PURCELL PRESCHOOL
Policy Manual

PRESCHOOL/DAYCARE MANUAL CONTENTS

MISSION STATEMENT

Purcell Preschool will create accessible and inclusive early-learning and childcare programs in a safe, respectful, and engaging environment that creates a foundation for children to successfully transition into the K-12 education system.

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Amended: 08/16/2024

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POLICY 1100
PROGRAMMING

POLICY

Purcell Preschool will offer integrated preschool and daycare programming strategically coordinated and engaged to maximize benefit to participating children.

PROCEDURES

1) Purcell Preschool will provide a half-day preschool from 8:00 AM - 12:00 PM for up to 20 children per cohort (ages 30 months to school age) with a 10:1 child-to-staff ratio.
2) Up to 16 children per cohort (ages 30 months to school age) will be transitioned to a daycare program at 12:00 PM. It will run for the remainder of the day from 12:00-5:00 PM. The remaining children (up to 4 per cohort) will only attend the half-day preschool program and will be picked up at 12:00 PM; afternoon daycare for the remaining 16 children will be provided at an 8:1 child-to-staff ratio.
3) Purcell Preschool may provide a full-day Forest or Adventure Preschool Program for up to 24 children per cohort (ages 42 months to school age) with an 8:1 child-to-staff ratio.
4) Purcell Preschool will provide full-day daycare for an Infant-Toddler cohort of up to 12 children (ages 12 – 36 months) with a 4:1 child-to-staff ratio.
5) Cumulative hours of operation will be Monday to Friday, 8:00 AM – 5:00 PM for preschool cohorts and 8:00 AM – 5:00 PM for Infant-Toddler cohorts.
6) Purcell Preschool will be open 12 months a year, closing only for Statuary Holidays, for two weeks at Christmas per the local school district's schedule, and for two days at the end of August to allow for an annual deep-cleaning and educator preparation and/or professional development.
7) Purcell Preschool will encourage a nurturing play-based learning environment with natural and opened-ended materials that help promote self-directed learning and conversation. A well-rounded program will be implemented to help support each child's developmental needs.
8) Purcell Preschool will follow a structured schedule to guide activities. It will be published on its website and available to Parents/Guardians via email or in print upon request. The schedule's daily implementation is subject to circumstance and may be altered or adapted at the discretion of the ECE Manager in support of the overall management of the child-care facility and the health, safety, and best interests of the children and staff.
9) Purcell Preschool may offer an international program to enable up to 4 non-resident children from various countries to participate in its preschool programs (ages 30 months to school age).

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POLICY 1200
ENROLLMENT

POLICY

Purcell Preschool will facilitate an enrollment process that is structured to support orderly registration for and induction into the Preschool's programs. Enrollment and ongoing participation in the Preschool's programs are at the sole discretion of the Preschool.

PROCEDURES

1) Enrollment cannot be guaranteed and will not be confirmed until all required forms, documents, and fees are received. Children of staff at Purcell Preschool and Purcell Collegiate School are given placement priority.
2) Required forms and documents will include but not be limited to:
   1) a registration form signed by the Parent(s)/Guardian(s);
   2) any adjunct agreement or consent forms signed by the Parent(s)/Guardian(s);
   3) a copy of the child's BC Care Card;
   4) a copy of the child's immunization record; and
   5) a copy of the child's birth certificate.
3) In cases where the Preschool's programs are at capacity, a waitlist will be initiated. Waitlist spaces are designated to families, not particular children in a family, and can be transferred from sibling to sibling as time passes, if/as necessary. Priority may be given to:
   1) children of ?aq'am Community members;
   2) children already enrolled in the Preschool's programs seeking to increase their attendance;
   3) siblings of children already enrolled in the Preschool's programs; and/or
   4) children from the Kimberley catchment area of the local school district.
4) Each child's adjustment to, enjoyment of, and benefit from the programs at Purcell Preschool is unique and difficult to predict. While it is common for children to need time to adjust, in rare situations it may be determined that a group childcare setting is not appropriate or beneficial at this stage in their development and/or that they may have needs that exceed the scope of services available from our staff. As such, the initial 30 days of any child's enrollment is considered to be conditional as a trial/adjustment period for the child, parents, and staff. After the completion of the 30-day trial/adjustment period, a meeting will be scheduled to discuss whether the family and staff feel Purcell Preschool is the right fit for their child.

