## 



**Reach Preschool North Delta**

*Program Handbook*



**VISION** *Communities where all individuals and their families are welcomed, included, and leading lives of well-being, based on their own individual strengths, interests, and values.*

**MISSION** *To provide timely, accessible and person- and family-centered community programs and services for the optimal development of children, youth and adults, where all individuals flourish and reach their potential.*

Reach Child and Youth Development Society

**Vision, Mission, Principles & Values**

***Vision***

Communities where all individuals and their families are welcomed, included, and leading lives of well-being, based on their own individual strengths, interests, and values.

***Mission***

To provide timely, accessible person- and family-centered community programs and services for the optimal development of children, youth and adults, where all individuals flourish and reach their potential.

***Guiding Principles***

1. Appreciating childhood as a unique and valuable stage of the human life cycle and basing our work with children and youth on the knowledge of child development.
2. Appreciating and supporting the bond between the child, youth, adult and family.
3. Facilitating a person-centred approach as children grow based on the belief that all people have the right to control their own lives through personal choices about relationships, jobs, living arrangements, spirituality, travelling, and recreational activities, and that all people have the right to give back to their communities through volunteering and helping others. We also believe that these rights can be reinforced and protected by making sure that people are connected to and supported by friends, family, staff, and the community.
4. Recognizing that children, youth and adults are best understood and supported in the context of family, culture, community, and society.
5. Respecting the dignity, worth and uniqueness of each individual (child, youth, adult, family member, and colleague).
6. Helping children, youth and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.
7. That individuals are best nurtured by a family that knows, loves and honors them for who they are.
8. That all individuals have the right to be part of an inclusive environment that meets the needs of individuals with and without disabilities.
9. That relationships and friendships are essential to enrich our lives.
10. That all individuals are entitled to the services and supports required to ensure their full participation in our society.
11. That the involvement of families and support networks contributes to everyone's safety and well- being.
12. That services and supports must be delivered in a way that respects an individual's diverse history, culture, race, religion, gender and sexual orientation.
13. That inclusive communities enrich the lives of all citizens.

***Values***

**R**espectfulness **C**ontinuous Improvement

**E**xcellence **H**andle resources efficiently

**A**ttitude of sharing **I**ntegrity

**C**ollaborative spirit **L**earning

**H**onesty **D**iversity

# TABLE OF CONTENTS

# Page

**CONTACT INFORMATION**……………………………………………………… .2

**PERSONNEL**………………………………………………………………………… *.*3

**HANDBOOK INFORMATION**…………………………………………………. 4

**PRESCHOOL PROGRAM INFORMATION**…………………………………… 4

*Daily Schedule……………………………………………………………………………*.. 4

*Preschool Hours………………………………………………………………….............5*

*Arrival……………………………………………………………………………………... .*5

*Sign In Policy……………………………………………………………………..............*5

*Departure………………………………………………………………………………..* 5

*Parking……………………………………………………………………………………..*5/6

*Absent/Late………………………………………………………………………...*..........*.* 6

*Weather Closures………………………………………………………………………….*6

*Registration…………………………………………………………………………………* 6

*Eligibility*…………………………………………………………………………. .6

*Emergency Preparedness*…………………………………………………………. 6

*Medical Information*………………………………………………………………. 6

*Snack*……………………………………………………………………………… .7

*Lunches*…………………………………………………………………………… .7

*Alergy Alert*………………………………………………………………………. ..7

*Bike Helmets*……………………………………………………………………… .7

*Clothing*……………………………………………………………………….… 8

*Personal Belongings*……………………………………………………………. 8

*Birthdays*………………………………………………………………………... 8

*Toys*…………………………………………………………………………….. 8

*Newsletters/Parent Information Board*………………………………………… .8

*Field Trips*……………………………………………………………………… .8/9

*Parent Participation*…………………………………………………………….. 9

*September Preschool Hours*……………………………………………………. .9

*Fees………………………………………………………………………………………. ..*9

*Child Photos*……………………………………………………………………….9

*Children’s Art Work*……………………………………………………………. .9

*Family Events*…………………………………………………………………… .10

*School Closures*…………………………………………………………………. .10

*Reportable Incident Policy*……………………………………………………… .10

*Fundraising*………………………………………………………………… ……10

*Communication……………………………………………………………………………*11

***HEALTH POLICY***……..………………………………………………………… ……...11

***ACTIVE PLAY POLICY***……………………………………………………………...12/13

***GUIDANCE POLICY***…………………………………………………………………....14

***FAMILY RIGHT&RESPONSIBILITIES***…………………………………..…….....15/16

**CONTACT INFORMATION**

Main Office: 5050 47th Avenue, Delta, BC V4K 0C8

🕿 604-946-6622 🗐 604-946-6223

🖰 [info@reachchild.org](mailto:info@reachchild.org)

