

# Reach Preschool South Delta

## *Program Handbook*



"BELIEVING IN POTENTIAL"





reach  
CHILD AND YOUTH  
DEVELOPMENT SOCIETY

# Vision Mission & Values

**VISION** *Communities where all children, youth and 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 supportive community programs and services for the optimal development of children and youth, where children, youth and families flourish and reach their potential.*

## VALUES

**R**espectfulness

**E**xcellence

**A**ttitude of sharing

**C**ollaborative spirit

**H**onesty

**C**ontinuous improvement

**H**andle resources efficiently

**I**ntegrity

**L**earning

**D**iversity

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## *Guiding Principles*

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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 children development.
2. Appreciating and supporting the bond between the child or youth and family.
3. Recognizing that children and youth are best understood and supported in the context of family, culture, community and society.
4. Respecting the dignity, worth and uniqueness of each individual (child, youth, family member, and colleague).
5. Helping children and youth achieve their full potential in the context of relationships that are based on trust, respect, and positive regard.
6. That children are best nurtured by a family that knows, loves and honors them for who they are.
7. That all children have the right to play and learn in an inclusive environment that meets the needs of children with and without disabilities.
8. That relationships and friendships are essential to enrich our lives.
9. That all individuals are entitled to the services and supports required to ensure their full participation in our society.
10. That the involvement of families and support networks contributes to everyone's safety and well-being.
11. That services and supports must be delivered in a way that respects an individual's diverse history, culture, race, religion and sexual orientation.
12. That inclusive communities enrich the lives of all citizens.

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## CONTACT INFORMATION

Main Office: 5050 47 Avenue, Delta, BC V4K 0C8  
☎ 604-946-6622 📠 604-946-6223  
✉ info@reachchild.org 🌐 www.reachdevelopment.org  
⌚ 8:30 am - 4:00 pm, Monday to Friday

Reach Developmental Preschool: 10921 82<sup>nd</sup> Avenue,  
(North Delta Preschool) North Delta, BC V4C 2B2  
☎ 604-596-0106  
⌚ 8:30 am - 1:00 pm, Monday to Friday

Play & Learn Centre: 11415 84<sup>th</sup> Avenue (North Delta Rec Centre)  
North Delta, BC V4C 2L9  
☎ 604-501-1502

|  |                          |     |
|--|--------------------------|-----|
| Executive Director                                     | <i>Renie D'Aquila</i>    | 301 |
| Marketing Coordinator                                  | <i>Alison Martin</i>     | 337 |
| Fundraising Manager                                    | <i>Kristin Bibbs</i>     | 367 |
| Accountant   | <i>Mei Tie</i>           | 327 |
| Human Resources & Finance Manager                      | <i>Brenda Cheung</i>     | 345 |
| Assistant Human Resources Mgr.                         | <i>Karen Draganiuk</i>   | 342 |
| Accounting/Adm. Assistant                              | <i>Julie Han</i>         | 325 |
| Administrative Assistants                              | <i>Nelam Pangalia</i>    | 300 |
|  | <i>Holly Evans</i>       | 300 |
|  | <i>Naadia Clayton</i>    | 300 |
| Reach Counselling Services                             | <i>Yvonne McKenna</i>    | 347 |
| Clinical Coordinator, ABA Program                      | <i>Eva Major</i>         | 330 |
|  | <i>Miriam Elfert</i>     | 324 |
| IF Coordinator   | <i>Carol Ywan</i>        | 343 |
| Manager of SCD/ASCD Coordinator                        | <i>Rachel Chernoff</i>   | 318 |
| IDP Coordinator  | <i>Leora Shipley</i>     | 303 |
| Therapies Coordinator                                  | <i>Sheena Kirkland</i>   | 341 |
| Coordinator, Reach Developmental Preschool South/North | <i>Alexandra Vivanco</i> | 308 |
| Coordinator, Positive Behavioural Support              | <i>Elysa Philip</i>      | 312 |
| Coordinator, Delta Connex/Positive Connections         | <i>Camille Netherton</i> | 302 |
| Coordinator, Parent Network & Workshops                | <i>Pam Collins</i>       | 359 |
| Coordinators, Respite                                  | <i>Melanie Reid</i>      | 305 |
|  | <i>Rachel Chernoff</i>   | 363 |
| Deltakids Early Years                                  | <i>Denise Sheridan</i>   | 340 |
| IT / Building Maintenance                              | <i>Dan Layton</i>        |     |

