

# SUNSHINE PRESCHOOL

Est. 1986

Celebrating 37 years of Enriching Preschool Programs for Young Children

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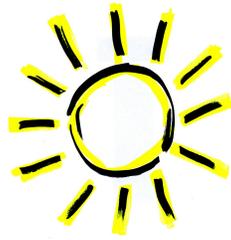
# SUNSHINE PRESCHOOL

## PARENT HANDBOOK

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# SUNSHINE PRESCHOOL

## PARENT HANDBOOK

### WELCOME TO SUNSHINE PRESCHOOL!

A preschool program designed for children to meet and play with other children their own age. This school has been in operation since 1986. The portable, which houses the preschool, is privately owned by Patti Symons and the land is leased from the North Vancouver School Board.

### TEACHERS

Each class has two teachers who have their Early Childhood Educators Certificate and hold a valid First Aid Certificate. The class may also have a program assistant if there are any children who require additional support.

### PHILOSOPHY OF THE PROGRAM

**“It’s Childs’ Play To You But It’s Learning To Them”**



Research shows that during the early years, fun and learning are one and the same. Young children who are allowed to learn through play actually become better students later on. Preschoolers explore and learn about themselves and their world through developmentally appropriate play. Preschool is fun with a purpose. Children explore their growing abilities, from motor skills and socialization. Play for a child is thinking time, language time, problem solving time, memory planning time and investigating time. Keeping in mind that each child is

individual, the program will be flexible, competent and will motivate and reflect the needs of each child. Since our program strives to be one of high quality, our curriculum revolves around developmentally appropriate practices.

## SCHOOL OPERATION

The school year follows the same year as set by the North Vancouver School District, with the exception of public school professional days, which we do not follow. When the public schools have professional days, the preschool will remain open. The preschool may be closed for one Professional Day a year. This enables the staff to attend the Early Childhood Educators annual conferences. This conference is held in late April or early May.

### CLASSES

<b>3 year old group:</b>	8:30 a.m. – 11:00 a.m.	Tuesday and Thursday
<b>3 and 4 year old group:</b>	8:30 a.m. – 11:00 a.m.	Monday, Wednesday, and Friday
<b>4 year old group:</b>	12:30 p.m. – 3:00 p.m.	Monday to Thursday

Each child is an individual and will separate from parents in different ways. If you are concerned about your child, please consult with the staff. Many times all it takes is one or two days of a parent leaving with the child in tears. The staff is trained to deal with this type of behaviour and will calm your child and get them involved in play. If there is a problem, the staff will not hesitate to call you, or you may call once you arrive home to ensure all is well.

The following are some guidelines to think about before and after your child starts school:

Beginning:

- ▶ Be positive, but don't oversell the idea of going to school. Remember a child's time sense. Don't talk often about going to school until very close to the starting day.
- ▶ Each child is different. No two react to school alike. His/ her adjusting to the new situation depends on many things – their place in the family (eldest, middle, etc.) feelings of self-worth, and how they feel each day as they leave home to come to school.
- ▶ The child needs to feel that the parents are glad to have him go to school and that school is a good place to be. The child also needs to feel not that the parent is leaving them, but that the parent is letting the child do the leaving and will always be glad when re-united.

After school begins:

- ▶ Be interested but don't over press your child for information on what they did during the day. Many children often say "nothing".
- ▶ Don't expect your child to bring something home every day. Some children seldom bring home art. We will collect each child's art to be displayed in our classroom and then once a month your child will bring home an art folder full of their beautiful art, please take time to appreciate the things they bring home.

## ORIENTATION

September is orientation time for the children in all our classes. This is a chance for each child to become familiar with the school, teachers and other children. To enable each child to feel at ease with starting a new program, the classes will be divided in half and the sessions shorter for the first few days. After this, the children will come together as one group and class times will run from 1 to 1 ½ hours to 2 hours and then finally to the full 2 ½ hours. A schedule of times, dates and groups will follow in July.

Each child is an individual and will separate from parents in different ways. No two children react to school alike. His/ her adjustment to the new situation can depend on many things. If you are concerned about your child having separation difficulties, please consult with the staff. The staff is trained to deal with separation and together with you; they will develop an appropriate individual separation plan.