🖳 www.reachdevelopment.org

⌛ 8:30 am - 4:00 pm, Monday to Friday

Reach Preschool North Delta

Play & Learn Centre : 11415 84th Avenue (North Delta Rec Centre)

North Delta, BC V4C 2L9   
🕿 778-438-2438

Reach North Delta House: 10921 82nd Avenue,

North Delta, BC V4C 2B2

🕿 604-501-1502

Executive Director *Renie D’Aquila* 301

Marketing Coordinator *Alison Martin*  337

Fundraising Manager *Tamara Veitch* 367

Accountant *Mei Tie* 327

Human Resources & Finance Manager *Paul Goldberg* 345

Accounting/Adm. Assistant *Margaret Chow* 325

Administrative Assistants *Terynn Papadopoulos* 300

*Michelle Fuchs* 300

Reach Counselling Services *Japmeet Parmar* 347

*Miriam Elfert* 324

Clinical Coordinators, ABA Program *Eva Major* 330

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IF Coordinator *Carol Ywan* 343

SCD/ASCD Program Coordinator *Sarah Garnham* 321

SCD/ASCD Authorizations Coordinator *Munmeet Parmar* 362

IDP Coordinator *Leora Shipley* 303

Therapies Coordinator *Anwar* *Ul-haq* 341

Reach Preschool Coordinator North & South *Denise Sheridan* 308

Positive Behavioural Support Coordinator *Ashleigh Toulson* 312

Delta Connex/Positive Connections Coordinator *Camille Netherton* 302

Family Navigator & Workshop Coordinator *Pindi Mann* 359

Respite Coordinator *Melanie Reid* 305

*Rae-Anne Schneider* 307

IT / Building Maintenance *Dan Layton* 380

**PERSONNEL**

## *Reach Preschool- North Delta*

# Preschool Coordinator Denise Sheridan

# Early Childhood Educators Nicholle Dhaliwal

Wanyun Chang

**Speech – Language Pathologists** Kimberley Weselak

Joanna Beauchamp

**Occupational Therapists**  Christine Gleave

**Physiotherapists** Julie Moore

## *Reach Child and Youth Development Society*

**Executive Director** Renie D’Aquila

**Administrative Assistants** Terynn Papadopoulos

Michelle Fuchs

**Board President** Phyllis With

### HANDBOOK INFORMATION

We update our handbook annually. This handbook has very important program information in it. Please refer to the handbook if you are unclear about the policies of the preschool. It is important to keep this handbook in a convenient place at home for easy reference***. PLEASE READ IT REGULARLY!***

**PRESCHOOL PROGRAM INFORMATION**

***Daily Schedule:*** The following activities are incorporated into the Reach Preschool North Delta daily schedule.

09:00 – 09:45 a.m. ***Outside time*** encourages participation in large motor activities,

cooperative play and exploration. Children will take part in outdoor play rain or shine so please dress them appropriately.

09:45 – 09:55 a.m. Children transition from the playground to indoors

09:55 – 11:00 a.m. ***Snack time*** promotes self-help, communication and socialization

skills as we participate in hand washing to prepare for snack and taking part in independent eating. Taking part in snack is a choice the children will make for themselves.

***Art Activities*** includes easel painting, play dough, loose parts activities, structured and unstructured creative art activities that promote fine motor skills, creativity, self-expression, communication and socialization skills.

***Free Play*** offers blocks, vehicles, toy animals, housekeeping area, dramatic play, fine motor activities, floor toys and much more. These activities promote cooperative play with peers, creative development, small and large motor skills development, socialization and communication skills.

11:10 - 11:30 ***Circle time*** offers the children the opportunity to participate in songs,

finger plays, movement activities, listen to stories and play games.

These activities promote listening, turn taking and communication skills.

**4 HOUR PROGRAM**

11:30-1:00 Children will continue their preschool program with a more comprehensive focus on group activities, projects, self help skills, etc. The children will have their lunch during this time as well. This time may include outdoor activities as well as indoor.

***NOTE: Preschool schedule times and activities are subject to change depending on weather and curriculum. This is at the discretion of the preschool teachers.***

***Preschool hours:***

Monday, Wednesday, Friday Morning 9:00 a.m. - 11:30 a.m.

