responsive curriculum' that concentrates on the individual's areas of interests, strengths and needs

**Diversity and inclusivity:** commitment to support, foster and encourage the inclusion and equal treatment of all diverse groups within our community

**Encourage:** recognize the unique abilities of each child and encourage their curiosity of the world around them

**Nurture:** provide a happy and calm environment to play, learn and grow together

**Develop:** prepare children for kindergarten and beyond by developing key skills, such as socializing and working independently



## **HISTORY:**

Franklin Community Preschool was created in 1977 by a group of parents and with the support of Franklin Elementary School. In the early years, the Preschool was based in the lunchroom of the elementary school but as enrollment grew, the school moved into its current location on the grounds of the elementary school.

The philosophy of the Preschool emphasized individual programs for each child and, as a result, community resource workers often referred many children with special needs to the program. In the spring of 1983, a proposal was submitted to the Ministry of Social Services for the funding of a Special Needs component to the preschool program. This request was granted and Franklin Preschool officially became an inclusive preschool, which it still is today.

## **FRANKLIN PRESCHOOL SOCIETY AND THE BOARD OF DIRECTORS:**

In 2009, Franklin Preschool established itself as a non-profit society and since then the school has been managed by a Board of Directors that is made up of volunteer parents.

The Board works closely with the teachers to ensure that the Preschool operates smoothly and helps to resolve any issues that may arise over the year.

The Board, which is the License Holder of the Preschool, is also responsible for making governing decisions, ensuring financial stability and making sure that it acts in accordance with the mission, values and by-laws of the Preschool and the Society.

All families automatically become a member of the Society when they enroll at the Preschool and are also encouraged to sit on the Board, take part in Society activities, attend open meetings and voice their opinions about the running of the Preschool.



## **FAMILY PARTICIPATION:**

A key reason for the ongoing success of Franklin Preschool is its focus on bringing together the diverse network of families within our community.

As a non-profit organization, Franklin Preschool simply would not exist if it were not for the dedication and support of families through tuition fees and donations, as well as from community grants.

As the school year starts and families are over-run with work and routines it can be difficult to remember that the Preschool really needs your help. There are many ways you can show your support over the course of the year.

### *WAYS YOU CAN SUPPORT FRANKLIN PRESCHOOL:*

- **Join the Board of Directors:** the Board works closely with the teachers to ensure that the Preschool operates smoothly and helps to resolve any issues that may arise over the year.

It is also responsible for making governing decisions, ensuring financial stability and making sure the Preschool acts in accordance with the mission, values and by-laws.

The Board is split into a number of roles and is made up of a range of parents with different skill sets and experience.

More information about the roles and on how many members are needed to join will be circulated to families at the start of the school year.

- **Attend our events.** While the outlook for events this year is uncertain due to the ongoing pandemic, it is so important that families make every effort to attend the few events that we do hold. These usually are:
  - o Welcome BBQ and Annual General Meeting (September)
  - o Winter Concert (December)
  - o Spring Fair Fundraiser (May)
  - o Hats Off Day Parade (June)
- **Participate in fundraising activities:**
  - o Book a spot in our Family Photo Night (October)
  - o Help to donate/source items for our Spring Fair fundraiser
  - o Bid on items, buy raffle tickets and participate at our fundraisers
  - o Buy books from our Scholastic Book Club



- Use our fundraiser code (Franklin Community Preschool Vancouver) when purchasing labels from Mabel's Labels
  
- **Donate Funds:** tax receipts are issued for all donations
  
- **Provide items for the school and/or events:** A sign-up sheet will generally be put out ahead of an event asking families to bring food and other items, such as plates, napkins, drinks, etc.
  
- **Provide requested items for the classroom** such as liquid soap, tissues, art supplies, books, new children's socks and underwear, etc.
  
- **Donate your skills:** if you have a particular skill or access to certain items that would be of benefit to the Preschool please let us know. Examples could include parents with a background in marketing/design, accounting, human resources, administration, artisans, health or safety professionals, etc.



## **COMMUNICATIONS:**

We believe that open communication is at the centre of providing an exceptional experience to everyone who comes through our doors.

The Preschool staff encourages all families to participate in your child's first experience at school. Children derive the most benefit when home and preschool co-operate hand-in-hand.

If you have any questions, ideas or concerns about how your child is experiencing the preschool program, you are encouraged to raise them with the teachers and supervisor directly.

The teachers are at Preschool from 8:15am to 4.00pm Monday to Friday. If you are unable to talk to them during the pick-up and drop off times, they will happily make a time to talk with you.