### FEES for September 2023

The registration fee is \$45.00 and will guarantee your child's space for the coming year. **This registration fee is non-refundable.** The monthly fees are as follows:

3 year old group Tuesday and Thursday am:	\$265.00 per month
3 and 4 year old group Monday/Wednesday/Friday am:	\$300.00 per month
4 year old group Monday/Tuesday/Wednesday/Thursday pm:	\$345.00 per month

In order to make equal monthly payments, the fees have been averaged over a 10 month period, rather than paying more for some months and less for others. Therefore, even though the program is closed for Christmas vacation and Spring break, and we finish by mid June, the full fee is paid.

**\*\* SEPTEMBER'S FEE IS DUE AT THE TIME OF REGISTRATION AS OUTLINED IN THE FEE POLICY THAT YOU WILL BE ASKED TO SIGN.\*\*\***

#### **Affordable Child Care Benefit:**

The Affordable Child Care Benefit is a monthly benefit to help eligible families with the cost of child care. Factors like income, family size, and type of care determines how much support families can get. Families need to apply to the link below, and also they need to reapply every year.

[www.gov.bc.ca/affordablechildcarebenefit](http://www.gov.bc.ca/affordablechildcarebenefit)



The registration fee and the September fee (which is dated the day you register) must be forwarded to us with your registration form in order that a space is held for your child. **The registration fee is non refundable.** After registration, if you decide to withdraw your child, September's fee will be considered non refundable after June 15th of the school year. **Therefore, if you withdraw you child after June 15th, fees will only be returned if the spot is filled by June 30th of the school year.**

If you are withdrawing your child during the school year, a **one month notice is required on the 1<sup>st</sup> of the month.** Please note that if anytime during the school year you take holidays or your child is away for an extended period of time, the full months' fee is still required in order to hold your child's spot.

## FEE PAYMENT

On the first day of your child's class, please have nine post-dated cheques ready, made out to Sunshine Preschool. Remember to change the year on your cheques from January – June. There will be a \$25.00 NSF charge for any returned cheques.

You may pay your monthly fees by E transfer, fees are due the first of the month and can be transferred to [patti@sunshinepreschool.ca](mailto:patti@sunshinepreschool.ca). If you choose this method of payment it is **your responsibility** to transfer the money on the first of the month, late payments will be charged a \$25.00 late fee.

## DROP OFF

- Families may begin lining up at the **NORTH** entrance of the preschool - Social Distancing markers will ensure families are remaining 2 metres or 6' 8" apart
- A Teacher will come outside and begin the Wellness Check with each child and ask parents to assist the children in thoroughly washing their hands in the provided "Hand Wash Station" .
- Once the child is cleared the teacher will assist them up the steps and into the classroom.

The inside Teacher will assist the child in taking off their coats and outdoor footwear (shoes or boots) and help put on INSIDE SHOES (shoes or hard soled slippers only)

## PICK UP

11:00 AM/3:00 PM

- Parents are asked to socially distance within sight of the **NORTH** door of the preschool at the time of pick up
- *Before* pickup time, the Teachers will assist the children with dressing and changing into their jackets and outdoor shoes/boots
- A Teacher will open the North door and begin calling the children one at a time to be dismissed and reunite with their parent.

## CLOSURES

The school will be closed on all Statutory Holidays and for North Vancouver School District Closure days. When the public schools are closed for weather conditions, the preschool will also be closed. The local radio stations will announce closures. If Brooksbank School is part of this notice, then the preschool will be closed. This may be your only notice, so be sure to listen to the radio for announcements. Preschool may have to be cancelled due to water main breaks, heating failure, electrical problems, etc. The staff will make every effort to notify you if there is to be any cancellations.

## CONFERENCING

If you have any questions or concerns about your child, please feel free to speak with the staff. When dropping off your child, there is a short time for the opportunity to speak with the staff. However, at the end of the session, we ask that you wait until all the children have been excused before speaking with the staff. This enables the staff to make sure the other children get picked up safely. On occasion, the staff may need to speak with you about your child's day. We may ask you to stay behind or ask if we can call later at home. If this occurs, please do not panic and think the worst. Many times it may be to ask a question or get some information about your child.