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POLICY 1300
FEES AND REFUNDS

POLICY

All fees must be paid during the first week of the month. Registration fees are non-refundable and non-transferable. One month's written notice or payment in lieu of notice is required to withdraw your child from the Preschool. Notice to withdraw from care must be given on the 1st day of the month.

PROCEDURES

1) Families have the option of paying by cheque, e-transfer, or credit card (third-party processing fee may apply). Cash payments will not be accepted.
2) If a child is unable to attend the center due to illness or holidays families are still responsible for the full payment of agreed fees for the month.
3) Families with fees outstanding for 30 days will be asked to withdraw their child until their account is current.
4) A child-care subsidy through the Provincial Government is available for families who meet the criteria for assistance. A parent or guardian who qualifies for subsidy pays the difference between the subsidy amount and our fee. It is the Parent's/Guardian's responsibility to apply for subsidy.
5) Purcell Preschool participates in the Child Care Fee Reduction Initiative (CCFRI); the fee chart reflects this amount and is the parent portion.
6) A $45.00 fee will be charged on all NSF or returned cheques.
7) If a Parent/Guardian would like to make any changes to your payment (form of payment or date), we require advance written notice (seven days).
8) The program cost is the same every month, despite the varying school days per month, because the cost is averaged over the entire 12-month operating year (September 1 – August 31).
9) Late charges: Purcell Preschool closes at 5:00 PM daily. Parents/Guardians are asked to plan sufficient time to dress their children, collect their child's belongings, speak to staff (if necessary), and leave the center by 5:00 PM. The following actions will be taken if Parents/Guardian pick their child up after 5:00 PM:

    1. Parents/Guardians will be given <u>one</u> written warning if they depart the building after 5:00 PM.
    2. Following a written warning, Parents/Guardians will be charged $30 for up to 20 minutes of late coverage and then $1 per minute thereafter to cover wages for a staff member to extend their shift and remain in the building;
    3. If the child is picked up late more than three times in a calendar year that child will be dismissed from the preschool.

10) If behaviours, challenges or other issues arise (involving a child and/or their Parent/Guardian) that are beyond the capacity of Preschool staff to address and/or accommodate and/or if such behaviours, challenges or other issues negatively impact the experience and/or safety of the staff or other children, a child may be withdrawn from the Preschool at its sole discretion and without refund.

Amended: 08/16/2024

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POLICY 1400
OFF-SITE ACTIVITIES

POLICY

Purcell Preschool will not engage off-site activities as part of its regular programming. The Preschool will make use of an on-site play area for outdoor play and learning opportunities. Off-site field trips are permitted as appropriate to learning goals and experiences.

PROCEDURES

1) Field trips may be engaged with proper safety plans and precautions.
2) All children will wear a seat belt or use a child-safety restrain seat according to their size and age.
3) Drivers will all hold the proper Class 4 license for driving a passenger van.
4) Proper and/or additional insurance will be obtained for the transportation of children.
5) Parent/Guardian volunteers will be asked to assist with field trips per Policy 3200.
6) A backpack will always be carried with a first aid kit, child info sheets, sunscreen, and spare clothing.
7) Staff will have their mobile phones with them in case of emergency.
8) Field trip forms will be submitted to the ECE Manager for approval and then signed by Parents/Guardians.

Amended: 08/16/2024

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POLICY 1500
HEALTH AND WELLNESS

POLICY

Purcell Preschool is committed to protecting the health and cultivating the wellness of the children in its care and its staff. The following procedures are intended to create a care and work environment that is as safe, secure, and comfortable as possible for all concerned.