### *CALLING DURING SCHOOL HOURS:*

The teachers are not always able to answer the telephone during school hours. In case of emergency, you can alert us by calling back twice, otherwise, please leave a voicemail and we will return your call after class.

### *NOTICE BOARDS:*

Important notices and reminders (newsletters, calendars, COVID-19 updates) will be placed outside the Preschool.

### *WEEKLY AND MONTHLY COMMUNICATION:*

Families will receive weekly emails from the Supervisor over the weekend providing and reminding parents of any upcoming events or news for the weeks ahead.

The Preschool also send out a longer newsletter at the end of the month, which includes photographs and details on what the children have been working on over the past month.

Other important news and information will be circulated to families via email and print-outs as needed throughout the course of the school year.



**OPERATIONS:**

**DAILY SCHEDULE:**

The Preschool program follows the general schedule below, although it can vary from day-to-day.

Morning Class		Afternoon Class	
8:45	Doors Open	12:15	Doors Open
8:45-9:00	Welcome Circle	12:15-12:30	Welcome Circle
9:00-10:30	Outside Play	12:30-1:30	Free Play and snack
10:30-11:25	Free Play and Snack	1:30-1:35	Clean up Time
11:25-11:30	Clean Up Time	1:35-2:55	Outside Play
11:30-11:45	Music, Movement and Circle Time	3:00-3:15	Music, Movement and Circle Time
11:45	Pick-Up	3:15	Pick-Up

**FREE PLAY TIME:**

Children explore independently or as part of a small group, at self-selected activities. This creates opportunities for the children to flourish in social, emotional, intellectual, physical, and creative ways.

The teachers help guide and support the children’s development through facilitated play and encourage positive peer relationships through verbal modeling, turn taking and positive feedback.

**CIRCLE TIME:**

Circle time is a large group activity led by a teacher that may include: music and movement, songs, puppetry, books, games and social stories.

We incorporate many topics throughout the year and cover issues and ideas that are suggested by the children. By following their interest, we keep the Circle Time focused on their needs and what is currently a topic of discussion or concern in their minds.

**ACTIVE/OUTDOOR PLAY:**

Our program also includes spending time outdoors every day, so we ask that your child be dressed according to the weather. Our Licensing Regulations stipulates that in a preschool setting we need to have at least 30 minutes of “Active Play” per day.





## SNACK POLICY:

We ask that children bring a healthy snack and a bottle of water to each session. Children will sit with a small group of other children at a table to eat their snacks. This is a wonderful opportunity for them to experience a small social group.

Due to severe allergies inside the classroom, we have specific food restrictions in place.

We also have a no junk food policy. Water to re-fill bottles is always available.

Snacks that are **not allowed** are:

- **Nuts:** all varieties, including peanut butter and other 'nut' butters
- **Junk food:** Candy, pop, chocolate, granola bars with chocolate chips, cookies or potato chips

Healthy snack ideas could include:

- Fresh fruit, fruit bars, etc
- Vegetables, such as veggie sticks, cucumber slices, etc
- Hummus
- Rice crackers, gluten free crackers, green pea crackers, etc
- Cheerios (plain)
- Apple sauce
- 'Made Good' brand Granola bars



## **CLOTHING AND BELONGINGS:**

We ask that you send your child to Preschool in play clothes that are warm, comfortable and easy for them to handle. Clothes should be easily laundered as children may get paint, glue or other materials on them. We cannot make guarantees that our paints and other materials will be washable but we do put extra soap into paint products to help aid the washing process.

### *WHAT TO PACK IN YOUR CHILD'S BACKPACK:*

- Indoor shoes
- Spare set of clothing (socks, pants, underwear/diapers, shirt and sweater) in a clearly labelled ziplock bag that can be used in case the clothing they came in becomes soiled
- Snack
- Bottle of water

Rainy Days: waterproof jacket with hood, rain pants or muddy buddy and boots

Cold Days: warm jacket, boots, warm hat and gloves/mittens

Sunny Days: sun hat and sunglasses (optional)

### *BELONGINGS:*

Children's clothing and items should be clearly marked with their names. A lost and found box will be maintained in the Preschool in the cubby area.

For labels, please take a look at Mabel's Labels for waterproof and durable labels that are perfect for clothes, backpacks, water bottles, lunchboxes and so much more.

