



Policies & Procedures
*Preschool -Pre-
Kindergarten*

Table of Contents

SAFETY POLICY	4
DISCIPLINE	5
FIELD TRIPS	6
ILLNESS POLICY	7
EMERGENCY TRANSPORTATION/MEDICAL ATTENTION POLICY.....	8
MISSING CHILD POLICY	8
ATTENDANCE.....	10
GUIDANCE AND TREATMENT OF CHILDREN	11
COMMUNICATION POLICY	12
RELEASE OF CHILDREN POLICY	13
LATE PICK-UP POLICY.....	14
FEES POLICY.....	15
PROGRAM OF ACTIVITIES	16
INTOXICATION POLICY	16
ALLERGIES.....	17
NON-PRESCRIPTION & PRESCRIPTION MEDICATIONS POLICY	17
IMMUNIZATION	18

SCA Preschool Policies & Procedures

SAFETY POLICY

1. No child will ever be left unattended.
2. Upon arrival, parents are responsible for accompanying their child to their teacher and will sign the child in with the time of arrival at the classroom.
3. A "head count" is constantly being kept to assure that all children are accounted for
4. Upon departure, the child is to be escorted from the school with the parents or authorized adult listed on the release form and signed out on the log in the classroom. This adult must notify the teacher before leaving the school. For safety sake, children may not run to the car alone. You must call to authorize another person picking up your child.
5. Telephones are in the office for emergencies.
6. Fire drills are held monthly and are logged in the office.
7. Emergency escape routes are posted in the classroom and in the office
8. Accident reports will be completed for an injury requiring first-aid
9. If child abuse is suspected, we are required by law to notify Children's Protective Services at 241-KIDS
10. There is a staff member trained in first-aid, communicable disease management, C.P.R. and child abuse recognition at all times. This includes field trips and on location.

SCA Preschool

Policies & Procedures

DISCIPLINE

Discipline with love, respect and consistency is used at Slavic Christian Academy. It promotes self-esteem and self-control. The following techniques are means of discipline used for the purpose of modeling and changing behavior.

1. Setting clear, consistent and age appropriate limits in the classroom.
2. Encouraging children to take responsibility for their own actions through the use of logical consequences. For example "When you poured water on the floor, it got wet. Please use a paper towel and clean it up."
3. Using a clear, calm, and low voice with the children to represent the appropriate voice level to be used. This same technique is used to modify language and behavior.
4. Redirecting the child to more appropriate activities.
5. Helping children to resolve conflict through communication. Teaching them how to "use their words", to express their feelings. This will enable them to resolve conflict on their own.
6. Using "time-out" very sparingly when the child has repeatedly challenged authority or intentionally injured another child.
7. If a child has repeatedly challenged authority, the child may be asked to sit with their head down for rest in "time out".

Physical punishment is never used at our school. Our staff will not shout, humiliate, or subject your child to verbal abuse. This will not be tolerated in our school at any time from any one. If your child is consistently displaying inappropriate behavior, despite our efforts, we will communicate our concerns to you and work with you to rectify the situation. In the event that the behavior continues, we may ask you to withdraw your child from the school. This policy is in place for the protection of all of our children.

SCA Preschool Policies & Procedures

FIELD TRIPS

1. Each child will have prior written permission from their parents.
2. Each child will wear a same color t-shirt.
3. A first-aid box will be taken along on each field trip.
4. At least one staff person with current First Aid and CPR certification must accompany children on off- site activities.
5. Emergency transportation form will be taken for each child.
6. Field trips will be planned as part of the overall curriculum and/or children's interests and will provide learning opportunities through hands on participation.
7. Children will be counted before leaving the school, during the field trip, and again at the time of departure for return to the school to insure that all children are accounted for.
8. At least one staff member will have a cell phone in case of emergency on all off-site activities.
9. A teacher/volunteer will be assigned to each group of children. A staff member will always accompany children to a public restroom.
10. While on walking trips the teacher/volunteer will model pedestrian safety and teach the children to only cross at the corner, when traffic signals indicate it is safe, and only after looking left, right and left again.
11. Teachers will keep younger children together on walking trips with the aid of a travel rope that the children hold onto which is stretched between 2 teachers while they walk. Children may also hold the hand of an adult or use another means that keeps the child physically connected to an adult at all times.

