

Sooke Family Resource Society

Kingfisher Preschool Parent Orientation Package



(Please read and keep this package for your information.)

Hours

Preschool Classes:

Monday, Wednesday, and Friday	9:00am to 1:00pm
Tuesday and Thursday AM	9:00am to 11:30am
Tuesday and Thursday PM	12:45pm to 3:15pm

Closed for all statutory holidays, a winter and spring break, and two SFRS professional development days.
(See attached calendar.)

Location

Sooke Family Resource Society
105-6672 Wadams Way
Sooke, BC V9Z 0H3

SFRS Hours of Operation: 8:30 am - 4:30pm

Detailed information that guides the Kingfisher Preschool policies and procedures can be found at the following links:

Community Care and Assisted Living Act – Child Care Licensing Regulation

http://www.bclaws.ca/civix/document/id/complete/statreg/332_2007

BC Centre for Disease Control – Childcare & Schools

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/childcare-schools>

COVID-19 Public Health Guidance for Child Care Settings

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf>

Child care and Day camps: Protocols for returning to operation

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/child-care>

Introduction

Kingfisher Preschool has been operating in Sooke since 1987. The Kingfisher Preschool is licensed by the Vancouver Island Health Authority under the B.C. Community Care and Assisted Living Act and the Child Care Facilities Licensing Regulation.

In the preschool, groups of 20 children attend with 2 or 3 trained and qualified staff. The curriculum supports play-based learning and early literacy. Activities are age appropriate and planned to ensure positive growth in all developmental domains, with emphasis on social and emotional development. Due to COVID-19 response, the 2020-2021 preschool year will start with reduced class sizes. MWF morning class will have 10 children enrolled and T/TH morning and afternoon classes will each have 8 children enrolled.

Program Philosophy, Goals, and Structure

At Kingfisher, we believe that children learn best in a safe, secure environment, with age appropriate challenges to their physical, intellectual, emotional, and social development. Our aim is to nurture the child's natural creativity and curiosity through play. We encourage the development of a positive self-image and high self-esteem through open ended activities where exploration, discovery, and repetition can happen at the child's own pace. Positive relationships with children and parents/caregivers are developed and nurtured. We offer an inclusive program that addresses the needs of each child.

In the preschool program, we work with the children to encourage and develop to each child's capacity:

- A positive self-image
- High self-esteem
- A love of learning
- Independence
- Self-discipline
- Flexibility and resiliency
- The ability to make good choices
- The ability to solve problems alone and with others
- Originality
- Concern for one's self and others

Kingfisher Preschool programming structure and goals are distributed to parents by the first of each month through the monthly program newsletter. The monthly newsletters, as well as SFRS information, will be sent to you via the e-mail address that you supplied on your registration information.

As an inclusive setting, Kingfisher is wheelchair accessible and has the capacity to serve children who need extra support. If a child is pre-identified to require extra support or if the identification of need is realized in the preschool year, Kingfisher staff works with the family and Supported Child Development to provide the additional support needed.

Orientation for Families

The families who attend the Kingfisher Programs are provided with the following orientation process:

1. The family is supported, if needed, to fill out the required registration forms.
2. The family is supported, if needed, to fill out Affordable Child Care Benefit forms.
3. Families receive a tour of the program area and an orientation to other Sooke Family Resource Society programs.
4. The preschool program families are invited to visit the preschool prior to registration. As well, the preschool offers a Meet-the-Teacher in June for families registered for the following September classes. The Meet-the-Teacher event is an opportunity to meet the program staff, other families, and begin to orient the children to their preschool setting.
5. The family will be provided access to Sooke Family Resource Society program brochures for other agency services and access to the *Sooke Family Resource Society Orientation Booklet*.
6. If requested, the program supervisor contacts each family to discuss the family's specific program needs.
7. The family will be asked to identify any goals they would like their child to achieve during their time in the program (located with the *Parent Agreement Form* is the *Getting to Know Your Child Questionnaire*). Family goals are incorporated into the program curriculum.