If you do purchase from Mabel's Labels, Franklin Preschool will receive money towards its fundraising efforts from every purchase. You can find us under the name "Franklin Community Preschool (Vancouver)" when you click [https://mabelslabels.ca/en\\_CA/fundraising/support/](https://mabelslabels.ca/en_CA/fundraising/support/)

**Franklin Community Preschool does not take any responsibility for lost items.**

### *TOYS AND SPECIAL ITEMS FROM HOME:*

Please do not bring any toys, games, special stuffies, etc into the school. These must be left at home.



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### **VISITOR POLICY:**

As the Preschool transitions its COVID-19 policies, we are asking parents to remain outside the Preschool at drop off and pick up time.

However, parents, caregivers and other invited visitors are welcome into the Preschool at a pre-arranged time. All adult guests invited into the Preschool will be asked to wear a face mask while inside.



### **DROP OFF POLICY AND PROCEDURE:**

As per our Illness Policy (page 23), please do not send your child to Preschool if they are sick, as you will be asked to come back and collect them.

#### **PROCEDURE:**

- One staff member will open the door at 8:45am (AM session) or 12:15pm (PM session)
- Please do not come into the Preschool, a staff member will invite the children inside
- Teachers will assist your child/ren in washing their hands upon entering the Preschool and putting their belongings away at their cubby

Please be mindful of social distancing while waiting for your children outside of Preschool.



**PICK UP POLICY AND PROCEDURE:**

Seeing others leave can make a child feel anxious, so we ask that parents or caregivers arrive at the Preschool five minutes before the ending of your child’s class to ensure your child is picked up on time.

A child is only dismissed into the direct care of an adult who is designated on the child’s consent form.

If you know you will be late picking up your child due to an emergency or unforeseen circumstance, please call the preschool at **604.291.9310** prior to the end of the session.

*PICK-UP PROCEDURE:*

- Doors will open at 11:45am (AM class) or 3:15pm (PM class)
- Staff will assist your child/ren to wash their hands and collect their belongings prior to circle time
- When a staff member opens the door, we will allow one parent at a time to the entrance to collect their child
- Please do not enter the Preschool. Your child/ren will see you have arrived and will be excused from circle

*LATE PICK-UP POLICY:*

A late pick up fee will be charged according to the length of time staff members are left waiting.

Within the first 5 minutes	No charge
5-10 minutes late	\$5.00
10-15 minutes late	\$10.00
15-20 minutes late	\$20.00
20-30 minutes late	\$30.00

After 15 minutes, the Preschool staff will refer to the emergency contact on your child’s form and attempt to call that number. After one hour, the Ministry for Children and Family Development may be contacted to pick up the child to keep them safe.

*SAFE RELEASE POLICY:*

Children who are in the care of Franklin Community Preschool shall be released for pick-up to:



- The parent(s)/guardian who is the sole (or joint) caregiver of the child, who's name(s) and signature appear on the child's enrollment forms
- An adult person, who is listed on the enrollment forms as authorized to pick up the child

Any alternative arrangement for pick-up needs to be given to a staff member by telephone call, email, or in person.

This "alternate" adult will be asked to show their identification (such as a Drivers' License) to a staff member when they arrive at the Preschool. A child will only be released to the "alternate" once a staff member has checked the identification of this person.

#### *ALLEGED IMPAIRED AUTHORIZED PICK UP:*

The safety of the children at Franklin Preschool is our first priority. It is the staff's legal responsibility, to the extent that is possible, to ensure the safety of the children in their care. At Preschool, we will try all ways legally possible to prevent the release of a child to an authorized adult who is intoxicated in some way and cannot properly care for the child.

Under provincial law, no staff under any circumstances may withhold a child for any reason.

The Procedure in the event that this occurs, is that the staff member involved will:

- a) Offer to call a friend to pick up the authorized adult and child, or
- b) Offer to call a taxi to pick up the person and child, or
- c) Contact the Ministry of Children and Families at 1-800-663-9122

If the allegedly impaired person is driving a vehicle, the staff will explain that driving under the influence of drugs or alcohol is against the law and that staff are obligated to ensure the safety and well-being of the child and adult. If the allegedly impaired person chooses to get in the car with or without the child, staff will immediately call 911 and notify the police. The Supervisor may also call the Ministry of Children and Families if they feel that the child is in need of protection.



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## **ANNUAL CALENDAR:**

The Preschool operates from September to June. Our program is closed on the following holidays:

- Labour Day
- National Day for Truth and Reconciliation
- Thanksgiving Day
- Remembrance Day
- Christmas, Boxing Day and New Year's Day (two weeks)
- Family Day
- Spring Break (two weeks)
- Good Friday and Easter Monday
- Victoria Day

The Preschool's calendar is not the same as the Elementary School's calendar. We are open on Elementary School's District Closures and Professional Days.