12.If a child has medication needs, teacher/school staff will be responsible to take and administer the medication as needed.

13.Staff/child ratios will be maintained on all walks or field trips.

SCA Preschool Policies & Procedures

ILLNESS POLICY

We value our students' health as well as the health of the staff, without healthy staff we are unable to provide effective care. If any child displays any of the following symptoms, It will then be required that the parent be called and the child be picked up within 1 hour. Once the symptoms or fever have subsided for a period of 24 hours, the child may then return to the school. We reserve the right to request a written statement from the child's doctor to insure the child's illness is no longer a threat to others.

You will need to keep your child at home, or make alternate arrangements for the following conditions:

1. Fever of 100 degrees or above, under the arm.
2. Yellowish skin or eyes.
3. Infected eyes or skin.
4. Skin rash that had not been identified in writing by the child's doctor.
5. Sore throat or difficulty swallowing.
6. Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
7. Immediately report to staff any contagious or communicable disease.
8. Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
9. An acute cold with fever, runny nose and eyes, a "croupy" cough or congested to the point that he/she has heavy breathing.

Please keep the child at home until he/she is well enough to attend.

Any medicine required to treat above symptoms will mean the child is too ill to attend daycare. Example of medicine: Gravol, Tempera, Tylenol.

Children who develop these symptoms while in the school, will be isolated in the office, under the supervision of an adult, until the parent arrives to pick the child up. Parents will receive written notice that their child has been exposed to a communicable disease. This notice will be posted on the counter in the front hall. As a courtesy to us, we ask that parents inform us as well if their child has contracted a communicable disease.

SCA Preschool Policies & Procedures

EMERGENCY TRANSPORTATION/MEDICAL ATTENTION POLICY

1. Assessment is made, 911 is called if needed, then the parents are contacted.
2. Only a qualified person will administer first-aid.
3. The other staff members will gather the children and move them to another area for safety and to avoid panic.
4. The student's file will be pulled from the office and will accompany the staff member and the child to the hospital.

SCA Preschool Policies & Procedures

MISSING CHILD POLICY

In the event of a missing child from the school, the school staff will remain calm and follow the procedures below.

If a child goes missing from the setting:

1. The person in charge will carry out a thorough search of the building and outside area.
2. The register is checked to make sure no other child has also gone astray.
3. Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
4. The administrator talks to staff to establish when & where the child was last seen & records this.
5. If the child is not found the parent is contacted and the missing child is reported to the police.
6. The supervisor contacts the director and reports the incident.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
2. The administrator/director is informed, if he is not on the outing, and makes his way to the venue to aid the search and be the point of contact for the police as well as support staff.
3. The police are contacted and the child reported as missing.
4. The person in charge of the Pre-school contacts the child's parent who makes their way to the Pre-school or outing venue as agreed with the person in charge.
5. Staff take the remaining children back to the Pre-school.

SCA Preschool Policies & Procedures

ATTENDANCE

Regular attendance at the Slavic Christian Academy is extremely important for your child is to settle in well. Routine becomes part of your child's day. You can visit your child at school at any time after agreement with the class teacher and office.

Parents will:

- Notify the school staff by 9:00 am. if your child is not coming in.

Arrival

Upon arrival, parents must:

- Sign the intake forms before leaving the school
- Talk to a staff member and relate how your child's night and morning went
- Take time to settle your child and say goodbye

Departure

Upon departure, parents must:

- Sign their child out with time child is leaving
- Make personal contact with a staff member

School staff will:

- Phone parents or guardians when a child has missed three consecutive days of school.
- Establish with parents or guardians the reason for the absence.
- If after two weeks the school staffs have been unable to reach the parents, the child will be dismissed from the program.