## **PERSONNEL**

### ***RPSD Preschool***

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|                                      |   |
|--------------------------------------|---|
| <b>Preschool Manager</b>             | Alexandra Vivanco                                   |
| <b>Early Childhood Educators</b>     | Adele Curtis<br>Jean Sedor<br>Stacey Kessler        |
| <b>Speech – Language Pathologist</b> | Tricia Mrazek<br>Sheena Kirkland<br>Kathleen Graham |
| <b>Occupational Therapist</b>        | Christine Gleave<br>Erin Klein<br>Andrea Freisen    |
| <b>Physiotherapist</b>               | Julie Moore   |

### ***Reach Child and Youth Development Society***

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|                                  |   |
|----------------------------------|---|
| <b>Executive Director</b>        | Renie D’Aquila                                  |
| <b>Administrative Assistants</b> | Nelam Pangalia<br>Holly Evans<br>Naadia Clayton |
| <b>Board President</b>           | Donna Burke                                     |

# DAILY SCHEDULE

The following activities are incorporated into the **Reach Developmental Preschool-South Delta** daily schedule.

|                          |  |
|--------------------------|--|
| 8:45 – 9:15 a.m. M/W/F   | Children arrive and move into free play  |
| 9:00 – 10:10 a.m. Tu/Th  | <b>The Art area</b> offers easel painting, play dough, loose parts activities, structured and unstructured art activities that promote creativity, fine motor skills, communication and socialization skills.                    |
| 1:15 – 2:35 p.m. M-F     | <b>The play</b> offers blocks, housekeeping, climbing apparatus, dramatic play, fine motor activities and floor toys. These activities promote creative development, large motor skills, socialization and communication skills. |
| 9:55 – 10:25 a.m. M/W/F  | <b>Bathroom and snack time</b> promotes self-help, communication and socialization skills as we participate in washing to prepare for snack and lunch.   |
| 10:10 – 10:40 a.m. Tu/Th |  |
| 2:35 – 2:55 p.m. M-F     |  |
| 10:25 – 10:40 a.m. M/W/F | <b>Circle time</b> 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.   |
| 10:40 – 10:55 a.m. Tu/Th |  |
| 2:55 – 3:10 p.m. M-F     |  |
| 10:40 – 11:15 a.m. M/W/F | <b>Outside Time:</b> Children participate in large motor activities.   |
| 10:55 – 11:30 a.m. Tu/Th |  |
| 3:10 – 3:45 p.m. M-F     |  |

## **4 HOUR PROGRAM** (if applicable)

|                    |   |
|--------------------|---|
| 11:15 – 12:05 p.m. | The children will continue their preschool program with a more comprehensive focus on group activities, projects, academic skills, etc. |
| 12:05 – 12:45 p.m. | Lunch time  |

**NOTE:** Preschool schedule times are subject to change depending on weather and curriculum.



# ATTENDANCE

## ***Preschool hours are as follows:***

|   |                        |
|---|------------------------|
| Monday, Wednesday, Friday Morning Program | 8:45 a.m. – 11:15 a.m. |
| Monday, Wednesday, Friday Lunch Program   | 8:45 a.m. – 12:45 p.m. |
| Tuesday, Thursday Morning Program         | 9:00 a.m.- 11:30 a.m.  |
| Afternoon classes                         | 1:15 p.m – 03:45 p.m.  |

***Arrival:*** Always accompany your child into the preschool playroom upon arrival. If you arrive before the program is scheduled to begin, you are welcome to wait in the hallway. **DO NOT** leave your child unattended. Once the program begins, a preschool teacher will greet both children and adults. Please help your child to hang up his/her coat and, if necessary, change their shoes at the cubby area. The children will put their snack bags/ lunch kits in their cubby.