PROCEDURES

1) To help reduce the spread of illness to other children and/or staff and to diminish the discomfort caused by illness and/or injury to the afflicted child, children with the following conditions will be required to remain home or in alternate care until their health improves:
    1) an acute cold affecting your child's ability to participate in regular daily activities
    2) wheezing or persistent cough
    3) fever above 38.3C
    4) sore throat causing difficulty in swallowing
    5) infection of eyes or skin
    6) undiagnosed skin rash
    7) headache and stiff neck
    8) nausea and/or vomiting
    9) two occurrences of diarrhea or loose stool in a single day
    10) severe itching of body and/or scalp
    11) thick green/yellow runny nose, discharge must be clear
    12) known or suspected communicable disease
    13) an injury causing pain and discomfort
2) If your child was vomiting during the preceding evening or overnight, they will not be permitted to attend the Preschool for 24 hours following the last episode.
3) If your child was sent home from school with a fever, vomiting or diarrhea, your child will not be permitted back until 24 hours after the fever has broken and/or the last episode of illness.
4) If a child is sent home with a suspected communicable disease, the Preschool will require a doctor's note stating that the child is NOT contagious and/or well enough to attend the Preschool.
5) If a child becomes ill or injured while at the Preschool and has significant and/or persistent symptoms and/or pain, Parents/Guardians will be notified and may be expected to pick up their child within 30 minutes. If a Parent/Guardian is unable to attend the Preschool, it is their responsibility to find and dispatch an alternate pick-up person. If a Parent/Guardian cannot be reached, the alternate contacts listed on the registration form will be contacted. If the Parents/Guardians and/or alternate contacts on the registration form do not pick-up within 30 minutes of initial contact, The Ministry of Children & Family Development (MCFD) will be notified. This is a licensing compliance issue with regard to ratio and must be strictly abided and enforced.

Amended: 08/16/2024

6) All medications are stored in a locked container or cabinet that is inaccessible to children. Children are not given any medication without a signed consent-to-administer form filled out by the Parents/Guardians. All provided medications must be in their original bottles with the label intact. Staff will indicate on the form the date, time and dosage of medication provided to a child. It is the responsibility of the Parents/Guardians to inform staff of the last dosage given to ensure medication is given at appropriate times.

7) A list of allergies applicable to children in each cohort will be posted in each classroom. Parents/Guardians must update the Preschool in writing if/when a child is diagnosed with a new allergy and must provide the Preschool with medication and/or Epi-pens if/as required.

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POLICY 1600
SAFE RELEASE

POLICY

Children will only be released to the Parent(s)/Guardian(s) or authorized alternate contacts as listed on the registration form, as submitted initially or updated by request of the Parent(s)/Guardian(s). If the alternate contact is unknown to the staff they will be required to show picture ID for confirmation.

PROCEDURES

1) If children are not picked up at the mandated time (5:00 PM per the registration agreement), Parents/Guardians will be called. If staff cannot get in contact with the Parents/Guardians, the alternate and/or emergency contact(s) will be called. The Ministry of Children & Family Development (MCFD) will be notified if a child is not picked up by 5:30 PM without communication from a Parent, Guardian, or an Alternate Pick-Up or emergency contact person to explain the nature of the delay and to confirm a revised pick-up time and/or alternate plan.
2) If an authorized person attends Purcell Preschool to pick up a child and is deemed by staff to be incapable of providing safe care, then staff will suggest calling an alternate to pick up the child. If they insist on taking the child, staff will release the child to their care and call the RCMP.

Amended: 08/16/2024

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POLICY 2100
ATTENDANCE

POLICY

Purcell Preschool recognizes the importance of consistent attendance and orderly drop-off and pick-up procedures for children to feel comfortable with routines and to ensure the safety and security of the process.

PROCEDURES

1) Upon arrival to the Preschool, Parents/Guardians must make contact with staff member to relay relevant information for that day including but not limited to the child's health, wellness, and mood; Parents/Guardians must also complete a short sign-in process via the designated attendance sheet for their child's cohort.
2) At pick up, Parents/Guardians must make contact with a staff member to receive any relevant information for that day; Parents/Guardians must also complete a short sign-out process via the designated attendance sheet for their child's cohort.
3) Purcell Preschool does not operate on a drop-in basis. Our designated drop-off period is between 8:00 – 9:00 AM unless alternate arrangements have been communicated to staff and made in advance for one-off appointments (doctor, dentist, etc.). Children who are repeatedly dropped off late without justification and/or advance notification may be subject to dismissal from the program.
4) Parents/Guardians must notify the Preschool by 9:00 AM if a child will not be attending or if the child is going to be dropped off late. If no message is received, staff will attempt to contact the Parents/Guardians and may phone the alternate contacts listed on the registration form to confirm the child is safe and well.
5) Regardless of notification, drop offs are not permitted after 12:00 PM.