SCA Preschool Policies & Procedures

GUIDANCE AND TREATMENT OF CHILDREN

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, school staff and other involved professionals to promote ongoing development. Positive guidance techniques will be used to encourage appropriate behavior. They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way
- c. Focusing on the behavior, rather than on the child
- d. Stating what is expected, rather than pose questions
- e. Providing real choices
- f. Allowing time for children to respond to expectations
- g. Reinforce appropriate behavior, with both words and gestures
- h. Encourage children to use the teachers as a resource when they cannot resolve issues on their own.

Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may be a need for intervention by the care giver. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

- a. Gain attention in a respectful way
- b. Remind children of more appropriate behavior
- c. Acknowledge feelings before setting limits
- d. Redirect or divert when appropriate
- e. Model problem-solving skills
- f. Offer appropriate choices
- g. Use natural and logical consequences
- h. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.

SCA Preschool Policies & Procedures

COMMUNICATION POLICY

Slavic Christian Academy supports an “Open Door” Communication Policy.

1. Parents can visit and watch the program at any time after agreement with the teacher and the office. If consultation with a childcare provider is desired, please let us know ahead of time so that the childcare provider can give you their undivided attention.
2. Telephone communications is encouraged.
3. Parents can expect ongoing communication with staff concerning
 1. Their child's progress
 2. Program activities
 3. School Operation
4. Parents can expect information regarding community resources to be available to them at the school.
5. Parents are asked to make themselves familiar with the Parent Handbook which states the SCA Policies and Procedures which apply to:
 1. The care of the children
 2. The program
 3. The general operation of the school
6. Parents concerned with the care of their child, or any incidents at the school are urged to speak with a child care provider, and if not satisfied talk to the Program Supervisor then the Executive Director.

SCA Preschool Policies & Procedures

RELEASE OF CHILDREN POLICY

A child will be released only to the parent or his/her legal guardian unless otherwise indicated on the registration form.

1. The staff must be notified in writing of any alternate arrangements.
2. Picture identification will be required if that person is not known to the school staff.
3. Children will not be released to anyone under the age of 16.

NON-CUSTODIAL PARENTS

- Parents must provide a copy of any custody order and photo of non-custodial parent.
- If the non-custodial parent insists that the child be released to them, the caregiver will:
 - a) Calmly state the school's release of children policy
 - b) Ensure all children and staff are safe
 - c) Contact custodial parent
 - d) Call RCMP if parent tries to leave with the child

SCA Preschool

Policies & Procedures

LATE PICK-UP POLICY

It is your responsibility to pick up your child on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee of \$15.00 per hour. Transportation to and from the Slavic Christian Academy is the responsibility of each parent. If you have transportation difficulties, please notify staff immediately. Child/ren must be picked up within 15 minutes of the posted closing time.

1. Staff will make all attempts to call contact numbers including emergency contact numbers.
2. If staff are not successful in contacting anyone authorized to pick up they will call the Ministry for Children and Family Development and the child will be released into the Ministry.
3. Slavic Christian Academy staff will not take a child home.
4. Team Leader will inform billing of the incident so it can be put on their next months billing.

SCA Preschool Policies & Procedures

FEES POLICY

Fees are to be paid within 5 business days of the first day of each month or if applying for Child Care Subsidy; it is the parent/guardian's responsibility to fulfill all the requirements of the Child Care Subsidy Branch to maintain the daycare subsidy. If not eligible for full subsidy, the parent/guardian is responsible for the fees. Fees are based on enrollment not attendance (**NO fee decreases for sick/missed days or statutory holidays**).