Program Staffing

Kingfisher staff is qualified, experienced, and dedicated to offering a quality program. SFRS hires qualified substitutes when staff is away from work, and supports practicum students in the social services and early learning fields. The Kingfisher Preschool Supervisor is responsible for the daily program and is the principal contact for parents. The Program Manager of Children and Family Services is responsible for administration of the program and ensuring compliance with licensing regulations.

In addition to basic training required to meet Licensing standards, staff receive ongoing training in:

- Child Growth and Development
- Behaviour Management
- Learning Styles
- Inclusion Practices
- The Effects of Separation on Children
- Attachment Theory; Grief and Loss
- Cultural Competency
- Health and Safety, including First Aid and Emergency Preparedness
- Applicable Legal Issues
- Methods of Communication

Registration Requirements

Children ages 3 to 5 years old are eligible to enroll in the Kingfisher Preschool program. Children must be 3 years of age by December 31st of the year of enrollment to be eligible for the classes that start in September. An enrolling parent or guardian is responsible for completing all required registration forms with information required by the Licensing Authority. Under the Personal Information and Privacy Act, all registration information is the property of the child, and is used only for the purpose of providing child care services. Required registration forms include:

- Picture of Child
- Child Care Registration Form (VIHA Licensing form)
- Parent Agreement Packet
- Emergency Card
- Field Trip Permission
- Getting to Know Your Child Questionnaire
- Allergy Response Form and Care Plan (if applicable)
- If applicable, any relevant Court Order or Separation Agreement pertaining to restricted legal access or contact with a child currently enrolled at Kingfisher Preschool.

Supplies needed at Preschool:

Please bring the following daily to preschool:

- ✓ Weather-ready clothes (we play outside at the beginning of every class)
- ✓ Backpack with the following contents:
 - ✓ Two changes of clothing
 - ✓ Indoor shoes
 - ✓ Snack (T/Th classes), snack and lunch (M/W/F class)
 - ✓ water bottle with water in it
 - ✓ 1 inch hard cover, three ring binder (for 4 year olds) – this will remain at preschool

Fees, Payments, and Repayments

Kingfisher Preschool requires that parents sign the *Parent Agreement Form* which includes financial obligation for program service. The Sooke Family Resource Society will hold parents responsible for maintaining this agreement.

1. The first fees of the 2021/2022 preschool year are due by September 1, 2021.
2. For the following months, fees are due on the first day of each month, payable to **Sooke Family Resource Society**.
3. Payment can be made by cash, personal cheque, or VISA/Debit. All payments for Kingfisher Preschool must be submitted to the Sooke Family Resource Society Reception. If you would like to provide post-dated cheques, please date cheques for no later than the first day of each month in which they are due.
4. All receipts for payment are given from SFRS Reception. Receipts for post-dated cheque payments can be collected from SFRS Reception. An official receipt of payment will be issued upon payment of monthly fees. Please retain your receipts for tax purposes. A \$20.00 service fee will be required to re-issue receipts.
5. An administration charge of \$15.00 will be applied to any NSF or returned cheques.
6. A non-refundable administration fee of \$40.00 is due upon registration. The administration **fee includes membership in the Sooke Family Resource Society. Members are encouraged to become involved in the services of the organization, attend the Society Annual General Meeting, and vote on issues affecting the preschool program and other services for children and families in the community.**
7. Failure to pay program fees by the first day of the month, or to make alternate payment arrangements with the program manager, may result in the notice of cancellation of services offered by Kingfisher Preschool.
8. We do not waive or repay fees for absences due to children's illness or vacations. Fees must be paid to hold your program space when a child is away due to vacation, illness, or other absences.
9. Preschool monthly fees include any statutory holidays and SFRS professional development days within that month. (See calendar in this packet.) Fees will not be reimbursed for these days.
10. We reserve the right to impose a late pick up fee in the event that a parent is consistently late for pick up at the end of the day. Late fees will be calculated at \$10.00 for each half hour or part thereof after program closing time.
11. Parents agree to give one calendar month's notice in writing, or pay one month's fees in lieu of notice if they wish to withdraw their child from the program.
12. Kingfisher Preschool will give one month's notice in writing if we can no longer provide services to your child. In this case, any payment made for services not received will be repaid pro-rated on the current rate per day basis.