Monday, Wednesday, Friday Morning (with lunch component) 9:00 a.m.– 1:00 p.m.

Tuesday, Thursday Morning 9:00 a.m. – 11:30 a.m.

Tuesday, Thursday Morning (with lunch component ) 9:00 a.m. – 1:00 p.m.

*Arrival:* The preschool program will begin outdoors whenever possible, regardless of the weather. Please ensure that your children are dressed appropriately for the weather when they arrive each day. The children are to be dropped off at the preschool entrance inside the recreation centre (north entrance at the back of the building). Please remember stay with your child until a teacher has called them. Once all of the children have arrived they will proceed outdoors. Please consult with one of the teachers if you are unsure of when to leave your child. Daily changes to the drop-off policy will be at the discretion of the preschool teachers.

If you are late arriving please phone one of the preschool teachers to determine where to meet up with the class.

***Sign In Policy:*** Do not worry about signing your child in or out each day. One of the teachers will do this. If it is necessary for a parent or guardian to remain on the premises with their child, they must sign in and out on the visitors sign-in form.

***Departure:*** Parents/guardians must wait in the hallway of the recreation centre adjacent to the preschool door when picking up their child. At dismissal one of the teachers will open the preschool door and dismiss the children one at a time to their parent or guardian.

If anyone other than yourself or those people listed on your registration form will be picking up your child, please notify the school, preferably in person, in advance. Anyone who is picking up your child ***including*** those people listed on your registration will be asked for identification if they are not familiar to the teachers in attendance.

We ask that children be picked up promptly at the end of preschool as teachers have other commitments to tend to. A late penalty of $5 for each 15 minutes or part thereof may be imposed for families who are regularly late in picking up their children. This will be at the discretion of the preschool. If you think you are going to be late picking up your child, please arrange for an alternate adult to pick them up. Remember to notify the preschool if this happens.

Should you wish to discuss your child’s day or progress at preschool please make arrangements to do so prior to the end of preschool hours or request a specific meeting time with one of the teachers. Please refrain from discussing your child in his/her presence. Also, please keep in mind that each clients information is confidential and staff are not at liberty to discuss other children with you.

***Parking:*** Parents are welcome to park in any designated space in the recreation centre parking lot. Please do not block the driveways, roadways or doorways. Please follow all parking lot directions. Please be sure to supervise your children at all times when walking to and from your vehicle. Do not leave children unattended in your vehicle. Please do not park in the designated wheelchair parking.

***Absent / Late:*** In the event your child will be absent or late, please call the preschool at ***778-438-2438*** or email Denise Sheridan at [denises@reachchild.org](mailto:denises@reachchild.org), or the teachers at teachersn@reachchild.org

***Weather Closures:*** For any unexpected closures due to weather conditions, power outages, etc. please listen to your radio. If the Delta School District Schools are closed, Reach Preschool North will be closed as well. Families will be notified by phone if any other unforeseen closures occur due to emergencies.

***Registration:*** Preschool registration takes place each spring (typically in February) for the following September. All returning families must re-register annually. The exact dates are posted in January each year. When enrolling your child at either of the Reach preschools a non-refundable registration fee of $20.00 **per family** is required each year. All registrations and waitlists are on a first come/first serve basis. Registration is ongoing after the scheduled spring dates and will continue until all available spaces have been filled.

***Eligibility:*** Children are eligible to enter preschool at the age of 30 months provided they will turn 3 years old prior to the end of the year (before December 31) that they begin attending.

***Emergency Preparedness:*** The preschool program practices emergency drills on a monthly basis throughout the school year. This includes, but is not limited to, Fire Drills and Earthquake Drills. Once each year the preschool curriculum includes a more formal teaching unit on Emergency Safety.

We require that all children have a ***COMFORT KIT*** at the school. We would like to make sure the children in our care are protected as best as possible in case of an emergency. We store the comfort kits for all the children in a convenient location so they can be quickly accessed. Below is a list of items that are required to be in your child’s comfort kit.

In a *ZIPLOC BAG*, each child will need to provide the following:

* Very small stuffed animal
* Family photo
* A letter of comfort from you to your child
* Comfort Kit Emergency Identification Card (attached to your registration package)
* Your child’s specific dietary needs or medications, **if applicable**. Please keep in mind that this must sustain your child for 72 hours.

All other emergency preparedness items such as food, water, blankets, flashlights, etc. will be supplied by the society.