## VISITING

We have an open door policy so please feel free to come and visit the program any time. In order to avoid having too many people on the same day, we would appreciate knowing in advance when you would like to come.

## ILLNESS

It is the policy of Vancouver Coastal Health that, at the discretion of the teacher(s), children brought to the preschool with symptoms of illness should not be permitted to remain. Please email ([patti@sunshinepreschool.ca](mailto:patti@sunshinepreschool.ca)) or phone (604-987-8229) the preschool that let us know your what your child is ill with and that they will not be attending school. Please also consult our Pandemic Policies and Procedures for more information.



Symptoms that require exclusion and/ or medical attention:

1. A temperature of greater than 38 degrees Celsius within 24 hours
2. Worsening symptoms such as repeated vomiting and diarrhea within 24 hours
3. Undiagnosed rash and/ or fever
4. An undiagnosed persistent cough and or runny nose
5. Unexplained (ie. Not related to teething, fatigue, stress, etc.) change in behaviour, such as unusually irritable, cranky or fussy
6. Has a contagious infection, including pink eye, flu, colds, COVID, RSV
7. Is not well enough to participate in all program activities including outdoor activities

## CLOTHING

Please dress your child appropriately for the weather. We may go outdoors exploring in the rain, sun or snow. On the days that your child wears boots to school, please send a pair of shoes or slippers to wear in the classroom. At preschool we paint and do messy work, therefore dress your child in old clothing. Please label all articles of clothing especially coats, boots. Send an extra change of clothing that will be stored in your child's cubby basket and can remain at school. If your child has an accident or gets wet playing in the water table, they will have something to change into. This change of clothes should include pants, top, slippers, underwear and socks.

## ACTIVE PLAY POLICY

In order to support children's healthy physical development, and to meet the requirements of the Director of Licensing Standard of Practice – Active Play, we at Sunshine Preschool incorporate 20-30 minutes of active play into our daily routine. We achieve this through un-facilitated play and facilitated games and activities during our class time. Our staffs are trained to incorporate these fundamental movement skills and injury prevention into all active play activities.

## BIRTHDAYS



Each child will have an opportunity to talk about their birthday, be given a crown and have “Happy Birthday” sung to him/ her. We will celebrate every child's birthday by providing a crown that they decorate. We will enjoy highlighting our special person by singing “Happy Birthday”, at the beginning Circle Time. Preschool will provide a small cookie to the birthday child as well as the class. **We are striving to be a NO NUT preschool with our choice of cookie. Please do not send a birthday treat with your child to school.**

For those children whose birthdays fall after the school year (mid- June – Sep), we celebrate an “unbirthday” as a class. This enables everyone's birthday to be recognized.

## Friendship Snack Time

We request that all the children bring in one piece of fruit or vegetable every week, and leave in the friendship bowl on the sign in table at drop off. The teachers will wash and cut up the fruits and vegetables and the children will enjoy a shared snack. The children will wash their hands before and after snack time, and Snack is ongoing during free play – this enables the children to go in small groups to share a social snack experience. We find some children spend a lot of time eating and socializing while others prefer to play and forgo snack. In addition, the preschool has cups for each child and we will provide filtered (bottled) water.

We do suggest parents have a pocket snack available for their child to offer at pick up time. In the beginning months of school some children need time to adjust to our routine and may not have developed an appetite to participate with snack at school right away.

**\*\*\*\*\* PLEASE NOTE THAT WE MAY HAVE CHILDREN IN OUR PRESCHOOL THAT ARE EXTREMELY ALLERGIC TO NUTS AND NUT PRODUCTS. THIS CAN BE LIFE THREATENING. WE ASK THAT CHILDREN DO NOT BRING ANYTHING THAT HAS NUTS, NUT OIL TO THE PRESCHOOL. WE ARE STRIVING TO BE A NUT FREE CLASSROOM\*\*\*\*\***

## FIELD TRIPS



The three year old groups have four field trips that are scheduled in the later part of the school year. The four year old groups may have more field trips throughout the school year. Advance notice will be given to the parents, and please note that we require some parent participation on certain field trips. **Field trips are not cancelled due to weather, so please remember to dress your child appropriately.**

## SCREEN USE POLICY

Because we care about the health and well being of the children in our care, we follow best practice recommendations on screen time:

- **We do not allow the use of television, computers or other digital devices for recreational purposes in this program.** Similar devices may be used for instructional or physical activity purposes for a maximum of 30 minutes per week.