A detailed annual calendar for the Preschool will be circulated to families by the beginning of the school year.

## *PROFESSIONAL DEVELOPMENT:*

The Preschool may be closed for one or two days throughout the school year to enable teachers to receive professional development. We believe it is vital to stay up-to-date in the constantly evolving field of Early Childhood Education as new research leads to advanced, child-centered teaching, which enhances our program and helps the teachers provide the best learning environment.

## *FIELD TRIPS AND GUEST SPEAKERS:*

Fieldtrips, guest speakers and special seasonal events are also regular parts of the program. These are of great importance and provide a wonderful learning experience for young children. We encourage all children to participate in these educational and fun outings.

\* Some of these trips will require a family member/guardian to accompany your child. All trips are posted in advance.

## *BIRTHDAYS:*

We have up to 60 children at the Preschool per school year and a number of severe food allergies, therefore we are unable to accommodate birthday treats.

If you would like to bring a child-friendly and appropriate non-food treat (such as crayons, stickers, stamps, etc.) then we ask that you bring enough for the whole class. We celebrate each child's birthday with a special birthday sticker, and by singing Happy Birthday at Circle Time.



## **SCHOOL POLICIES**

### **REGISTRATION:**

We encourage all new families interested in registering to contact the Supervisor to book a tour of the preschool during which time they will be happy to explain our program and answer any questions that you may have.

Please note that returning families receive first priority over new families for registration in the upcoming school year. In addition, the registration process works on a first come first serve basis for all families during their registration window.

### *FEES:*

In order to secure your space, the \$70 registration fee, as well as the first and last month's fees must be paid at the time of registration. Fees can be paid by cash, cheque or e-transfer.

For any new families joining in January 2022 (until June 2022), a \$60 material fee will also be required at registration.

From September 2022, the material fee will be included within the tuition fees.

Unfortunately, the preschool is not able to hold any spaces unless these payments have first been made.

### *RETURNING FAMILIES:*

Registration for returning families opens on January 1<sup>st</sup> for the upcoming school term in September of the same year.

For example, registration for September 2022, opens on January 1<sup>st</sup> 2022.

Returning families must email the Supervisor stating which class they wish to be enrolled in and to ensure that the registration, first and last month's fees are paid.

Please note that spaces in AM and PM spots are also on a first-come, first-serve basis. For example, if your child is currently enrolled in an AM spot and you wish for them to return to the AM class, you still need to re-apply for an AM spot in the next term on a first-come, first-serve basis with the other returning families.





**NEW FAMILIIES:**

Registration for new families opens on February 1<sup>st</sup> for the upcoming school term in September of the same year.

For example, registration for September 2022, opens on February 1<sup>st</sup> 2022.

Prospective families are requested to speak with the Supervisor and then complete an application form along with the payment of the registration fee. Once accepted, families must then also pay the first and last months' fees.

Once accepted into the preschool, new families are required to complete a full documentation package. These documents will be sent to families that have been successfully registered. The documents must be completed prior to your child's first day of preschool.

**WAITLIST:**

Franklin Preschool maintains a waitlist for spaces in the program. Waitlists operate on a first come first serve basis. Priority is given to siblings of children currently enrolled in the program, returning families, and children of preschool age. We reserve the right to have one to three spaces for each morning class designated for children who require extra support.

**SWITCHING DAYS:**

If you wish to switch program days, you must provide written notice to the Supervisor. Priority will be given to current families over waitlisted families when a spot becomes available.



### **GRADUAL ENTRY:**

Starting preschool is an important event in your child's life. For some children, it will be their first time in a group setting. This can be a bit overwhelming and intimidating until your child becomes familiar with the program and the people in it.

To assist families with the transition a gradual entry schedule is set up for the month of September. And all families will be notified of the gradual entry process in late August.

Due to the ongoing COVID-19 pandemic, parents will not be allowed into the Preschool building during gradual entry or at other times during the year (while the pandemic persists). However, staff will work with you to do all they can to help ease children into the program.

Please help to prepare your child before preschool begins by explaining how the drop-off process will work and to support them during the initial few days as they settle in to the new routine.

For any children coming into our program mid-year, a gradual entry schedule will be set up by the Preschool supervisor together with the families that will best support a successful and stress free entry into our program.