***Medical Information:*** Children who may require emergency medication i.e. Epi Pen, inhaler, etc. while in the care of the preschool staff must have a ***"Consent for Administration of Emergency Medication"*** form filled out. This form is available at the preschool. Children's individual Epi Pens should be left at the preschool **at all times**. The preschool will only accept **single injection** Epi Pens. Our staff is not trained to use twin injection Epi Pens.

**\*Please refer to the "HEALTH POLICY" on page 11 for detailed information about when a child should or should not be in attendance at preschool.**

***Snack:*** Children must bring their own snacks from home in a lunch box or zip lock bag with their name clearly marked on it. The children will not share food at preschool unless pre-arranged by the family or staff. Your child’s snack must include a water bottle (also clearly labelled with their name). Please also include any eating utensils or cutlery that your child may need.

In most cases all of your child’s left over food or packaging will be returned to their lunch kits to be taken home for disposal. It would be best to use containers with tight lids so that leftover foods do not spill in their lunch kits or you may want to add an extra zip lock bag to their lunch kit for this purpose.

Please send in snack items such as fresh fruit, vegetables, cheese, raisins, yogurt, etc. We would prefer limited sugary items or sweets, so that the food can sustain the child’s energy for the duration of the class.

***Lunches:*** The above policy also applies to children who are in the lunch program. Lunches will not be stored in the refrigerator but parents are welcome to add an ice pack to their child’s lunch container. Children are welcome to bring warm food in a thermos. The preschool will not heat foods.

***Allergy Alert:*** Each year the preschool may have children enrolled who suffer from severe allergies to a number of things, the most common being ***nuts, peanuts, peanut products and tree nuts*.** We are trying to lessen the risk of allergens in the preschool environment, therefore, we would prefer that ***NO NUTS*** or food containing nut products be brought to school for snack or lunch. This includes things like Nutella, granola bars, cookies and other foods. If your children have had peanut butter or any other nut product at breakfast or lunch, we ask that you ensure that they have thoroughly washed their hands and faces before coming to preschool. Also, please be aware that peanut residue on children's clothing can also be dangerous to peers who have allergies. Any other foods to be avoided due to allergies will be posted on an "as needed" basis throughout the school year.

Also note that due to environment related allergies our facilities are both ***pet and scent free***. We ask that parents do not use perfumes or scented lotions on children prior to class and to please keep pets in your car or, if walking, on a leash outside the building at all times.

***Bike Helmets:*** *At this time we do not have bikes or wheeled toys, when this changes the policy will be in effect.*

In accordance with our Health and Safety Policies at Reach and in conjunction with Community Care Facilities Licensing recommendations, ***all children*** attending preschool must wear a bike helmet on the playground if they wish to use any of the wheeled toys including riding in the wagon. The only exceptions will be the wheeled cars that the children push with their feet and the small sit down riding toys that are also propelled by their feet.

Children must bring their own helmets from home for sanitary reasons, plus their own helmets would be fitted specifically for them. Please make sure that your child's name is clearly marked in their helmets.

Any families who do not have bicycle helmets for their children should speak to one of the preschool teachers.

***Clothing:*** Dress your child in comfortable play clothes. Although we do have smocks, clothes may still come home with stains. Each child is required to have a pair of inside shoes and a change of clothes, which will remain in your child’s backpack until needed. When the rainy season arrives, we ask that you send a pair of muddy buddies (nylon rain pants) and boots in their backpack as well. ***Please label*** your child’s coat, boots, muddy buddies, indoor shoes and change of clothes. The preschool staff will not be responsible for misplaced or lost items that have not been individually labeled.

If your child wears diapers, pull ups or training pants please supply enough for each day.

***Personal Belongings:***  Each child should have a clearly labelled backpack big enough to hold all of the things they need to bring daily to preschool. Please pack only the belongings listed below in your child’s backpack. Your child’s backpack will be sent home each day and must be brought back on their next preschool day.

***Only include*** **a)** a change of clothes **b)** rain/snow gear **c)** indoor shoes if they come in boots **d)** diapers or pull-ups if necessary **e)** a bike helmet *(when necessary)* and **f)** their snack (and lunch if they are in the lunch program). DO NOT bring any unnecessary items to preschool.

The only exception to this policy will be for your child’s Comfort Kit and any medical equipment such as EPI pens or inhalers which must be kept at the preschool in case of emergency.

***Birthdays:*** Birthday treats are welcome. If you would like to bring something for your child, we recommend small individual items (small cupcakes, cookies etc).