1. If the parent/guardian becomes ineligible for any subsidy, they will be responsible for paying the full monthly fee.
2. It is the parent/guardian's responsibility to keep all information (i.e.: relationship status, work/school status, family income, reason for care, address, phone number etc...) current with the Child Care Subsidy Branch and Slavic Christian Academy.
3. Parents are responsible for the parent portion of fees that is not covered by subsidy and will be billed monthly for these fees.
4. Monthly fees must be paid within the first 5 business day at the beginning of each month.
5. If fees are outstanding after the first 5 business days of the month the child will not be accepted at the school on the 6th business day or any other day until the fees are paid in full.
6. If parent/guardian is eligible for subsidy they must provide Slavic Christian Academy with copies of application and supporting documents. Subsidy acceptance letter must be received by SCA prior to attendance.
7. Renewal of subsidy must be started at the beginning of the month that subsidy expires and copies of forms must be kept on file until acceptance letter is received.
8. If parents wish to start their child before subsidy acceptance a cheque for the month will be needed. The parent will be reimbursed their fees when subsidy is received.

SCA Preschool Policies & Procedures

PROGRAM OF ACTIVITIES

Slavic Christian Academy has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety and nutrition.

SCA staff will provide:

- A clean, well-maintained and safe environment
- Nutritious food for snacks and lunch
- Opportunities for learning how to take care of their bodies and develop self-help skills
- Opportunities for both rest and exercise
- Opportunities for indoor and outdoor activities

SCA Preschool Policies & Procedures

INTOXICATION POLICY

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the SCA to pick up a child; the school staff will not release the child.

Daycare staff will:

- Offer to call a relative or friend to pick up the parent and child.
- Offer to call a cab.
- Inform the parent that if he/she chooses to drive with or without the child, the educator will inform the police immediately.
- Call The Ministry for Children & Family Development if they believe the child is in need of protection.

SCA Preschool Policies & Procedures

ALLERGIES

Parents/guardians need to inform the daycare staff in writing if their child has any allergies.

1. Required forms will be provided by staff as soon as an allergy is reported.
2. Allergies will be posted in the kitchen for all staff to see.
3. A Care Plan card will be written up on the steps to take if the child has an allergy attack.
4. Extra training will be provided by Interior Health or parent if deemed necessary.
5. Parents will be informed immediately of any allergy attack and the steps taken.

SCA Preschool Policies & Procedures

NON-PRESCRIPTION & PRESCRIPTION MEDICATIONS POLICY

Administration of medications in school is regulated by the Child Care Regulations. This policy protects children, parents and staff. Early Childhood Educators are not formally qualified to make “judgment calls” as to when medications are appropriate. Only medication prescribed by a doctor will be administered.

- All medications are kept in a locked container in the school office out of children's reach.
- Parents must inform staff of any side effects or reaction that medication may cause in a child. (ie: hives, drowsiness, diarrhea)

- Authorization for the Administration of Prescription Medication form must be completed by parent.
- Doctor authorization must be provided before staff can administer non-prescription and over the counter medications such as Tylenol, Gravol, etc...
“Authorization for the Administration of Non-Prescription Medication” form must be completed by parent and physician.
- A “medical consent” form will be filled out by a parent for each prescription required
- Medication must be brought to the school in its original container with instructions from your doctor on how to administer it.
- Label must clearly show the following information:
 - Child's name
 - Name of medication
 - Dosage
 - Route (oral, nasal, rectal, eye, ear, or injection)
 - Physician's name
 - Care of medication (shake well, refrigerate)
 - Date to end administration of medication

Should any type of medication need to be administered by our staff, the parent will need to fill out a medication form, bring the medicine in the original container, make sure that it is age and weight appropriate for that child, and that it is not expired. If medicine is required on the month to month basis, you will then be required to fill out a new one each month.

SCA Preschool Policies & Procedures

IMMUNIZATION

Slavic Christian Academy is required by the Child Care Regulations to keep an up-to-date copy of each child's immunization record in case an outbreak should occur.

1. Upon enrollment the SCA staff will ask for a current immunization record for every child.
2. If a parent has decided not to have their child inoculated, the following procedures then apply:
 - The parent will provide a signed and dated certificate stating that they have chosen not to immunize their child and that they understand the importance of immunizations, side- effects and dangers of not being immunized.