### **PROBATION:**

All children are accepted into the Preschool program on a one month probationary period. If at the end of this time, the child has not been able to make a comfortable transition into the program, we will discuss options with you and a withdrawal from the Preschool may be recommended. We support and give care to children in our program to the best of our abilities provided it is in their best interest and suits their needs.



**FEES AND FINANCIAL SUPPORT:**

*REGISTRATION FEE:*

A non-refundable registration fee of \$70 is due on the day that you register your child – this applies to both returning and new families.

*MATERIALS FEE:*

Families are also asked to pay a materials fee of \$100 at the time of registration. The materials fee helps to support the Preschool’s activities and fieldtrips, as well contribute towards school supplies, school maintenance, and special events.

Please note that from September 2022 the materials fee will be included within the monthly tuition fees and will therefore no longer need to be paid upfront.

*PROGRAM FEES (for September 2022):*

<b>Class</b>	<b>Sessions per week</b>	<b>Cost per month</b>	<b>Days</b>	<b>Time</b>
3s AM class	2	\$200	Tues and Thurs	8:45am -11:45am
4s AM class	3	\$285	Mon/Wed/Fri	8:45am -11:45am
PM class (3’s & 4’s)	2	\$200	Mon/Wed	12:15pm - 3:15pm
PM class (3’s & 4’s)	2	\$200	Tues/Thurs	12:15pm - 3:15pm
PM class (3’s & 4’s)	3	\$285	Mon-Wed/Tues-Thurs	12:15 pm – 3:15 pm
PM class (3’s & 4’s)	4	\$325	Mon to Thurs	12:15pm - 3:15pm

*PAYMENT METHODS:*

Fees must be paid in advance in the form of post-dated cheques, made payable for the first day of each month to ‘Franklin Preschool Society’.

Alternatively, you may pay on the first day of each month via e-transfer using our email address: [franklinpreschool@gmail.com](mailto:franklinpreschool@gmail.com).

If you wish to pay your fees month-to-month, kindly pay your fees on the first of the month. Late payments without prior arrangements may result in losing your child’s space.



Please note that from September 2022, all families will be required to set-up an automated fee payment (EFT) with the preschool for all future monthly tuition fee payments.

*FINANCIAL SUPPORT:*

For families who require financial assistance, government subsidy is available. Please speak the Supervisor for more information and view the BC Government's website on the Affordable Child Care Benefit subsidy.

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>

Families are required to have their child's subsidy approved prior to their child commencing at the Preschool. If the subsidy is not yet approved, families can pay the full monthly fee amount and be reimbursed once the subsidy applications is submitted and processed in a timely manner.

The BC Affordable Child Care Benefit does not apply to the days that the Preschool is closed for schools breaks, and families are responsible for the full tuition fees for those days.

*NSF CHEQUES:*

A \$20 service charge will be charged for any NSF cheques. After two NSF cheques, payment by bank draft, money order or cash will be required for the remainder of the school year.

*OUTSTANDING FEES:*

If a school fee has not been paid within 30 days a cancellation of services will take place.

*RECEIPTS:*

Receipts are issued yearly or upon request.



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### **CLOSURE POLICY:**

In the event of unforeseeable closure such as heavy snowfall, elementary school strike or emergency maintenance issues, Franklin Preschool maintains the right to close the Preschool until notice of re-opening. Fees will not be returned under these circumstances.

### **UPDATED COVID-19 CLOSURE POLICY:**

While we are very sympathetic to the changing circumstances that a pandemic and/or communicable disease outbreak may cause families, we also need to balance this with ensuring the financial viability of the Preschool. As a non-profit organization, we rely heavily on tuition fees and donations to keep the school going.

In the event of a short-term closure (less than 30 days) of Franklin Preschool due to a pandemic or communicable disease outbreak, tuition fees are due and payable as per our usual terms of operations.

However, in the event of a closure for more than 30 days, the Board of Directors will convene an emergency meeting to discuss options and a decision will be communicated to families. The decision will be based on all the available information from the BC Ministry of Health, BC Centre for Disease Control, WorkSafe BC, Vancouver Coastal Health and any other relevant bodies.

Fees will not be refunded due to illness (less than 30 days) of a child or staff member.

The Preschool will do everything it can to keep operating in the event that a staff member is ill. However, if a substitute is not able to be found, the Preschool will have to run with a 1 staff:10 children ratio. Front line workers will receive priority of spaces. After front line worker spaces have been filled, it will be first come, first serve basis. If we are short staffed and you can keep your child/ren at home, it would be very much appreciated by the preschool if you could do so during this short period of time.