When planning your child’s birthday party outside of preschool it is difficult to include all of their preschool playmates. Therefore, when delivering birthday invitations, we would appreciate it if you would deliver them outside of preschool hours in order to be considerate of children’s feelings who may not be invited.

***Toys:*** The Preschool provides a wide variety of toys for the children so we ask that no toys be brought from home. This prevents loss or breakage of favorite toys. If a “special” toy comes to school, children may show it to their peers and then it is put away in the child's backpack.

***Newsletters/Parent Information Board:*** Newsletters are distributed each month to keep you informed of upcoming events at the preschool. Whenever possible, these are sent by email but hard copies will also be available.

Parent notices will either be sent by email, handed out individually or put in your child’s backpack. Please check their backpacks daily.

There is a Parent Information Board located in the front entrance of the preschool in the recreation centre hallway. We ask that you check it regularly for current notices or items of interest. Parents wishing to post notices on the Parent Information Board, should first check with staff. If you would like to have a copy of any articles posted on the parent information board, please speak to a staff member.

***Field Trips:*** We will list field trips in the monthly newsletter as they are planned. In order for some field trips to take place, parent participation could be necessary. Teachers will not transport children in their vehicles due to increased insurance rates and liability issues. We ask that parents attend some field trips or arrange for another adult to do so in your place. ***There will be no regular preschool classes on larger field trip days unless otherwise posted. We will inform you of these in advance.***

***Parent Participation:*** We would like to encourage parent participation in our preschool program for ***educational purposes*** when we are learning about different cultures, customs and occupation. If you wish to be considered to take part in our preschool program ***in this capacity***, please speak to one of the teachers. This may include doing a craft idea with the children or joining our circle time to introduce a new song or story about your culture or occupation.

***September Preschool Hours:*** Preschool begins the Tuesday after Labor Day each September. Classes are from 9:00 to 11:30 a.m. each day unless your child is signed up for the lunch program which goes until 1:00 p.m. The lunch program begins the ***second week*** of school in September each year.

For our Tuesday/Thursday classes, we will have a gradual entry schedule. Typically this class consists of children who are new to a preschool setting and need an adjustment period. You will be notified of the schedule in the summer prior to class starting.

We recognize that each child is an individual and that some children may have a more difficult time adjusting to preschool. If absolutely necessary, parents can arrange with one of the preschool teachers to stay with their child until they are comfortable that they have settled in or you can arrange for a gradual entry for your child. If you need guidance about when to leave your child, you can discuss this with one of the preschool teachers. Please remember to observe all of the preschool safety protocols if staying at the preschool.

***Fees:*** In order to secure your space we will require a cheque or credit card authorization for one month’s fee at the time of registration dated for August 1st to be considered September’s preschool payment. Cheques will be non-refundable after August 2nd. Post-dated cheques made payable to REACH for the balance of the school year (October to June) or a credit card authorization form will be due the first week of preschool. A $25.00 fee will be charged for all NSF cheques. We will accept cash on a case by case basis.

Credit Card Authorization Forms are available at the preschool if this is your preferred form of payment.

One month’s notice in writing is required if you withdraw your child. You may send written notice by email to the Preschool Coordinator. One month’s preschool fees will be charged in lieu of notice.

There is also a $20.00 registration fee ***per family*** due when you enroll your child in the preschool. This fee is non-refundable once your preschool space is confirmed. Registration fees must be paid by cheque or cash only. Cheques for registration fees should be made payable to REACH.

***Child Photos:*** Please send **2 (two)** photographs of your child, by email on or before the first day of class. These photos will be used in program planning for things such as circle time, cubby identification, special art projects, etc. Please send them to teachersn@reachchild.org.

***Children’s Art Work:*** Children’s art work will be sent home on a regular basis when dry or as decided by the teachers. We also post some of the art work in the class room as décor.

We appreciate receiving all your “beautiful junk”, such as ribbons, sequins, fabric, paper, cleaned egg shells, beads, bread tags, coloured tops off of milk containers, buttons or anything else you may think is interesting for art activities.

***Family Events:*** Family events at the preschool or at Reach during the school year (Holiday party, Open House; Annual General Meeting, guest speakers; year end picnic, etc.) will be posted throughout the school year as they are planned. These will usually be referenced in your monthly newsletters or posted on the parent board in the hallway.