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POLICY 2200
ACTIVE PLAY AND SCREEN TIME

POLICY

Purcell Preschool recognizes the importance of physical activity for young children. Physical activity supports the health and development of children, as well as establishing positive lifestyle habits for the future.

PROCEDURES

1) It is our expectation that children will go outside everyday, rain or shine. When weather doesn't permit us to be outside (see Policy 2600 for details), we have access to an indoor gymnasium for active play.
2) We will increase indoor active play time so that the total amount of active play time remains the same if weather limits outdoor times.
3) We will provide a variety of play materials (both indoors and outdoors) that promote physical activity.
4) We will only permit screen time on special occasions (typically Halloween, Christmas, Easter, and pajama days in the form of a movie) or as part of a structured learning opportunity related to Information Technology.

Amended: 08/16/2024

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POLICY 2300
FOOD AND DRINK PROVISION

POLICY

Healthy child development is best facilitated when children are properly nourished. Purcell Preschool will have extra healthy snacks on hand in the case of a child needing extra food. Staff will let Parents/Guardians know if their child is requiring more food.

PROCEDURES

1) Children develop best when they are properly nourished. Parents are responsible for providing nutritious lunches and snacks for the day.
2) The Preschool will have extra healthy snacks on hand in the case of a child needing extra food. Staff will let Parents/Guardians know if their child is requiring more food.
3) Staff will write on the chalkboard what foods were offered for that day. A personal message will also be sent to the Parents/Guardians letting them know which foods were offered.
4) Staff will encourage and model healthy eating but will not force their personal views of food choices on a child or shame a parent for food sent.
5) At no time will a child be forced to eat or try new foods that are being offered.
6) We have two snacks a day and lunch to provide adequate mealtimes.
7) The only beverage provided by the center is water, which is always available.
8) Food should be cut up into age-appropriate sizes for your child for easy consumption and to reduce choking risks.
9) We are a nut-free facility and ask that you do not send any items that contain or may contain nuts due to allergies of other children at the Preschool.
10) Children will not be permitted to share any food due to allergy- and food-sensitivity concerns.
11) Staff will allow children to eat snacks when they indicate they are hungry and will encourage them to eat their healthy snacks first.
12) Tables will be sanitized before and after each mealtime.
13) Children will wash their hands before and after mealtimes.
14) Children will be taught to use good table manners and to clean up after themselves.
15) Parents/Guardians are permitted (but not required) to send celebration snacks to the Preschool with their child on their birthday provided they are store-bought, nut-free, and arrive to the childcare facility sealed and with the ingredients clearly visible. Parents/Guardians should indicate their intention to send snacks at least one day in advance of the celebration date.

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POLICY 2400
NURTURE AND GUIDANCE

POLICY

At Purcell Preschool, we believe children have the right to quality care which is safe and healthy and provides learning opportunities that promote their growth and development. The Preschool will cultivate an environment that fosters social and emotional development by modeling and teaching appropriate behaviour.

PROCEDURES

1) Staff will be guided by their knowledge and understanding of a child's growth and development, as well as an understanding of the individual child.
2) Appropriate guidance of the children's behaviour occurs in an environment where a trusting and caring relationship has been established between teacher and child. This can be achieved by showing genuine interest and warmth and by viewing the children and their feelings as important and worthy of respect.
3) The role of the staff is to support a child's sense of being a worthwhile person while providing opportunities for the child to learn appropriate ways to interact with others. Promoting positive self-esteem helps children to become emotionally healthy and self-confident. Once trust and a sense of security is established, the children will feel safe to express themselves, knowing that there are supportive and understanding adults who can be counted on to help them gain control of their own world.
4) Children are given the opportunity to express their emotions and are guided in appropriate ways of communicating their wants and needs to others. Adults empathize with the children and try to interpret their feelings and motives.
5) Child guidance is maintained through careful, active supervision, setting clear limits and giving age-appropriate explanations.
6) Staff will approach discipline in a positive manner, using praise and attention to encourage desirable behaviours.
7) Staff will treat each child as a unique individual and will be fair and consistent. They will encourage children to accept the consequences of their behaviour and engage in problem solving alternatives where age appropriate.
8) Purcell Preschool does not schedule nap times in its Pre-K cohorts but will accommodate the individual needs of children who require time to rest or even sleep. If a child seems excessively tired or lethargic, Parents/Guardians will be informed.
9) Napping/resting is mandatory in the Infant-Toddler cohort. Napping is essential to promote optimal growth, development, and emotional regulation in children under 3 years of age. We have a scheduled nap time each day from 1:00 PM – 3:00 PM. We may accommodate a Parent/Guardian request to wake their child at 2:30 PM once the child is 2 ½ years old. However, this is done at the educator's discretion in the context of child's best interest and with regard to their behaviour and well-being while in care.