Sunshine Preschool understands that TV and other screen time can get in the way of playtime, physical activity, and interactions with others, which all contribute to learning and healthy physical/social development.

## PARKING

Please observe all parking signs posted outside the school. The lane way north of the garbage dumpster up to 14th Street is a 5 minute drop off area, and south of the dumpster down to 13th Street is a "No Stopping Zone". We ask that you also respect the neighbours' driveways that border the lane way. All areas around Brooksbank Elementary are "Idle Free Zones" - please turn off your engines while you are stopped to help cut down on the exhaust fumes around the school.

## FIRE AND EARTHQUAKE PROCEDURES

Emergency drills are practiced regularly throughout the year. If we have an earthquake, we will remain in our preschool if it hasn't been damaged, or if necessary, in the gym at Brooksbank School. All Staff have been trained in emergency preparedness and first aid and will stay with all the children until the parent/guardian/emergency contact is able to pick up the child. Licensing requires that we have enough emergency supplies to last us for 3 days, the preschool is fully prepared for an emergency and inspects and replaces supplies yearly.

## NEWSLETTERS

Each month a newsletter will be emailed with information about what we will be doing the following month. If you would prefer to receive a paper copy of the newsletter, please let one of the Sunshine Preschool Teachers know, and they will provide you with one. If anyone has anything to add (advertisements, outside activities, etc.) please let the staff know by the 20<sup>th</sup> of the month, so it can be added to the letter.

## GUIDANCE AND DISCIPLINE

Children's behaviour is influenced by overall developments, their environment and the adults who care for them. When a behavioural problem occurs, the staff will first identify the problem. The staff will ask themselves the following questions:

1. Was the environment conducive to the action?
2. Are the adults nurturing and guiding?
3. Are there good schedules, routines and transitions making the program run smoothly?
4. Are there enough toys and materials that are age appropriate?

Once the problem has been identified, then guidance strategies can be set up. The staff will choose a single or combination of methods to help prevent the disruptive behaviour or intervene to help guide the child through their problem.

When a child continually has difficulties with his/ her behaviour, the parent will be notified and together with the staff will set up a plan of strategy to solve the problem. **Please see full Guidance and Discipline Policy.**

\*\*\*\*Please contact the staff should you have any further information or questions.

## GUIDANCE AND DISCIPLINE POLICY

When parents are choosing preschool for their child one of the most important aspect of the program is how discipline is handled.

The following is a description of the policies the staff at Sunshine Preschool follow when disciplining a child. According to Section 27b of the Community Care Facility Act, the Child Care Regulations states: no child enrolled in a facility is, while under the care or supervision of the licensee:

- i. Subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment,
- ii. Subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self respect
- iii. As a form of punishment, confined, physically restrained or kept, without adult supervision, apart from other children, and
- iv. As a form of punishment, deprived of meals, snack, rest or necessary use of a toilet.

## **PREVENTION TECHNIQUES**

How we establish a positive atmosphere that will minimize undesirable behaviour:

- ✓ Establish clear, consistent and simple limits
- ✓ Offer explanations for limits
- ✓ State limits in a positive way
- ✓ Focus on the behaviour, rather than on the child
- ✓ Make statements of expectations, rather than pose questions
- ✓ Allow time for children to respond to expectations
- ✓ Reinforce appropriate behaviour, with words and gestures
- ✓ Ignore minor incidents
- ✓ Encourage children to use staff as a resource
- ✓ Scan and circulate the room to gain total awareness of what is happening and to foresee troubles

## **INTERVENTION TECHNIQUES**

How we ensure guidance is supportive:

