



**=PARKSIDE PRESCHOOL=**

**'An Outdoor Learning Centre'**

**250-746-1711**

**[www.parksideacademy.ca](http://www.parksideacademy.ca)**

**Parent Handbook**

**Polices and Procedures**

## **GENERAL PROGRAM INFORMATION**

**Parkside Academy provides developmentally appropriate, nurturing, safe, stimulating, and challenging outdoor environment that focus on individual and group needs.**

**The children have opportunities to develop physical, cognitive, language, and social skills. During the outdoor curriculum children are able to develop a deep relationship with their natural surroundings, to explore the edges of their personal physical abilities and to gain confidence in themselves and others. Positive social skills are modeled with an emphasis on ensuring respect for self and others, equal rights and opportunities for group members, and acceptance of differences.**

## **REQUIRED ITEMS**

### **WEATHER APPROPRAITE ATTIRE**

**EXAMPLE:**

**RAINY DAY- WARM CLOTHING, FULL RAIN SUIT, RUBBER BOOTS, BIG RIMMED HAT**

**SUNNY DAY- PRE-SUNSCREENED, BIG RIM HAT, SUN SUIT OR LIGHT WEIGHT CLOTHES, CLOSED TOED SANDLES.**

**WINDY/CLOUDY DAY- LAYERS INCLUDING T-SHIRT/SWEATER, RUNNING SHOES,**

**COLD DAY/SNOWY DAY- SNOW SUIT, SNOW BOOTS, MITTENS, TOQUE.**

### **WATER BOTTLE**

### **BACKPACK WITH SPARE CLOTHES AND LUNCH KIT WITH A LIGHT SNACK**

**All items must be clearly labeled with the child's name. The center is not responsible for lost items.**

## **GRADUAL ENTRY**

Starting a new program is an important event in a child's life. For some children this will be their first large group experience. It is natural for the child to have some concerns. New situations can be a challenge even for those who have had some large group experience already. In order to assist families with the transition to a new program, gradual entry will be arranged. Parents/guardians will be asked to spend some time with their child during the first few days of gradual entry until the child has established a comfortable, trusting relationship with the staff.

## **ARRIVAL AND DEPARTURE**

When a child arrives it is important for the parent/guardian to sign the child in and to take the opportunity to talk to staff regarding his/her child's needs for the day. The parent/guardian dropping the child off is asked to take the time to settle the child and say good bye. A child should never be left unattended by a parent/guardian when the appropriate staff is not present. We also ask that **if a child is not attending the program on a certain day, or will be late, to contact staff prior to 12 noon.**

**\*If staff does not receive a phone call regarding attendance for your child, staff will assume the child is absent and therefore may not accept arrival of a late child.**

## **PICK-UP**

We ask parents to pick up their child(ren) at the end of the day and stay for a 15 min goodbye conversation/song/story. This allows children to depart in a relaxed and unhurried manner, and allows staff to pass along any necessary information regarding the child's day and allows you to see what is happening in the classroom.

### **Pick up by Other**

Families must inform staff if a child is to be picked up by someone other than the parent/guardian or usual pick up person. Their name must be recorded on the child's pick up form and photo identification must be ready at time of pick up. If an emergency arises during the day, alternate arrangements can be made with senior staff. A written confirmation is needed and may be faxed.

Whenever difficulties exist, all reasonable efforts will be made to ensure the safety of the child, other children, and staff.

## **RESPECT AMONGST STAFF/PARENTS**

All staff and parents will show respect for one another. Verbal abuse/assault will NOT be tolerated by any person. If a parent shows disrespect and/or abuse to a staff member, the parent will receive a written notice of warning. If it occurs again, a letter of termination will be written and given to the appropriate person.

## **IMMUNIZATIONS/DENTAL WORK**

As immunizations are one of the most effective ways of preventing the spread of communicable diseases, we recommend that all parents/guardians have their child's immunizations up to date prior to starting the program. If the child is not immunized and there is an outbreak of communicable disease, the child will have to be withdrawn immediately. A child is not to attend the center for 24 hours after the immunization was given.

If a child has received dental work such as fillings, freezing etc, they are required to stay home for 24 hours.

## **ILLNESS**

While we are sensitive to the stress that illness may cause families, we are not licensed to care for ill children. Families will need to keep their children home if the child:

- 1) Has a communicable disease. \*The child can return with a doctor's letter stating that the child is not contagious and that the doctor agrees to return to daycare.
- 2) Has a fever of 38 degrees Celsius or higher. \*The child may return after fever has been absent for 24 hours.
- 3) Has a contagious infection, including pink eye. \*See number 1.
- 4) Has unexplained/undiagnosed rash, cough, etc. \*See number 1.
- 5) Is vomiting or has diarrhea. \*The child may return after symptoms have been absent for 24 hours.
- 6) Is not well enough to participate in the programs activities. \*See number 5.
- 7) Have head lice. If head lice are detected, the parent/guardian will be asked to pick the child up immediately and may return to the center when head lice are removed.
- 8) Has runny green nose. If a child has a runny green nose, the child will be asked to stay home and may return when mucous returns clear in color.