10) Children are not permitted to bring toys from home to the Preschool for the purpose of regular play. It can be distressing for children be asked to share them and distracting and/or disappointing for other children who may be prohibited from playing with them. Structured show-and-tell days may be scheduled from time to time to enable children to bring toys on special occasions as part of a theme-based or other learning opportunity.

11) Children are encouraged to begin potty-training starting at two years of age or before (if they show signs of potty-training readiness) and must be potty-trained by three years of age and as a prerequisite to program graduation from our Infant-Toddler cohort to one of our Pre-K cohorts. Children may use the washroom as needed and several routine washroom breaks are scheduled throughout the day. Accidents happen: please provide extra, loose fitting, easy up/down pants, underwear and socks. A positive attitude and consistent team effort both at home and while in care are key to success. Please feel free to ask an educator for tips on how to make potty-training engaging and fun. Infant-Toddler parents must provide wet wipes, disposable diapers and diaper cream if/as necessary. IMPORTANT: while staff may, at their sole discretion, support the final stages of potty-training for children who are making progress and who do not significantly and/or persistently distract staff from other duties to the detriment of the other children in the cohort, inability to toilet independently is grounds for a child's inadmissibility to/dismissal from our Pre-K programs. In cases where dismissal occurs, a family may choose to pay for their child's spot for a maximum of 3 months while they complete the final stages of potty training at home. If after this 3-month period the child is still not potty trained they will receive written notice that they will have to forgo their childcare spot. However, we will place them on the top of our waitlist in order to allow for another potential opportunity to attend Purcell Preschool.

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POLICY 2410
AGGRESSIVE AND/OR UNSAFE BEHAVIOUR

POLICY

As Early Childhood Educators, it is our responsibility to ensure the physical safety and total well-being of all children within our care. All children need to feel and be kept safe at Purcell Preschool and Daycare via the environment, program offerings and adults in the classroom. We recognize that some behaviours are age-appropriate as a child learns and matures. Aggressive and/or unsafe behaviour exhibited by young children requires their parents, Purcell, and any other pertinent agencies to work together to monitor and develop appropriate programming, supports and consequences to help decrease/alleviate aggressive or unsafe behaviour.

PROCEDURES

Aggression or unsafe behaviour means: "any physical, emotional or verbal act which may result in placing him/herself, other children and/or staff members within the centre in an emotional, physical, harmful, hurtful or unsafe situation." This may include, but is not limited to hitting, kicking, biting, spitting, throwing things, bolting, or verbal abuse (swearing, insults, taunting).

1) When serious behaviours put other children or staff at risk, parents will be contacted to arrange pick up, and a meeting will be scheduled between parents/guardians, educators, and the manager. The following behaviours (but not limited to) could result in the child being sent home:

    a) Intentionally hurting another child and/ or staff member
    b) Biting another child or staff member
    c) Inconsolable tantrums/ screaming to cause harm.
    d) Blatantly ignoring educator commands putting themselves or other children in danger.
    e) Any behaviours that take a staff member away from the rest of the children for a prolonged period of time.
    f) Consistent disruptive behaviours that take away from the other children's learning.

2) If a bite breaks skin, the bitten child/staff member must seek immediate medical attention, and the child who bit will be immediately sent home.

3) Repeat occurrences without resolution can result in termination of care.