- ✓ Gain a child's attention in a respectful way
- ✓ Use proximity and touch
- ✓ A simple reminder
- ✓ Acknowledge feelings before setting limits
- ✓ Distract or divert when appropriate
- ✓ Model problem-solving skills
- ✓ Offer appropriate choices
- ✓ Use natural and logical consequences
- ✓ Redirect – remove from situation and offer another choice
- ✓ Limit the use of equipment
- ✓ Provide opportunities for children to make amends

When a child continually has difficulties with his/ her behaviour, the parent will be notified and together with the staff, will set up a strategy to solve the problem. The staff will continue to work with the child and parents for a certain period of time, which will be established during the initial conferencing time. If a child's behaviour continues without improvement, the parents will be asked to withdraw their child from the program.

For further information on guidance and discipline, please refer to the handbook published by the Province of British Columbia, titled, "Guidance and Discipline with Young Children".

## **SUPERVISION OF CHILDREN POLICY**

The Child Care Licensing Regulation requires care providers to ensure that children are supervised at all times. Supervision, together with thoughtful design and arrangement of the children's environments, can prevent or reduce the likelihood of accidents and injury to children. At Sunshine Preschool, we use active and positive supervision to ensure enjoyable play and to promote learning opportunities. We are continually monitoring what is happening in the classroom in order to provide instant intervention to protect your child's health and safety. The preschool environment will be assessed to ensure that the indoor and outdoor areas are free of hazards. Furniture and equipment will be age appropriate, and caregivers will have a view of all play areas and doors.

# SUNSHINE PANDEMIC POLICIES AND PROCEDURES 2023

“Based on available evidence, children do not appear to be at a higher risk than adults for contracting and spreading COVID-19” (Centers for Disease Control and Prevention). In BC, children have had a much lower rate of COVID-19 infection than adults. Children who have developed COVID-19 have most likely acquired it from adults in the household setting. COVID-19 is more likely to spread between adults than among children.

Ensuring you follow public health prevention strategies (such as frequent and thorough hand washing, avoiding touching your face, staying home when sick, and avoiding direct physical contact / maintaining physical distancing), can reduce the risk of COVID-19 for everyone.

## Wellness/Illness Policy

It is the policy of Vancouver Coastal Health that, at the discretion of the teacher(s), children brought to the preschool with symptoms of illness should not be permitted to remain.

**It is key if your child has any symptoms of illness to email ([patti@sunshinepreschool.ca](mailto:patti@sunshinepreschool.ca)) or phone (604-987-8229) the preschool to inform staff *what your child is ill with* and that they will not be attending school.**

## Symptoms that require exclusion and/ or medical attention:

**Does your child have any of these symptoms?** (check if applicable)

<input type="radio"/> Cough	<input type="radio"/> Chills
<input type="radio"/> Fever (37.5°C)	<input type="radio"/> Diarrhea
<input type="radio"/> Sinus congestion or runny nose <b>* not due to allergies</b>	<input type="radio"/> Sneezing <b>* not due to allergies</b>
<input type="radio"/> Shortness of breath/difficulty or wheezy breathing	<input type="radio"/> Nausea/vomiting/stomachache
<input type="radio"/> Sore throat	<input type="radio"/> Rash
<input type="radio"/> Been given fever reducing medication in the past 24 hrs?	

- If your child has any of these symptoms, they are required to stay at home until the symptoms have fully resolved and they have been symptom free for 24 hrs. When children return they must be well enough to participate in all activities at preschool (including OUTDOOR PLAY).**