13. In the event that an unforeseen emergency requires closure of the preschool (due to weather conditions, natural hazards, serious disruption in utility services or other threat to health and safety) the following will apply:
 - a. for a temporary closure not exceeding two preschool days, no reimbursement of fees will be issued
 - b. for a permanent closure in which services are terminated, monthly fees will be reimbursed prorated to the number of days of preschool services received that month.
14. If a reimbursement payment is due to a program participant, SFRS will complete this responsibility in a timely manner.

Waitlist

The Sooke Family Resource Society Kingfisher retains an on-going waitlist for the preschool program. Waitlisted families are contacted if space becomes available in chronological order of initial submission to the waitlist.

Withdrawal from the Program

One month's written notice or payment of one month's fees in lieu of notice is required if you withdraw your child from the program.

Termination of Services

The Sooke Family Resource Society may terminate services with one month's written notice for reasons which may include: non-payment of fees, parents are not able or willing to abide by the signed Parent Agreement, or the program is unable to meet the additional needs of a child or family within existing resources. In situations of disagreement or difficulties between the program and parents, the staff will make every effort to resolve the difficulty, including meetings with parents or guardians, and accessing resources from the community.

If a child's behaviour consistently presents a danger to other children or staff, the Society reserves the right to terminate services immediately.

The following Kingfisher Preschool Policies and Procedures contain many aspects of how our preschool has provided a program to the community for many years following the Child Care Licensing Regulations. Additionally, at this time in relation to the COVID-19 response, many Kingfisher Preschool policies and procedures have been enhanced and/or have new components to address guidelines established by the Office of the Provincial Health Officer, the BC Centre for Disease Control-Ministry of Health and WorkSafeBC. In addition to the Kingfisher Preschool specific Policies and Procedures, Sooke Family Resource Society has developed SFRS COVID Protocols for the agency. This document can be found on our website at www.SFRS.ca and is posted in the Kingfisher Preschool space.

Daily Drop Off and Pick Up

When dropping off their child/children, parents/guardians must make direct contact with at least one staff member at drop-off and pick-up times each day. Children must be signed-in at drop-off and signed-out at pick-up. A daily check at drop-off will be conducted to confirm with parents/guardians that children are not ill or do not have any symptoms of common cold, influenza, COVID-19, other respiratory illness or communicable disease, or have not traveled outside of Canada in the last 14 days, or were not identified by Public Health as a close contact of a confirmed COVID-19 case.

Pick-up and drop-off routines take place in the outside preschool playground and have been established to allow for social distancing and start your child's day in an outdoor environment. We ask that only one adult from each household come to the preschool for drop-off and pick-up. Parent must wear masks and practice physical distancing from Kingfisher staff, other children, and other parents. Please practice hand hygiene for yourself and your child before you enter the preschool space.

All Kingfisher staff, children, and others are required to wash their hands upon entering the preschool space.

The Licensing Authority requires specific policy regarding the pick-up of children from the program, as follows:

1. Late Pick Up: If a parent or guardian has not picked up a child or called the program by closing time for preschool, the staff will try to contact the family and/or persons on the authorized pick up list. If no authorized person is available and there has been no contact for 1.5 hours after program closing time, staff is required to notify the Ministry of Children and Family Development – Child Protection (MCFD).
2. Unauthorized Pick Up: Parents must notify the staff in writing of all persons who will pick up the child. In rare emergency situations, alternate arrangements can be made verbally over the phone between the parent or guardian and the program supervisor. If the person is not known to staff, a name and physical description is required. The person will be asked to show photo identification. Staff will not release a child to any unauthorized person.
3. Alleged Impaired Pick Up: To the extent that it is possible, we will not release a child to any person the staff deems impaired and incapable of providing safe care. In this situation, the staff will call a relative or friend to pick up the impaired person and the child. If an impaired person insists on leaving with a child, staff is required to notify the police and MCFD – Child Protection.
4. Custody and Related Court Orders: The parent/guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. If a custody or court order exists, a copy is required for the child's file. Staff cannot deny access to a non-enrolling parent without a custody or court order on file. In the event that a parent who is not authorized arrives to pick up a child the policy on unauthorized persons will be implemented.