***Sign In Policy:*** All children must be signed in at the beginning of each session and signed out upon pick up. Sign in forms are located at the entrance to the preschool. If anyone other than yourself will be picking up your child, this should be indicated on the sign in sheet.

Parents who will be remaining on the premises throughout the program must sign in on the Visitors sheet located in the main entrance of the building.

***Departure:*** Children may be picked up from the playroom at the end of class. If your child has difficulty leaving, please ask a teacher for assistance. If you are picking up your child early, you may pick them up from the playground.

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

***Parking:*** Parking is permitted in the designated parking spaces only. ***The speed limit within the parking lot is 10 km/h.***

The parking lot is not safe places for children to be playing. To prevent accidents please be sure to supervise your children at all times when walking to and from your vehicle. **Please do not leave children unattended in your vehicle.** Upon leaving the program ensure your children are safely in the car before choosing to visit with other parents or please exchange phone numbers inside the preschool for future socialization opportunities outside of school.

***Absent / Late:*** In the event your child will be absent or late, please call Reach Developmental Preschool-South Delta at 604-946-6622 local **317.**

***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 Developmental Preschool-South Delta will be closed as well. Families will be notified by phone if any other unforeseen closures occur due to emergencies.

## **GENERAL INFORMATION**

**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 anything in our program. It is important to keep this in a convenient spot at home for easy reference. **PLEASE READ IT REGULARLY!**

**Registration:** Preschool registration takes place each spring (typically February and March) for the following September. The exact dates are posted in January each year. When enrolling your child at Reach Developmental Preschool-South Delta, a non-refundable registration fee of \$20.00 per family is required each year. All registration and waitlists are on a first come/first serve basis each year. 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 Information:** 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 shed that has been built for this purpose just outside our playground. 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 the back of this handbook)
- 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" section on page 10 for detailed information about when a child should or should not be in attendance at preschool.**

**Snack:** Each child is required to bring in their own snack in a small sealable plastic container, a small lunch kit or in a Zip Lock bag clearly marked with their name. Send in only nutritional items such as fresh and dried fruit, vegetables, raisins, cheese, etc. pre-cut and ready to eat as well as a drink (water) in a non-spill container. Please no sugary items. Snacks and drinks will not be kept in the refrigerator but parents are welcome to add an ice pack to their child's snack container.

**Lunch:** Each child is required to bring in lunch (if applicable) in a small sealable plastic container, a small lunch kit or in a Zip Lock bag **clearly marked with its name**. Send in only nutritional items pre-cut and ready to eat and a drink (water) in a non-spill container. Please no sugary items. Lunches and drinks will not be kept 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. Please include eating utensils if they are required.

Any uneaten portion of your child's lunch and any recyclables will be sent home in their lunch kits.

**Allergy alert:** Each year the preschool may have children enrolled who suffer from severe allergies to a number of things, the most common one being **Nuts, peanut and peanut products**. 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 shared snack. If your children have had peanut butter or any other nut product at breakfast, 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:** 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 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 (old) play clothes. Although we have smocks in the art room, 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 at preschool. When the rainy season arrives, we ask that you send a pair of muddy buddies (nylon rain pants) and boots that can remain at preschool.

**Please label** your child's coat, boots, muddy buddies 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.

**Birthdays:** You are welcome to bring in a special **nut free** treat or snack to celebrate your child's birthday. Due to our nut free policy, only **commercially baked** goods are permitted along with a list of ingredients. Homemade cakes or cookies are not allowed. 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 put them in the individual children's art pockets or 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 cubby.

**Newsletters/Parent Information Board:** Newsletters are e-mailed out every four weeks to let you know what is happening in the following month at preschool. If you require a hard copy, please ask the teachers.

There is a Parent Information Board located in the front entrance of the preschool. 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 field trips to take place, parent participation is necessary. Teachers will not transport children in their vehicles due to increased insurance rates and liability issues. We ask that parents attend all field trips or arrange for another adult to do so in your place. There will be no regular preschool classes on field trip days unless otherwise posted.