## Sunshine Preschool Daily Routine

AM	SCHEDULE	PM
8:30 AM	<p><b>Children begin arriving</b> Families are to line up front door ramp (North Door) and up the sidewalk.</p> <p>Please remember to socially distance and wear a mask.</p> <p>Teachers will welcome families and complete Wellness Check while parents assist children in thorough hand washing at the outdoor station.</p> <p><b>Inside Teachers will assist the children in hanging jackets and changing into INSIDE SHOES/HARD SOLE SLIPPERS</b></p>	12:30 PM
9:10 AM	<p><b>Group Reminder</b> "5 min 'til Tidy Up" Carpet Area</p>	1:10 PM
9:15 AM	<p><b>Tidy Classroom and Sit on Dots</b> "Beginning" Circle Time</p>	1:15 PM
9:30 AM	<b>FREEPLAY/CURRICULUM/SNACK/TOILETING</b>	1:35 PM
10:10 AM	<p><b>Group Reminder</b> "5 min 'til Tidy Up" Time</p>	2:10 PM
10:15 AM	<p><b>Tidy Classroom and Sit on Dots</b> "Treasure Bucket" Circle Time Transition to shoe change and coats on for Outside Play</p>	2:15 PM
10:40 AM	<b>Outdoor Play</b>	2:30 PM
10:55 AM	<p>Return Inside for "GOODBYE" CIRCLE</p>	2:50 PM
11:00 AM	<p><b>Goodbye Song</b> (North) Door Opens for Gradual Dismissal/Parents or Caregivers wait socially distanced for the Teacher to send their child out to them</p>	3:00 PM

# Sunshine Preschool Drop off Protocols

**\*\*During the Pandemic we will be conducting a Wellness Check and thorough hand washing of each child before they enter the classroom. \* \***

## WELLNESS STATEMENT CHECKLIST

**\*\*PARENTS ARE ASKED TO PLEASE DO THIS CHECKLIST FOR YOUR CHILD DAILY BEFORE ARRIVING AT SUNSHINE PRESCHOOL AND INITIAL THE WELLNESS SIGN IN SHEET FOR EVERY CLASS YOUR CHILD ATTENDS.\*\***

Currently, we are restricting parents from entering the classroom. If however, your child is unable to separate from you outside, you may be granted entry (one parent only) if you follow the following protocols.

- mask must always be worn by parent or caregiver
- hands must be thoroughly washed prior to entry
- and you must maintain socially distanced from the staff and the children in the classroom.

Once your child has settled, you will be asked to leave the classroom.

## Drop Off Protocols - AM Classes/PM Class

8:30 AM / 12:30 PM

- Families may begin lining up at the **SOUTH** entrance of the preschool - Social Distancing markers will ensure families are remaining 2 metres or 6'8" apart
- A Teacher will come outside and begin the Wellness Check with each child and ask parents to assist the children in thoroughly washing their hands in the provided "Hand Wash Station".
- Once the child is cleared the teacher will assist them up the steps and into the classroom.
- The inside Teacher will assist the child in taking off their coats and outdoor footwear (shoes or boots) and help put on **INSIDE SHOES** (shoes or hard soled slippers only).

**We kindly ask parents to please be patient and assist us in this new transition into the classroom.**

## **Pick up Protocols - AM Classes/PM Class**

11:00 AM/3:00 PM

- Parents are asked to socially distance within sight of the **NORTH** door of the preschool at the time of pick up
- *Before* pickup time, the Teachers will assist the children with dressing and changing into their jackets and outdoor shoes/boots
- A Teacher will open the North door and begin calling the children one at a time to be dismissed and reunite with their parent.

**\*\*\*ONLY AUTHORIZED ADULTS ARE PERMITTED TO PICK UP\*\*\***

**Who is an AUTHORIZED ADULT?**

- The parent(s) of the child
- A person who is authorized by the parent, as indicated on the registration form. All authorized person(s) indicated, must show identification when picking up the child, such as a driver's license.

**What if a person is not on the list of persons authorized by the parent/ guardian?**

- The child cannot be released until authorization is received from the parent/ guardian. A written note is not acceptable. The parent/ guardian may give authorization over the phone. This phone call will be documented in the preschool's journal.

# Sunshine Preschool Wellness Statement

<input type="radio"/> Cough	<input type="radio"/> Chills
<input type="radio"/> Fever (37.5*C)	<input type="radio"/> Diarrhea
<input type="radio"/> Sinus congestion or runny nose * not due to allergies	<input type="radio"/> Sneezing * not due to allergies
<input type="radio"/> Shortness of breath/difficulty or wheezy breathing	<input type="radio"/> Nausea/vomiting/stomachache
<input type="radio"/> Sore throat	<input type="radio"/> Rash
<input type="radio"/> Been given fever reducing medication in the past 24 hrs?	