Kingfisher Preschool Practices for Health and Communicable Diseases

If a child has any of the following symptoms/circumstances, parents/guardians are required to keep the child at home. The following is Kingfisher Preschool's definition of a sick child:

- vomited within the last 24 to 48 hours
- has diarrhea (green or yellow watery stool) within the last 24 hours
- has a rash that has not yet been diagnosed
- pain where child complains and interferes with normal activity
- evidence of head lice or other parasites
- has a fever of 100 degrees Fahrenheit (38.5 C) or higher
- has a severe cold, runny nose, and sneezing (green discharge is usually a sign of infection)
- severe coughing (6 times within an hour)
- rapid or difficulty breathing
- evidence of a communicable disease or infection
- symptoms of common cold, influenza, COVID-19, other respiratory illness, or have not traveled outside of Canada in the last 14 days, or were not identified by Public Health as a close contact of a confirmed case.

A daily check at drop-off will be conducted to confirm with parents/guardians that children are not ill or do not have any symptoms of common cold, influenza, COVID-19, other respiratory illness or communicable disease, or have not traveled outside of Canada in the last 14 days, or were not identified by Public Health as a close contact of a confirmed case. **(Please see the daily Health Check on page 7)**

If a child arrives at the Kingfisher Preschool exhibits any of the above symptoms the child will not be allowed to participate in the program and parents/guardians will be asked to take the child home.

Please notify Kingfisher Preschool immediately if your child contracts *any* communicable disease. The following illnesses are very contagious, and we will need to inform other parents so that they can take the necessary precautions:

- Conjunctivitis (pink eye) or any other eye conditions when the eye is itchy, red, swollen, or oozing
- Impetigo, ringworm, head lice, or pinworm
- Any contagious disease (chicken pox, measles, hand-foot-and mouth, etc.)

PROCEDURE:

1. The parent/guardian will be taken aside and informed that he or she must remove the child from the program due to health reasons.
2. The parent will be supported in transitioning the child to leave the program for the day.
3. The parent will be provided with a referral to Vancouver Island Health Authority Public Health for further consultation.
4. In the case that SFRS employees find out that a child with an undetectable communicable disease has exposed other children to an illness during the programs, the staff will inform all parents of the exposure, symptoms and referral for assessment/treatment and post signage to inform all program participants.
5. Permission is required in writing for staff to give any medication to a child. The only medication staff can provide to children in our care is for first aid purposes: i.e.. an AnaKit/EpiPen as a first aid response to an allergen.

According to the BC Ministry of Health COVID-19 *Public Health Guidance for Child Care Settings*, Kingfisher Preschool will follow the below protocol for child and staff with symptoms of COVID-19 in a child care setting.

Child with Symptoms of COVID-19

IF a CHILD DEVELOPS SYMPTOMS OF ILLNESS WHILE in a CHILD CARE Setting:

Staff must take the following steps:

1. Immediately separate the symptomatic child from others in a supervised area.
2. Contact the child's parent or caregiver to pick them up as soon as possible.
3. Where possible, maintain a 2-metre distance from the ill child. If not possible, staff should wear a non-medical mask or face covering if available and tolerated or use a tissue to cover their nose and mouth.
4. Provide the child tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene.
5. Avoid touching the child's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene.
6. Once the child is picked up, practice diligent hand hygiene.
7. Staff responsible for facility cleaning must clean and disinfect the space where the child was separated and any areas recently used by them (e.g., classroom, bathroom, common areas).

Parents or caregivers must pick up their child promptly once notified that their child is ill.

Use of the self-assessment tool at to assess symptom <https://bc.thrive.health/covid19/en> or call 8-1-1 to access symptoms and determine if testing is required.

Children and staff should return to the child care facility according to the guidance the BC Ministry of Health COVID-19 *Public Health Guidance for Child Care Settings* .

A health-care provider note should not be required for children or staff to return.

Staff with Symptoms of COVID-19

IF a STAFF DEVELOPS ANY NEW SYMPTOMS OF ILLNESS WHILE in a CHILD CARE Setting:

Staff should go home as soon as possible.