Families are asked to inform the staff if their child has a communicable disease so that other families and the community health department can be notified. The name of the child/parent/guardian will remain confidential. If a child becomes ill during

## **ADMINISTERING MEDICATIONS**

If the parent/guardian would like staff to administer prescription medications to their child they must complete the medication consent form with instructions on administering that particular medication. The form will include the name of the medication, how many doses, and the signature of the parents/guardian, as well as the date. The staff will record on that consent the date and time of administration of medication and will be initialed by the staff member who administered. Medications must be brought in original containers and be handed directly to staff themselves in order to be locked up. Staff cannot give *non-prescribed medications* to any child, nor can any child medicate themselves.

## **ALLERGIES**

It is extremely important that parents/guardians inform staff of any allergies related to food, pets, stings, and environment, etc. If a child has a reaction to a food, staff will ask all parents/guardians to refrain from bringing the particular food to the center. Families will be informed of allergies and a list of the children with allergies and what type(s) will be posted at all times in each center.

## **NUTRITION**

Staff will:

- create a relaxed atmosphere to enjoy meals and snacks
- encourage children to try a variety of foods
- be sensitive to children's individual food preferences, cultural preferences, and allergies/restrictions
- be educated on proper food and handling procedures
- provide sufficient time to eat
- not force a child to eat

Program will:

- promote healthy eating to parents/guardians and children

Families will:

- provide an ample amount of healthy nutritious snacks and lunches
- inform staff of any allergies or food restrictions
- provide prepared food (eg: cut grapes length wise, appropriate serving sizes. The way the food is sent is how it will be served to the child. If your child prefers his/her apple peeled, for example, it is parent responsibility to prepare it beforehand.)
- PREPACKAGED PROCESSED FOODS (kraft dinner, chef Boyardee etc)  
SUGARY FOODS JELLO, CANDY, CHIPS, ETC WILL NOT BE ACCEPTED AT THE CENTER.

- if there is chronic late pick ups,
- if a child's behavior is severely disruptive or physically threatening to the well being and safety of other children and/or staff.

## **FEES/SUBSIDY**

**Fees are due BEFORE the first of the month , your child can not attend until fees are paid in full. If fees are not completed by the 15<sup>th</sup> of the month your child's care will be terminated.** N.S.F. cheques must be repaid within one week, including a \$30 bank service charge. Monthly receipts for cash/cheques will be given. Exact change/cash must be provided as the center does not carry change. An official receipt for fees will also be issued annually, if requested. No Refunds.

**It is parent's responsibility to ensure that subsidy is up to date and to ensure that their fees are current and paid on time.**

Your monthly fee ensures the holding and guarantee of your child's spot for the month, despite illness, family holidays, and "normal" closures (Christmas break, Stats, etc). The agreement signed during registration states that you will be responsible for the monthly fee.

## **STAFF**

All E.C.E. staff are qualified Early Childhood Educators or are in the process of obtaining their E.C.E. Staff may also have their Special Needs and/or Infant and Toddler Education training. Staff members maintain a valid First Aid Certificate and are encouraged to be members of their professional association.

## **SUBSTITUTES**

Qualified substitutes are called in when regular staff are away in order to maintain the staff to child ratio required by the child care regulations.

## **STUDENTS**

We welcome the opportunity to participate in the practicum portion of the publicly funded training programs for Early Childhood Educators.

## **CHILD ABUSE**

The Child Family and Community Service Act states that all children in the Province of British Columbia "are entitled to be protected from abuse, neglect and harm or treat of harm." The Act also states that any person who has reason to believe a child needs protection must promptly report the matter the Ministry of Children and Families. If parents/guardians have any questions, or would like more information, they are encouraged to talk to the staff.

Families are involved in a meaningful way in their child care experience. Families are assured of quality care for their child. Family members and staff support and encourage each other.

Staff is entitled to a work environment, which recognizes and respects their skills, training, and commitment to childcare. Staff, families and the community work skillfully to meet the needs of the individual child and the group in an environment that is creative, stimulating, flexible, and predictable. Inclusion, multiculturalism, interdependence and dignity are valued and respected.

The community plays a vital role in supporting the development of healthy families. There is recognition of partnership among staff, families, and the community.

## **GUIDANCE**

Each child will be encouraged and supported to develop positive adult and peer relationships. Our goal is to provide a safe and healthy learning and living environment in which each child can feel secure and learn friendship and social skills. Parents/legal guardians can expect staff to:

- Demonstrate appropriate, caring, respectful behavior at all times,
- Promote the development of self esteem, social skills and self control,
- Supervise the children at all times,
- Establish clear, consistent expectations and implement natural logical consequences,
- Discourage aggressive play and assist the children to learn and practice resolving conflict in non-violent ways,
- Acknowledge children's feelings and promote problem solving, and
- Give verbal direction and redirection as a main way of guiding.

We are committed to working with parents/guardians and to enhance knowledge of child development and approaches to child rearing practices. We encourage parents/guardians to ask about guidance and discipline approaches and refer to the Guidance and Discipline with Young Children booklet, as well as other resources available.

## **ONE LAST NOTE**

Thank you for considering Parkside Academy for your child. The staff will do their up most in order to provide a memorable and educational experience for your child and yourself. If you have any questions or comments, please do not hesitate to talk to a staff member. Also feel free to share any great learning experiences that we can pass onto our children and families. We hope you enjoy your time with us! Welcome!