**Parent Participation:** We have an open door policy at our center. If you wish to drop in to visit or observe your child you are free to do so at any time. If you wish to speak to an individual staff member please let them know so a meeting can be set for a later date. Staff will make arrangements to speak with you after program hours. Teachers are not available for extended conversations during program times.

**Parent Helpers:** Parent helpers are welcomed and appreciated. Parents can participate by preparing materials for the children to use or assist in setting up and cleaning up during the preschool day. This is a great opportunity for you to spend time in the classroom as well as participate with or observe your child at preschool. We ask that only one parent helper attend at a time.

**September Preschool Hours:** Preschool begins the Tuesday after Labor Day each September. Morning classes are from 8:45 to 11:15 a.m. Monday, Wednesday and Friday and from 9:00 to 11:30 a.m. on Tuesday and Thursday. The lunch program will start the following Monday and goes from 8:45 to 12:45 p.m.

The afternoon classes are from 1:15 to 3:45 p.m. Monday to Friday.

You are welcome to stay with your child until you feel your child is ready to stay on their own. We recognize that each child is an individual and that some children may have a more difficult time adjusting to preschool. In these cases, parents may arrange for a gradual entry. If you need guidance about when to leave your child, you can discuss this with one of the preschool teachers.

**Fees:** In order to secure your space we will require a cheque or credit card authorization upon registration dated August 1<sup>st</sup> to be considered September's preschool payment. Cheques will be non-refundable after August 2<sup>nd</sup>. Post-dated cheques made payable to REACH for the balance of the school year (October to June) will be due the first week of preschool. A \$25.00 fee will be charged for NSF cheques. For administrative purposes we cannot accept cash.

Families also have the option to pay their child's preschool fees by Visa or Mastercard. Authorization forms for credit card payments are available at the preschool.

One month's notice is required if you withdraw your child. Withdrawal forms are available at the preschool. One month's preschool fees will be charged in lieu of notice.

There is also a \$20.00 registration fee due when you enroll your child in our preschool. This fee is non-refundable. Cheques for registration should be made payable to REACH.

**Child Photos:** Please bring 4 photographs of your child on or before the first day of class. These photos might not be returned, as they will be used in program planning for things such as circle time, cubby identification, special art projects, etc.

**Children's Art Work:** Children's art work (**when paint and glue has dried**), all parent notices and monthly newsletters will be put in your child's cubby. Please **EMPTY** the cubby on a **DAILY** basis. Children often share cubbies due to limited space. Please make sure you are only taking **your child's** work home.

We appreciate receiving all your "beautiful junk", such as ribbons, sequins, fabric, paper, cleaned egg shells, beads, bread tags, colored tops off of milk containers, buttons or anything else you may think is interesting for art activities. These items are often shared with other childcare programs in and out of our Society.

**Family Events:** Information regarding family events throughout the school year (open house; guest speakers; yearend picnic, etc.) will be made available to families as they are planned.

**Program Information/School Closures:** The program at the Reach Developmental Preschool-South Delta operates from September to June each year with closures as follows:

- Christmas holiday (2 weeks),
- Spring Break (2 week)s,
- 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 expected closures.

**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 the 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 for Children and Families, membership and registration fees, community and corporate donations as well as substantial fundraising efforts compliments these fees.

Our preschool offers a language enriched program, supported by our Speech-Language Pathologists and 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 604-946-6622 extension #317. If teachers are busy in the classroom then our voicemail system will take a message, which we will return as soon as possible. If necessary, you can press "O" for reception.

Should you have any questions regarding the information or policies contained in this handbook, please contact the preschool.

**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.

# **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 Pre-Schools 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
- Acting as good role models of physically active behaviour
- 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



# **REACH CHILD AND YOUTH DEVELOPMENT SOCIETY**

## **GUIDANCE POLICY**

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

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.
- Time out is used in exceptional circumstances.
- In rare situations holding a child may be an effective strategy to help a child regain self-control.
- Children are provided opportunities to make amends.

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

- Spanking
- 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
- Long periods of isolation
- Biting
- Neglect