If unable to leave immediately:

1. Symptomatic staff should separate themselves into an area away from others.
2. Maintain a distance of 2 metres from others.
3. Use a tissue or non-medical mask to cover their nose and mouth while they wait to be picked up.
4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas).

Daily Health Check (from the BC Ministry of Health COVID-19 *Public Health Guidance for Child Care Settings*)

The following is an example of a daily health check to determine if you or your child should attend a child care setting that day. **Remember, if you think your child is ill, please keep them at home.**

Daily Health Check

Do you have any of the following new key symptoms? CIRCLE ONE

1. Key Symptoms of Illness

Fever	YES	NO
Chills	YES	NO
Cough or worsening of chronic cough	YES	NO
Breathing difficulties (breathing fast or working hard to breathe)	YES	NO
Loss of sense of smell or taste	YES	NO
Diarrhea	YES	NO
Nausea and vomiting	YES	NO

2. International Travel Have you returned from travel outside Canada in the last 14 days? YES NO

3. Confirmed Contact Are you a confirmed contact of a person confirmed to have COVID-19? YES NO

If you answered “YES” to two or more of the questions included under ‘Key Symptoms of Illness’, or you have a fever or difficulty breathing, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner. If a health assessment is required, you should not return to the child care setting until COVID-19 has been excluded and your symptoms have improved.

If you answered “YES” to only one of the questions included under ‘Key Symptoms of Illness’ (excluding fever and difficulty breathing), you should stay home for 24 hours from when the symptom started. If the symptom improves, you may return to a child care facility when you feel well enough. If the symptom persists or worsens, seek a health assessment. A health assessment includes calling 8-1-1, or a primary care provider like a physician or nurse practitioner.

If you answered “YES” to questions 2 or 3, use the COVID-19 Self-Assessment Tool to determine if you should seek testing for COVID-19.

If a COVID-19 test is recommended as a result of the health assessment, self-isolate while waiting for results (see information on how results are provided here).

If the COVID-19 test is positive, self-isolate and follow the direction of public health.

If the COVID-19 test is negative, return to the child care facility once well enough to participate.

If a COVID-19 test is recommended but not done, self-isolate for 10 days after the onset of symptoms and return when you or the child are well enough to participate.

If a COVID-19 test is not recommended, staff or children may return when well enough to participate.

A health-care provider note (i.e., a doctor’s note) should not be required to confirm the health status of any individual.

Physical Distancing

According to the BC Centre for Disease Control *COVID-19 Public Health Guidance for Child Care Settings*, “the physical space requirements for licensed child care settings set out in the Child Care Licensing Regulation mean that child care centers have sufficient space to support physical distancing between staff without reducing the numbers of children in care at any one time.” At Kingfisher, we decided to reduce our class sizes to start the 2020-2021 preschool year in order to assure that we could provide a supportive and healthy service within all of the new guidelines.

The Kingfisher staff are required to maintain a distance of at least 2 metres from each other and from parents. Parent must practice physical distancing from Kingfisher staff, other children, and other parents.” It is not always possible for Kingfisher staff to maintain a physical distance from children, and between children when in our care.

As stated in the BC Centre for Disease Control, *Frequently Asked Questions for Child Care Operators and Staff*, “staying 2 metres apart is not always feasible and is not expected for children in child care settings. Child care settings are asked to encourage children to avoid direct physical contact. Staff caring for young children should not avoid appropriate physical contact, such as assisting children with hand washing.”

Hand Hygiene and Respiratory Etiquette

Kingfisher staff, children, and all others are required to wash their hands immediately upon entering the facility. Kingfisher staff are required to wash their hands regularly throughout the day.

Kingfisher children are supported to wash their hands regularly throughout the day, including: when they arrive, before they go home, before and after eating and drinking, after using the toilet, after playing outside, after sneezing or coughing, and whenever hands are visibly dirty. Children will be provided education and direction to cough or sneeze into their elbow sleeve or a tissue, throw away used tissues and immediately perform hand hygiene, and not to touch their eyes, nose, or mouth with unwashed hands.