It is possible that families who receive a subsidy through the Affordable Child Care Benefit may not receive their subsidy in the event of a closure due to a pandemic or communicable disease outbreak. In this circumstance, families would have to contact the Ministry of Children and Family Development (MCFD) to discuss their case directly. If MCFD will not cover the fees, then parents will be responsible for the full monthly fee of their childcare if the closure is under 30 days.



### **WITHDRAWAL POLICY AND PROCEDURES:**

In the event that you need to withdraw your child from Franklin Preschool, you must provide one month's written notice prior to or on the first day of the month. Failure to do so will result in the Preschool keeping one month's fees.

Vacancies which occur after April 1st are difficult to fill. Therefore, the fees for May and June will be retained if you withdraw your child after April 1st.

The last day to give notice of withdrawing your child without paying for additional months of tuition is therefore March 1st (for withdrawal effective April 1st).

The registration fee is non-refundable under all circumstances.

### **ABSENCE POLICY AND PROCEDURES:**

We ask that families call or let us know when your child will not be attending the program due to vacation or illness. A message can be left on the Preschool voicemail or an email sent to [franklinpreschool@gmail.com](mailto:franklinpreschool@gmail.com).

Prolonged absences, without payment and no contact will result in termination of your spot in the Preschool.

There will be no refunds for absences, family vacations or illness. See above for our specific policy regarding absences due to pandemic or communicable disease outbreaks.



## **SAFETY AND SECURITY**

### **ILLNESS POLICY:**

The health and safety of our children, staff and families are our number one priority. It is important that all families understand our illness policies and understand the pressure that our teachers are under to provide a healthy environment for families and themselves.

These policies may continue to be altered as the school year progresses. We will notify you of any changes.

In light of recent guidance from public health, most people are being encouraged not to get tested for COVID-19 if they have mild symptoms. As such, the Preschool will no longer require a negative test in order for your child/ren to return to Preschool.

However, we are asking the following from all families and/or caregivers:

- Do not send your child to Preschool if they are sick. They will not be permitted into the Preschool and/or will be sent home immediately.
- Do not administer medication to your child (such as Tylenol or Advil) to mask symptoms of illness prior to coming to Preschool.
- Have a plan of action in case you are called to pick up your sick child.
- If you are called to pick up your child/ren, we are asking for a commitment that your child/ren is picked up within 30 minutes of the call.



### **DAILY HEALTH CHECK: FOR PARENTS, STAFF AND VISITORS:**

A daily health check means checking yourself or your child for new symptoms of illness, including symptoms of COVID-19.

If your child experiences any of the following symptoms, please keep them at home from Preschool until they are symptom-free.

- Fever or chills
- Runny Nose
- Cough
- Sore throat
- Sneezing
- Headache, body aches
- Difficulty breathing (in small children, this can look like breathing fast or working hard to breathe)
- Loss of sense of smell or taste, loss of appetite
- Nausea or vomiting
- Diarrhea
- Extreme fatigue or tiredness

**If staff feel your child/ren are too unwell to participate in our daily activities, your child/ren will be sent home.**

#### *PROCEDURE FOR WHEN A CHILD IS ILL AT PRESCHOOL:*

- Children showing symptoms must be immediately separated from others and moved to a supervised area until they are able to be picked up. In this circumstance, symptomatic children will be moved to the office with a staff member.
- Parent and/or emergency contact must be notified immediately to pick up their child/ren
- Hygiene and respirator etiquette should be practiced while waiting for parent to arrive.
- Disinfection of office space must happen after child has gone home.
- Document all symptoms and procedures taken.





## **ROUTINE SANITIZATION PROCEDURES:**

### *MORNING CLASSROOM SET-UP ROUTINE FOR STAFF:*

- Staff must wash their hands upon entering the center
- Change bleach solution
- All surfaces touched upon entering the Preschool must be sanitized: door handles, light switches, taps, etc.
- All tables and counter tops must be sanitized: soap/water solution followed by bleach/water solution.
- Follow regular morning set-up along with bringing outside toys for the morning class out

### *TRANSITION BETWEEN CLASSES AND AFTERSCHOOL ROUTINE:*

- All toys, books and other play materials must be sanitized after school using the '3-sink method' or put away for 1 week before re-use. Follow same procedure regarding outdoor toys.
- All doorknobs, tabletops, countertops, shelves, chairs must be sanitized with soap/water solution followed by bleach/water solution
- Cubby area, walls bathrooms (toilets, toilet flusher, potties, walls, doors) and sinks must be fully sanitized
- Carpets must be vacuumed
- Bike helmets will be sanitized
- Bike handles will be sanitized
- Tables and chairs must be disinfected