- If your child has any of these symptoms, they are required to stay at home until the symptoms have fully resolved and they have been symptom free for 24 hrs. When children return they must be well enough to participate in all activities at preschool (including OUTDOOR PLAY).**

\*Please speak with the teachers regarding your child’s allergies (congestion, runny nose, and sneezing) so it may be documented on their forms.

- 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.

**Has your child, someone in their household, OR “social bubble”**

- If you answered **“YES”** 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.
  - 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.

## **What to bring:**

### **To be stored in your child's individual basket above their cubby:**

- A spare set of clothes (t shirt, pants, underwear, socks) - in a sealed zipper top bag.
- A pair of inside shoes/hard sole slippers.
- Please label all items with your child's name.

### **Things to bring daily/weekly:**

- Clothing for the weather (e.g. rain jacket, rain pants, boots, sweater/sweatshirt). We plan to go outside daily to play on the playground, play games, or go for a short walk on the Brooksbank School grounds or nearby Loutit Park.
- 1 - 2 pieces of produce (fruit or veggie) a week to be placed in the "Friendship Bowl" on the sign in table

## **What not to bring:**

### **The following items are not permitted at Sunshine Preschool during the Pandemic:**

- Backpacks
- Toys from home \*
- Water bottles\*\*

### **During the pandemic we will be limiting items coming into the classroom.**

\*Toys from home must stay home, with exception of a small toy to help your child Transition into the classroom if absolutely necessary. We ask that the toy **not** be a stuffy or blanket as they are not able to be sanitized. We suggest a small toy that your child enjoys and that can be stored in their cubby basket after they have settled in. These Transitional Toys will be returned at the end of class to be taken home.

\*\* At this time, we will not be allowing individual water bottles in the classroom. We will have sanitized cups for filtered water available for the children if they are thirsty, and will remind and encourage to hydrate throughout the class time. Cups will be single use and will be washed and sanitized in the dishwasher after use.

## **Friendship Snack Time**

We request that all the children bring in one piece of fruit or vegetable every week, and leave in the friendship bowl on the sign in table at drop off. The teachers will wash and cut up the fruits and vegetables and the children will enjoy a shared snack. The children will wash their hands before and after snack time, and Snack is ongoing during free play – this enables the children to go in small groups to share a social snack experience. We find some children spend a lot of time eating and socializing while others prefer to play and forgo snack. In addition, the preschool has cups for each child and we will provide filtered (bottled) water.

We do suggest parents have a pocket snack available for their child to offer at pick up time. In the beginning months of school some children need time to adjust to our routine and may not have developed an appetite to participate with snack at school right away.

## Respiratory Etiquette

Children and staff should:

- Cough or sneeze into their elbow sleeve or a tissue. Throw away used tissues and immediately perform hand hygiene ( “Cover your coughs” ).
- Not touch their eyes, nose, or mouth with unwashed hands ( “Hands below your shoulders” ).
- It is not recommended at this time that children wear cloth or homemade masks.

## Hand Hygiene Policy

Rigorous hand washing with plain soap and water is the single most effective way to reduce the spread of illness. Children and staff can pick up germs easily from anything they touch, and can spread those germs to objects, surfaces, food, and people. Everyone should practice diligent hand hygiene.

- How to perform hand hygiene: • Wash hands with plain soap and water for at least 20 seconds (sing the “ABC’ s” or “Twinkle, Twinkle, Little Star ) for 20 seconds.
- Antibacterial soap is not needed for COVID-19. Sunshine Preschool will provide soap that is safe for the sensitive skin of young children
- Sunshine Preschool will not allow the use of Hand Sanitizer on the children - these types of cleaners will only be used by the Teachers.