Parents in the Program

Kingfisher Preschool philosophy has always had an “open door” policy for parent participation. Pre-Covid, parents/guardians were welcome in the program area at any time. Now we do need to follow new guidelines regarding how this can work, which asks that we minimize the number of adults entering the preschool and that social distancing is practiced. Therefore, we do ask that any visits by parents into the preschool be pre-arranged. Additionally, Licensing Regulations require any adult who is a regular participant in the program to have a criminal records check on file.

Cleaning and Disinfection

Kingfisher Preschool is cleaned and disinfected in accordance with the BC-CDC *Cleaning Disinfectants for Public Settings*. “General cleaning and disinfecting of the preschool takes place once a day. Frequently-touched surfaces are cleaned and disinfected at least twice a day.”

In Kingfisher Preschool, all disinfectants, soaps/detergents, hand sanitizers are safely stored out of reach of children. Safety Data Sheets for all cleaning products are available if requested. All SFRS staff have WHMIS training annually.

As stated in the BC Centre for Disease Control, *Frequently Asked Questions for Child Care Operators and Staff*, “There is no need to limit sharing of books or paper-based resources to children because of COVID-19. Sand and water can be used for play provided that children wash their hands before and after play. There is no evidence showing that the virus survives on sand, in water, or on playdough. Playgrounds are a safe environment for children to play together. All children should practice hand hygiene before and after play. No extra cleaning or disinfection is required for playground structures.”

Parents/guardians must not allow children to bring toys from home, unless pre-approved by Kingfisher staff and cleaning protocols are in place.

Personal Protective Equipment

According to the BC Centre for Disease Control COVID-19 *Public Health Guidance for Child Care Settings*, “personal protective equipment, such as masks and gloves are not needed in child care settings. Wearing a mask is a personal choice. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes.”

Healthy Food and Drinks

For the preschool program, parents agree to provide a small healthy snack, i.e.: fruits and/or vegetables, cheese, crackers that have been prepared at home for their child. Personal food items should be labeled with the child’s name to assure children receive their own snack. While the children will be sitting together at snack time, food will not be shared. Children in the M/W/F class will need to bring a snack and a lunch each day.

Please provide a filled water bottle in your child’s back every day. Children will be asked to not bring juice or pop to the preschool. For safety reasons children will be asked to remove gum and candy while at Kingfisher.

Food Allergies/ Sensitivities

The Kingfisher Preschool is allergen aware. The program supports the dietary and environmental needs of children who are currently enrolled. All enrolling parents agree to abide by any allergy related requirements for keeping the programs and environment safe for children with allergies.

PROCEDURE:

Responsibility of parents of children with identified allergies/ sensitivities.

1. Parents must provide complete information about allergies, including lists of foods, symptoms, medications, treatment plans, and contact information for family and physicians. When applicable, the *Allergy Response Form* and the *Care Plan* must be completed upon registration.
2. Parents are responsible for ensuring that required medications are viable (not expired) and available to staff.
3. Parents ensure that any required training or consultation for staff which is specific to their child’s food needs is available to the staff.
4. Parents will work with program staff to plan for necessary changes in the daily program to accommodate their child’s allergy.

Responsibility of Program staff

1. All staff and program participants will be made aware of food related allergies in the group.
2. All staff will be trained in the use of medications and any individual medical plans for children.
3. Emergency allergy medications (AnaKits, EpiPens) will be kept in an easily accessible location, but out of children’s reach. The *Allergy Response Form* and the *Care Plan* are kept with a specific child’s allergy medication.
4. Emergency allergy medications will be taken along on all field trips.
5. Staff will work with parents to plan necessary changes in the daily program to accommodate children with allergies.

Guidance and Discipline

Kingfisher Preschool abides by the guidance and discipline guidelines described by the Ministry of Health and Sections 51 and 52 of the *Child Care Licensing Regulation*. The safety and well-being of all attending children is of primary importance, and guides the actions of the staff in dealing with behaviour in the program. Children are asked to play safely, show care and consideration for others, and care and responsibility towards the program environment and equipment. Staff set clear limits, redirect, acknowledge feelings, and guide children through problems with a positive approach.