***School Closures:*** The program at the Reach Preschool operates from Sept. to June each year with closures as follows:

* Christmas holiday (2 weeks),
* Spring Break (2 weeks),
* Up to one week at the end of June to clean the school
* Up to ten days each year for CFSP meetings for children requiring extra support, Reach Society Professional Development, program planning, staff training, etc.

In addition, we will be closed for statutory holidays. We will let you know in advance about any other unexpected closures.

A full months fees are due even during school closures as we will continue to hold your child’s space.

***Reportable Incident Policy:*** In compliance with the Child, Family and Community Services Act of BC, all incidents (as outlined in the Child Care Licensing Regulations) will be reported to Community Care Facilities Licensing within 24 hours. This will include disclosure, observation, or allegation by a child, parent or other individual of any act or suspected act of abuse or neglect while the child was or was not in care.

***Fundraising:*** During the school year the Fundraising Committee of Reach Child and Youth Development Society will be holding various fundraising events. Your support of these events is appreciated.

School fees pay only a portion of the costs of our preschool program. Additional funding from the Ministry of Child and Family Development, membership and registration fees, community and corporate donations as well as substantial fundraising efforts compliment these fees. Please consider a donation to Reach. It would be greatly appreciated!

Our preschool offers a language enriched program, supported by our Speech-Language Pathologists, as well as having access to Occupational and Physio Therapists. In addition to this we also have a high ratio of teachers to children. These additional supports benefit all children in our program.

All donations to our program (apart from regular school fees) are tax deductible. In addition, if you, a friend or relative make donations to the United Way through payroll deductions these can be designated to the Reach Child and Youth Development Society. This is the only way that we can receive donations from the United Way.

***Communication:*** The preschool can be reached at 778-438-2438. If teachers are busy in the classroom then our voicemail system will take a message, which we will return as soon as possible. Reach’s main office can be reached at 604-946-6622 ext. 300.

Should you have any questions regarding the information or policies contained in this handbook, please contact the Preschool Coordinator, Denise Sheridan at 778-438-2438 or by email at denises@reachchild.org

**HEALTH POLICY**

***Health:*** It can be difficult to decide when a child should not attend school due to health reasons. We follow the regulations set out by Community Care Facilities Licensing, which are as follows:

*Parents should be advised to keep their children at home or to seek alternate care arrangements for the following conditions:*

* Pain – any complaints of unexplained or undiagnosed pain.
* An acute cold with fever, runny nose and eyes, coughing and sore throat. Once temperature, well-being and energy are normal, coughing and runny nose may continue (depending on the suspect illness) without the child being contagious. (If symptoms are caused by a known allergic reaction, the child is not contagious.)
* Difficulty in breathing – wheezing or a persistent cough.
* Fever (100F / 38.3C or more) accompanied by general symptoms such as listlessness may be an early sign of illness that requires a physician’s attention.
* Sore throat or trouble swallowing.
* Infected skin or eyes or an undiagnosed rash.
* Headache and stiff neck – should see a physician.
* Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. These symptoms may indicate a bacterial or viral (gastrointestinal) infection, which is easily passed from one child to another. The child should be kept home until all symptoms have stopped.
* Nausea and vomiting may be an early sign of illness that requires a physician’s attention.
* Severe itching of body and scalp (i.e. head lice, scabies, etc.).
* Children with known or suspected communicable diseases.

*Parents are required to keep (or take) a child home when the child:*

* Is suffering from one or more of the above symptoms.
* Is not well enough to take part in the regular program of the facility.

It is recommended that all children be immunized according to the basic immunization schedule set by the British Columbia Ministry of Health. Please inform the school if there are any changes in your child’s health or home situation that may affect his or her behaviour.

***NOTE:*** Reach Preschool recommends that children be kept home for 48 hours if any of the above symptoms or conditions are present or until the child is symptom free.

**ACTIVE PLAY POLICY**

***PURPOSE***

The staff and committee acknowledge the importance of healthy-eating behaviours and active play, which contribute to overall wellbeing. This policy will provide guidelines to:

* Encourage children to make healthy choices
* Promote the importance of a healthy lifestyle, which includes eating nutritious food and participating in active play
* Provide opportunities for active play
* Meet the requirements of: Director of Licensing Standard of Practice

***POLICY STATEMENT***

***Values***

REACH Preschools are committed to:

* Promoting healthy foods and eating habits that ensure healthy growth and development in children
* Supporting the Director of Licensing Standard of Practice to promote healthy eating and active play
* Providing a pleasant and attractive place for meal and snack times that are inclusive, culturally appropriate and sensitive occasions
* Ensuring that meal and snack times are an opportunity for social learning and positive interaction, with staff sitting with children to act as role models
* Providing children with opportunities to learn about food, nutrition and healthy lifestyles
* Providing a safe, supportive and social environment in which children can enjoy eating
* Encouraging physical activity by providing a range of active play experiences for all children in our preschool for minimum of 40 minutes a day

***What is ACTIVE PLAY?*** Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children’s heart rate and may make them ‘huff and puff’ such as running or jumping. For an infant or toddler, active play may include reaching out for a toy, rolling over, balancing in a sitting position and crawling/walking.