### *DURING THE DAY:*

- Frequently used areas such as light switches, doorknobs, cupboard handles, taps and toilet flushers should be disinfected regularly



- Toilets and potties must be cleaned after each use
  
- Children must wash their hands:
  - o Upon entering the preschool
  - o Before and after each snack
  - o Before and after sensory play
  - o After hands have been on their faces, nose and/or mouths
  - o After sneezing or coughing. Encourage the children to sneeze and/or cough into their germ pouch (elbow)
  - o After going outside to play
  
- General cleaning and disinfection of the workplace will happen everyday after school
  
- Frequently touched areas should be cleaned and disinfected at least twice a day

#### *SNACK TIME:*

- Snack table must be sanitized before and after each use
  
- Dishes used must be cleaned by the '3-sink method' as suggested by Vancouver Coastal Health
  
- There will be no sharing of snacks and/r no communal snacks offered
  
- All snacks will remain inside the children's snack bags

#### *PHYSICAL DISTANCING FOR CHILDREN:*

- Staff will attempt to keep all tables to a maximum of 4 children
  
- Staff will limit how many children at a time may be at one activity. For example, setting 4 chairs at a table welcoming only 4 children to play
  
- Staff will provide children with enough high-touch materials at the art table in order to minimize sharing between children
  
- We will limit the cubby space to maximum of 10 children at a time
  
- Children will only have backpacks in their cubby with their jackets, shoes, snack, water and change of clothes inside. No extra belongings will be permitted such as blankets, teddy bears, and/or toys



- Staff will ensure appropriate ventilation and keep windows open when possible
- Staff will encourage longer outdoor explorations on top of mandatory licensing requirements

*PHYSICAL DISTANCING FOR STAFF:*

- Staff will limit the number of persons in the following spaces:
  - Office area: 1 staff member
  - Cubby area: 1 staff member
  - Outside shed: 1 staff member
  - Inside storage space: 2 staff members
- Staff will limit sharing supplies and equipment (pens, and phones) and will disinfect after each use
- Gloves, sanitizer, and other cleaning supplies will be available to staff
- Staff may wear a mask if preferred



## **EMERGENCY PROCEDURES:**

All of our teaching staff have first aid training and will be responsible for assessing the medical needs of children in the event of an emergency.

### *FIRE AND EARTHQUAKE DRILLS:*

The Preschool is required to conduct regular fire and earthquake drills. While this may be frightening for the children, we will do our best to address any issues or anxieties that may arise.

While we cannot notify the children when a drill may happen, we will talk with the children regarding the importance of these drills on a regular basis. We encourage you to discuss these events with your child and to conduct your own drills at home.

### *EMERGENCY EXIT ROUTES:*

The Preschool building has two evacuation routes – the front entrance door on the left side of the building and the back-exit door on the right side of the building.

### *EVACUATION PROCEDURES – FIRE:*

Children gather at the Preschool's back exit in pairs and wait for staff to open the door. Staff will gather the sign in sheet and the emergency backpack and take the children outside and to our designated spot on the field. Preschool staff will ensure that all children are accounted for before leaving the building.

### *EVACUATION PROCEDURES – EARTHQUAKE (INDOORS):*

**DO NOT RUN OUTSIDE.** Staff will immediately protect children by following the three-step process of **DROP** to the floor; take **COVER** under a sturdy desk, table or other furniture, and **HOLD ON**.

If that is not possible staff and children will seek cover against an interior wall and protect their heads and necks with our arms. Staff will assist to avoid windows, hanging objects, glass partitions, mirrors, bookcases or tall furniture that could cause injury until the shaking stops and it is safe to move.

### *EVACUATION PROCEDURES – EARTHQUAKE (OUTDOORS):*

Staff and children will move to an open area away from windows, buildings, overhead wires or telephone poles and crouch down.



**LOCKDOWN PROCEDURES:**

Children will gather with staff, preferably away from doors and windows. They will be encouraged to be quiet. The children will be provided with quiet activities to do during this time. Children will remain indoors until further instructions.



## **OTHER SCHOOL POLICIES**

This Parent Handbook includes all policies and procedures that the school believes is most relevant to parents. However, as per the Community Care Licensing Facility Act, the Preschool also has a detailed policy and procedures manual, which is available to all families who wish to view it.

Please note that all policies and procedures are subject to change. We will notify families of major changes to existing policies or of the development of new policies.