Physical, emotional, or psychological punishment of any child is not permitted. Parents may be asked to participate in a behaviour management plan if their child's behaviour consistently presents a danger to self or others.

There are specific strategies that the educators utilize to guide children's behaviour in Kingfisher Preschool. These strategies range from indirect preventative approaches to direct teachable responses.

PROCEDURE:

1. The following strategies will be implemented as needed:

Environment

Educators utilize the physical environment to minimize conflict and promote social learning opportunities. When educators strategically arrange the classroom environment, this can prevent unnecessary disputes from occurring. For example, if many of the children are interested in exploring the science centre the educators can arrange the furniture and materials in this area to provoke interest and allow more physical space for exploration and cooperative play. The materials within the physical environment must also be changed to fit the learning needs of the children in the group. When children are exposed to a classroom environment that is stimulating and challenging they are less likely to resort to socially unacceptable behaviours.

Consistency/ Daily Routine

The educators have a consistent routine each day at the program. The children thrive on predictability and consistency. The schedule is kept so that the children know what to expect at each time during the day. The daily routine allows for a balance of free play opportunities, resting, outdoor play, and teacher directed activities. If there are any changes to the daily routine the children are given notice and the change is discussed with the children. This prepares the children for the change and helps them understand what is expected of them.

Modeling

Children develop many of their behaviours and social responses through observing the actions of the adults around them. It is our responsibility to model for the children what we expect them to do. This gives a consistent message to the children about what is expected of them as a functioning member of our society. Educators always demonstrate caring, compassion and respect in their interactions with children and other staff members at the preschool and Out of School Care program.

Providing Choices

Educators provide the children with a variety of accessible materials to choose from, so that they learn to make decisions, explore independently and be self-directed. Children are also given choices to impose limits and expectations. When the educator gives the child a choice, while imposing an expectation, this mediates a power struggle because it allows the child to feel empowered while completing the task.

Positive Reinforcement

Educators encourage positive social behaviours by acknowledging when children are behaving in ways that are compassionate, helpful and kind. Positive reinforcement is provided in a way that identifies exactly what the child has done well. When positive reinforcement is given in this manner the child develops a specific frame of reference for socially desirable behaviours to use in his or her future interactions.

Teaching Empathy

Our educators believe that a significant part of developing socially acceptable behaviour is learning how to be empathetic of others. Therefore, the educators utilize various situations as teaching opportunities for empathy development.

Limit Setting

Educators set specific limits and expectations for the children at the program.

These limits and expectations are explained to children in a developmentally appropriate and respectful manner. The limits are explained in a way that is easy for them to understand. For instance, "We sit on the chairs while we eat."

These limits and expectations are enforced for three reasons:

1. Safety of self
2. Safety of others
3. Respect for materials

When a child has chosen not to respect a limit that has been set, educators state clearly what is expected of the child and the reason for the limit. The response is always framed in a positive manner. For example, "Inside we walk because you could slip and fall if you run in the Preschool." Additionally, an alternative is given to the child. For instance, "You can run when we go outside." Limits are always clear, simple, and consistent. When a child crosses a limit the educator never associates the behaviour with the child's character. The child's integrity must always be respected and preserved.

Calming Technique

A Kingfisher educator may only physically hold a child if s/he presents a danger to self or the other children in the program. This holding is to assist the child to feel protected, secure, and safe until s/he can regain control over their own body. The Kingfisher educator must explain to the child why s/he is being held in a gentle voice, so that the child understands that the educator is there to help him or her. It is essential that if a Kingfisher educator must hold a child that she utilizes a technique that gently holds the child from the back around their arms and stomach while the child and adult are both standing or sitting.

Logical and Natural Consequences

Children are provided with logical consequences for their behaviour, to assist them to develop an understanding of cause-and-effect relationships. For example, if a child continues to throw sand, after he or she has been reminded to keep sand on the ground, he or she will be redirected and given another choice of play.

Problem Solving

Educators are responsible for providing children with the tools to be able to independently solve conflicts with other children. The children will be supported to work with their peers to find solutions to their problems. For example, if a child wants a turn with a toy, he or she will be encouraged to ask the other child when it can be their turn.