***CHILDREN LEARN TO BE PHYSICALLY ACTIVE THROUGH***

* Movement rich environments
* Opportunities to engage and interact
* Gradually more complex experiences
* Play-based and child led activities
* Adult role modelling and support

***PROCEDURES :***

Staff are responsible for:

* Role-modelling and discussing with the children healthy-eating choices
* Ensuring students on placement and volunteers are aware of and comply with this policy
* Ensuring staff and parents are kept informed of current information relating to healthy eating and active play
* Encouraging children to eat and drink and to participate in snack times. Encouraging children to be independent at snack and meal times with opening lunchboxes, pouring drinks, self-feeding, serving and using utensils
* Ensuring children have time to eat without feeling rushed
* Ensuring food and drinks are available at frequent and regular intervals
* Ensuring fresh drinking water is readily available during the session and reminding children to drink water during the day, including at snack/lunch times
* Where children use drink containers, ensuring they have access to their drink containers during outdoor activities.
* Supervision of children during snack or meal times, which may involve sitting with the children and actively engaging with them where possible.
* Discussing healthy choices with children and introducing the concept of ‘everyday’ foods and ‘sometimes’ foods.
* Ensuring that play spaces, play equipment, meal times and relaxation, social play and eating environments support children and families to make healthy choices for eating and play.
* Undertaking program planning to ensure children are provided with a wide range of experiences to support social, emotional, physical and cognitive growth.
* Planning for regular outdoor active play, which includes safety, supervision, stimulation and skills.
* Ensuring that all children participate in age-appropriate active play each day for 30-40 minutes a day as per licensing regulation; the amount of time spent on these activities will depend on the length of time the children are in the program that day.
* Acting as good role models of physically active behavior.
* Varying active-play sessions to incorporate aspects of endurance, flexibility and strength.
* Planning physical activity to encourage all children and to cater for a range of abilities.
* Ensuring that, in adverse weather conditions, outdoor playing time is substituted with equivalent indoor activities.
* Monitoring screen-based activities to minimise the amount of time children are engaged in these activities.

***EVALUATION:***

In order to assess whether the policy has achieved the values and purposes, REACH preschools will

* If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey which is sent out annually
* Take into consideration feedback from preschool staff
* Monitor complaints related to this policy

**GUIDANCE POLICY**

The guidance policies used by Reach Child and Youth Development Society have been taken from the B. C. Ministry of Health handbook **“*Guidance and Discipline with Young Children*”.**

Guidance / discipline is the teaching / learning process by which children develop socially acceptable and appropriate behaviour as they grow to maturity. Guidance involves a continuous process of guiding behaviour and is (guidance) offered while acceptable behaviour is occurring as well as before, during and after unacceptable behaviour may be displayed. The goal is to assist children in developing self-control, self-confidence and ultimately self-discipline and sensitivity in their interactions with others.

*Prevention Strategies include:*

* Clear consistent and simple limits are established.
* Straightforward explanations are offered for limits.
* Limits are stated in positive rather than negative ways.
* The behaviour is the focus rather than the child.
* Statements of expectations are made rather than posing questions.
* Time is allowed for children to respond to expectations.
* Appropriate behaviour is reinforced with words and gestures.
* Minor incidents are ignored.
* Children are encouraged to use adults as a resource.
* Adults observe the children in order to anticipate difficulties and step in before problems occur.

*Intervention Strategies:*

When unacceptable behaviours occur, the adult needs to intervene. These strategies ensure that guidance is supportive rather than punitive.