<b>Children should perform hand hygiene:</b>	<b>Staff should perform hand hygiene:</b>
When they arrive at the childcare centre and before they go home	When they arrive at the childcare centre and before they go home
Before and after eating and drinking	Before and after handling food (raw, cooked, or prepackaged)
After using the toilet	Before and After serving food to the children
After playing outside	After assisting a child to use the toilet
After sneezing or coughing	After using the toilet
After handling pets and animals	After contact with body fluids (e.g., runny noses, spit, vomit, blood)
After playing with Sand, Water, Playdough	After cleaning tasks
After blowing their nose	After removing gloves
After their fingers go in their mouths	After handling garbage
Whenever hands are visibly dirty	Whenever hands are visibly dirty

# SUNSHINE PRESCHOOL CLEANING/DISINFECTING ROUTINE

8:00 AM	<p>Morning Staff arrive for classroom cleaning and prep for the AM class</p> <ul style="list-style-type: none"> <li>- Put away sanitized toys from the day before</li> <li>- Disinfect all high touch surfaces</li> <li>- Prepare AM Snack with sanitization procedures</li> </ul>
8:30-11:00 AM	Morning Class in session
11:00-11:30 AM	<p>Classroom Clean/Disinfecting</p> <ul style="list-style-type: none"> <li>- Vacuum, Sweep and wash floors, Bathroom Sinks, taps and toilets sanitized, High touch surfaces wiped- tables, shelves, light switches, doorknobs, cubbies, chairs, counter tops, toys, dishes in the dishwasher</li> </ul>
11:30AM-12:15 PM	Staff Break
12:15PM-12:30PM	Staff prep for PM Class
12:30 PM-3:00 PM	Afternoon Class in Session
3:00 PM-3:45 PM	<p>Classroom Clean/Disinfecting</p> <ul style="list-style-type: none"> <li>- Sweep floors, sanitize bathroom sinks, taps and toilets, wipe all high touch surfaces- tables, shelves, light switches, doorknobs, cubbies, chairs, counter tops, toys, garbage emptied, dishes in the dishwasher, sanitize toys used.</li> </ul>

## Cleaning Recommendations by BCCDC

All visibly dirty surfaces should be cleaned BEFORE disinfecting. - **each staff member will have their own, labeled, reusable, rubber gloves to be worn when sanitizing/disinfecting the classroom. At all times, each teacher will be wearing a Sunshine Preschool apron with pockets for gloves, a mask, and a personal pen. These aprons will be washed after each class session.**

### 1:100 dilution Chlorine: household bleach - 10 ml bleach to 980 ml water

-Solution for disinfecting surfaces and toys (e.g. tables, shelves, light switches, doorknobs, cubbies, counter tops, and all toys)

Make fresh daily and allow surface to air dry naturally.

### 1:50 dilution Chlorine: household bleach - 20 ml bleach to 980 ml water

- Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.

**\*\*\* disposable gloves must be worn when cleaning blood, and bodily fluids (runny nose, vomit, stool, and urine)**

## **Pandemic Fee Policy**

Fees are due on the first of the month from September to June.

Fees are payable to SUNSHINE PRESCHOOL and may be paid by **post dated cheques or E transfer** (send to [patti@sunshinepreschool.ca](mailto:patti@sunshinepreschool.ca)).

Fees received after the 5<sup>th</sup> of the month are subject to a \$25 late fee.

**It is the responsibility of each family to pay the fees on time.**

In event of closure due to the pandemic, the fee policy is as follows: if we close before the 15<sup>th</sup> of the month you will receive a credit for 50% of that month fees. If we close after the 15<sup>th</sup> the monthly fees will not be returned. Fees will not be collected in this case.

If the preschool is closed, fees will resume being collected when Sunshine Preschool reopens.

If you chose to withdraw your child during the school year, a one-month notice is required on the 1<sup>st</sup> of the month. Please note that if anytime during the school year you take holidays or your child is away for an extended period, the full months' fee is still required to hold your child's spot.

**ALL POLICIES and PROCEDURES ARE SUBJECT TO CHANGE –  
AN EMAIL NOTICE WILL BE SENT OUT TO ALL FAMILIES IN ADVANCE OF ANY  
CHANGES**

# Pandemic Risk Statement and Waiver

Parents must understand that sending their children to Sunshine Preschool is done at their own risk. Sunshine Preschool can not eliminate all the risks, but only try to lessen the risk of exposure through the above policies and procedures.

I, \_\_\_\_\_ have read and understand the above Pandemic Policies and Procedures, and the risks involved.

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Signature

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Date