Extreme Cases of Challenging Behaviour

It is our belief that all children should have the opportunity to participate in a program that is responsive to their needs for physical safety and emotional security. If educators are presented with challenging behaviour that jeopardizes the safety of the other children and staff, and they have utilized all of the above strategies to no avail, the parents will be required to attend a meeting regarding their child. At this meeting, the parents and educators will attempt to devise further strategies to support the child and the parents may be provided with referrals to additional resources for their family. Parents' willingness to work together with staff is essential in these situations. Each situation will be handled on an individual basis.

Active Play

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration and thinking and learning skills and provides opportunities to develop social skills and make friends.

Active play is a physical activity which includes moderate to vigorous burst of high energy, raises children's heart rate and may make them "huff and puff" such as jumping.

As a licensed Preschool, the Kingfisher program will ensure the minimum of 30 minutes of outdoor active play per 2.5 hour class session. Weather conditions may dictate outside playtime. In cold and wet weather, please bring children to preschool with a jacket so that they can play outside comfortably every day.

Field Trips

The Sooke Family Resource Society requires parents to sign a permission form for children to participate in field trips in the Kingfisher Preschool program. Parents will be notified of all trips at least one week in advance, with the

exception of spontaneous local walks not requiring transportation. Kingfisher Preschool staff does not transport children; we may offer several offsite preschool fieldtrip experiences throughout the year dependent on parent availability for transportation of children. This preschool year, we anticipate having in-house “field trips” with visits from local programs, i.e.: Swan Lake Nature Conservatory, Victoria Symphony, Victoria Bug Zoo, Mad Science, Victoria Compost Community, and there are many more that we can explore.

(Please see: *Field Trip Information Form* in the *Parent Agreement Form* packet.)

Screen Use Policy

As a licensed Preschool, Kingfisher is required to have a Screen Use Policy. Kingfisher does not include any screen time usage or activities in the daily routine of the preschool program. Occasionally a short video might be used at circle time for educational purposes. We request that when parents are in the Kingfisher space (including the playgroup) electronic devices are not used.

Emergencies

Please see the information posted within Kingfisher Preschool *SFRS Health and Safety Procedures* for information regarding emergencies and evacuations.

Non-Emergencies

In the event that an unforeseen emergency requires closure of the program (due to weather conditions, natural hazards, serious disruption in utility services or other threat to safety) the following will apply:

- For a temporary closure not exceeding two program days, no reimbursement of fees will be issued
- For a permanent closure in which services are terminated, monthly fees will be reimbursed to the number of days of program services received that month.

Program closures strictly due to weather related conditions (snow days) will be determined on the “school bus” basis, that is – if school buses in SD62 are running, conditions will be considered safe for opening program services. On days when conditions are not safe for school buses to operate, program services will be closed. We will post a closure of this nature on the Kingfisher Facebook page and send a email to all registered families.

Thank you for your interest in and support of the Sooke Family Resource Society Kingfisher Preschool. If you require additional information about our programs and services, please contact our Reception at 250-642-5152. You are also welcome to drop by our Reception office located at 6672 Wadams Way, Sooke BC.



Revised January 2021



2021/2022 Kingfisher Preschool Calendar

First day of Preschool Programs	Thursday, September 9, 2021 Friday, September 10, 2021
Thanksgiving Day (no program)	Monday, October 11, 2021
Remembrance Day (no program)	Thursday, November 11, 2020
SFRS Professional Development Day (no program)	fall date to be announced
Winter Vacation (no program)	Monday, December 20, 2021 - Friday, December 31, 2022 (program resumes on Monday, January 3, 2022)
Family Day (no program)	Monday, February 21, 2022
SFRS Professional Development Day (no program)	spring date to be announced
Spring Break (no program) (2 weeks)	Monday, March 21, 2022 -Friday, April 1, 2022
Good Friday (no program)	Friday, April 15, 2022
Easter Monday (no program)	Monday, April 18, 2022
Victoria Day (no program)	Monday, May 23, 2022
Meet your Teacher/Meet your Class for next year (no program)	Friday, June 2, 2022
Last day of Preschool Programs	Thursday, June 23 and Friday, June 24, 2022