* Children’s attention is gained in a respectful way.
* Proximity and touch: An adult’s closeness can help re-establish a child’s self-control.
* Reminders are used to clarify and reinforce limits.
* Feelings are acknowledged before limits are set.
* Distractions and diversions are used when appropriate.
* Problem-solving skills are modeled.
* Appropriate choices are offered.
* Natural and logical consequences follow the outcome of the behaviour.
* Redirection of behaviour takes place to solve a problem that children have been unable to resolve.
* The use of toys / equipment is removed from a child’s play option when other strategies have proved unsuccessful.
* One on one time or co-regulation is used to assist the child to regain their sense of calm and self control. One on one time will always occur within the preschool where the child will be given a safe space with minimal distractions so they can focus on calming their bodies. Co-regulation is where an adult stays with the child and models things like breathing and relaxation until the child is calm and regulated. The adult will talk in soothing tones and validate emotions to help the child learn how to control their emotions and express them in a socially appropriate way
* Children are provided opportunities to make amends.

*Discipline that is not considered acceptable and which will not be used or tolerated includes:*

* Spanking; biting; neglect; long periods of isolation
* Humiliation by using degrading words, name-calling or sarcasm
* Denial of basic needs (food, clothing and shelter)
* Confining of the child in a locked room

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**FAMILY RIGHTS AND RESPONSIBILITIES**

# SERVICE PROVISION

# Your Rights Related to the Services You are Receiving:

* We will treat you respectfully.
* We will not discriminate against you because of your race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.
* Everything you tell us, or we find out through working with you, will be kept private. The only times we can share the information is for legal or ethical reasons, or when you have told us we can by signing an informed consent form.
* We will consider you, not us, as the expert in your child’s life.
* You will be the most important source of information about your child.
* We will not plan services or set goals without your direction and partnership.
* We will accept your decision about whether you want, or do not want, service.
* We will make sure that you are part of the planning to end services.
* You can see your own personal information in your file at any time. Just call and make an appointment.
* You can make a complaint about your service by speaking with the person working with you and their supervisor.
* If you are not happy with the result when you complain, you can go further and make a “formal grievance”. You can get the information from your program’s supervisor or from the front desk. There will not be any loss of service or any other bad consequences because you complain.
* You will have freedom from abuse, financial or other exploitation, retaliation, humiliation and neglect.

**Your Responsibilities Related to the Services You are Receiving:**

* In order for us to help you, you need to provide us with information related to the services you are receiving.
* You need to be actively involved in the service.
* You need to tell us about any medical condition or need that we should know about or that might require us to change the way we provide your service.
* You must treat us, and others you meet through our services, fairly, honestly and with respect.

**This includes**:

* Keeping things private;
* Not doing anything that threatens or might harm others;
* Respecting our policies and clinical recommendations and making efforts to follow those recommendations. This includes the use of positive approaches with children and not using methods like spanking that interfere with positive outcomes for children. REACH acts in accordance with the Canadian Psychological Association position that:
* “Physical punishment has been consistently demonstrated to be an ineffective and potentially harmful method of managing children’s behaviour. It places children at risk of physical injury and may interfere with psychological adjustment.”
* Telling us ahead of time when you can not make an appointment or if you are going to be late, or if your phone number has changed or if you do not want to participate in service anymore.
* Telling us ahead of time when your child or anyone in your household who may come in contact with our staff is sick as your services may be need to be postponed. This will prevent REACH staff from becoming ill and also from passing any sickness on to other children and families.

**REACH may cancel service or put service on hold if the family responsibilities are not met and agreement cannot be reached.  If this happens, REACH will make every attempt to help the family get the services they need and make sure that the safety of the child is not at risk.**

**Sometimes we have to share information about you and it won’t be kept private.**

**This happens when:**

* We need to make sure that your services do not conflict and that your service is the best we can offer.
* We suspect that child abuse or neglect is taking place. We must report this to the Ministry for Children and Family Development.
* There exists danger to yourself or others, such as suicide threats or drunk driving.
* The court orders us to release information.
* In order to improve the services of the Association or when it is needed by Surveyors who come to REACH to review our services. All staff associated with this review are specially trained and will keep all information private.
* If you are under the age of 14, your parents/guardians will be able to see your file.

You will be informed in writing should there be other exceptions in the specific program(s) you attend.

**Conflict and Grievance Process (what to do when you have a complaint):**

* You have a right to have an advocate support you and your concerns.
* First talk to the employee you have a problem with, or speak to their supervisor.
* If you do not resolve the problem, request information on the “Formal Grievance Process” from the front desk. You can call, come in person or email or fax your request. You will receive a response to your complaint within 10 working days.

*Any personal information provided to Reach Child and Youth Development Society is collected and used in accordance with British Columbia's Personal Information Protection Act (PIPA). For details of our privacy policy, please contact us at 604-946-6622 or email info@reachchild.org.*