### **CONFIDENTIALTY:**

Records concerning your child (such as enrollment forms, health records, observation records, written parent teacher conference reports and all other information about your child) are confidential. Information will only be accessible to you, your child's teachers, and the people designated by the Child Care Licensing Branch and Ministry of Children and Family Development to review our records for licensing purposes. In some situations, certain pieces of information may be shared with the Board of Directors, who is obliged to keep such information confidential.

### **COMMUNITY:**

The Early Childhood Education community is welcome to participate in the program through the student teacher program and practicum. The Preschool also allows students in the Early Childhood Education field to participate in the preschool program through their college practicum and/or observation assignments. Families will be notified of students on long term practicum.

Children with special needs are a part of our inclusive centre. Professionals from local agencies assist us in their development and are a welcome asset to our staffing team. The presence of such professionals including speech and occupational therapists and the like are intended for these children and we respect and uphold a level of confidentiality for their visits.

### **GUIDANCE:**

The guidance and support strategies implemented at the Preschool are based on a positive non-punitive approach.

Our objective is to help children acquire the skills necessary to resolve conflict in socially acceptable ways, to their own satisfaction and without loss of self-confidence.

We want to help children develop respect, self-control, confidence and sensitivity in their interactions with others. We actively encourage verbal expression of feelings and promote independent problem solving techniques.



Staff intervention and assistance is determined by the age and ability of the child.

Please speak with the Supervisor if you would like more information.

### **MULTICULTURALISM AND DIVERSITY:**

We are committed to multiculturalism and diversity education as we appreciate and celebrate cultural differences. We actively encourage families to help us in this initiative by providing information that represent your own culture or beliefs.

### **NURTURING:**

We believe that children require physical contact for their care and development. Physical touch will be conducted in the following three ways:

1. Nurture: this includes hugs, hand holding, gentle tickles, carrying, cuddling and back rubbing. This type of contact will not be made against a child's wishes.
2. Safety: there may be times when a child requires restraining from a dangerous situation (i.e. the child drops in the middle of the road and must be moved immediately for their own safety, or if two children are becoming physically harmful to each other).
3. Hygiene: some children may require diapering, toileting, and wiping of genital area, examining unusual marks and changing clothes when necessary.

### **OPEN DOOR:**

We believe that open communication is key to providing an exceptional experience to everyone who comes through our doors.

We want to be a centre of excellence in providing a program that enhances the development of all children. We achieve this goal when the program and families work together as a partnership.

The Preschool staff encourages you to participate in your child's first experience at school. Children derive the most benefit when home and preschool cooperate and work hand-in-hand.

If you have any questions, ideas, or concerns about how your child is experiencing the preschool program, you are encouraged to raise them with the teachers directly. Visitors are welcome only at prearranged times and all adult visitors will be asked to wear a face mask inside the Preschool.

Your input and suggestions are welcomed as feedback and to assist us in improving our program. If you have concerns about your child's development or experience at the centre, please make an appointment to discuss this with a staff member.



In the event of formal complaints, parents are encouraged to contact the Board of Directors after thorough discussion with the Supervisor.

### **PROGRAM TERMINATION:**

Franklin Community Preschool is committed to work with every child and family to ensure your experience in our program is exceptional. Issues may arise and while we will do everything within our ability to work through issues, there may be a time when we have no choice but to terminate the program relationship.

These reasons may be:

- Non-payment, prolonged absence or lack of adherence to our tuition payment policies
- Abusive behaviors and/or verbal threats by parents toward program staff, children or other parents
- If the program not able to meet the needs, or needs related to, serious illness, condition and/or behaviour. In this case, the program staff will make every effort to involve the parents, and possibly other resource persons (as appropriate), in order to decide together on the best course of action for this child, prior to any termination.

### **SCREEN USE:**

The Preschool does not offer screen time in any of our programs.

### **SUNSCREEN POLICY:**

We would also appreciate it if you apply sunscreen to your child prior to coming to school on sunny days. The staff will have sunscreen available. Staff are unable to sunscreen your child without written consent.

### **SUSPECTED CHILD ABUSE:**

The Child, Family and Community Service Act states that all children in the province of BC are entitled to be protected from abuse, neglect and harm or threat of harm. The act also states that any person who has the reason to believe that a child needs protection must promptly report the matter to the Ministry for Child and Family Development. Please note that we are required by law to report suspected or disclosed abuse, as it is our responsibility to report suspicions and disclosures. It is not our responsibility to determine if the abuse has occurred.