Identifying Issues and Collaborating with Parents

Whenever a child engages in aggressive or unsafe behavior, staff will alert the Preschool Manager of the incident(s). If the behaviour is recurring, staff will document events. In conjunction with the Preschool Manager, reports will be monitored to identify potential aggression issues, problems, or patterns and will be communicated to parents/guardians to collaboratively engage supports.

Amended: 08/16/2024

When a child engages in aggressive or unsafe behavior, Purcell will:

1) Make a record of the incident that includes time, a brief description of the behaviour, what was the cause or trigger for the behaviour, and what happened immediately after the behaviour.
2) Inform the family in a timely manner to collaborate and implement action plans designed to improve the behavior and reduce the safety risks;
3) If there is not positive change through redirection and positive guidance in a reasonable time; encourage the family toward the professional supports needed for the child's success
4) Purcell will collaborate with professional supports/resources to implement and to support our efforts and encourage positive change;
5) Staff and management will endeavor to maintain a safe environment while working through an action plan and toward positive change; and
6) consider a pause in the enrollment until the child can participate safely with the right supports in place. If/when additional services are secured or the child's behavior improves outside the center, we will collaborate with parents and the child's resources to determine if/how the child can be returned to the program safely.

Amended: 08/16/2024

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POLICY 2415
BITING

POLICY

As Early Childhood Educators, we recognize that at times some children, for a variety of reasons, bit or attempt to bite other children and/or adults. Some reasons for biting may be as follows:

1) **Infants (0-1 year of age)** Experimental, sensory pleasure, teething, etc.
2) **Toddlers (1 year – 3 years of age)** Frustration, fatigue, attention seeking, confined spaces, boredom, inability to communicate, etc.
3) **Preschoolers (3 years of age – school age)** Aggression, deliberate, boredom, etc.

PROCEDURES

In order to prevent biting staff will thoughtfully and consistently engage the following procedures and/or practices:

1) **Develop and maintain quality relationships:** Staff will develop genuine nurturing relationships with the children and get to know each child individually. They will also dedicate time to create meaningful trusting relationships with parents and/or guardians.
2) **Understand environmental influences on child's behaviors:** Children are given opportunities to play in both small and large groups; staff will provide plenty of stimulation to engage children's interests; staff will provide many ways for the children to express their feelings and frustrations by proving toys to pound, clay or playdough to mold, sand and water play to experiment with; children will be provided with adequate gross motor play outdoors; and staff will be willing to make changes to the program (within reason) to avoid boredom and frustration, as well as to meet the individual needs of the children in their care.
3) **Maintain targeted social-emotional supports:** Children have a daily routine that they follow which consists of free play indoors and outdoors, planned activities (art, playdough, sensory tables, etc.), mealtimes, and scheduled rest times. Consistent schedules will allow children to learn how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Teachers talk about emotions/feelings through books, songs, and daily happenings.
4) **When a child is bitten the following actions will take place:**
   With/for the biter:
   a) The biter is immediately removed with no emotion, using words such as "biting is not okay – it hurts." We will avoid any immediate response that reinforces the biting or calls attention to the biter. Caring attention will be focused on the child who was bitten.
   b) The biter will not be allowed to return to play where the incident occurred and will be talked to on a level, which he/she can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people."

c) The child will be redirected to other play elsewhere with the assistance of educator if needed.
d) Staff will complete an incident report and will notify the family of the biting incident via Brightwheel within 1 hour of the incident occurring. The incident report will then need to be signed by the parent/guardian at pickup.
e) Staff will contact parents/guardians to pick their child up immediately if:
    - Their child who is 1-3 years old bites and/or attempts to bite another child and/or adult three times on a given day
    - Their child who is over the age of 3 years old bites another child or adult a on a given day or if their child attempts to bite 3 times on a given day
    - Their child leaves a considerable mark (bruising, breaking skin, etc.) on another child and/or adult

With/for the victim:

a) Staff will separate the child who was bitten from the biter.
b) Special attention will be given to comfort the child.
c) Staff will administer appropriate first aid as follows:
    1) Assess the wound. If it is bleeding apply pressure with a clean, dry cloth.
    2) Wash the wound thoroughly with soap and water.
    3) Cover the affected area with a clean bandage.
    4) If the wound requires immediate medical attention, appropriate action will be taken, and parents will be notified immediately.
d) Staff will complete an incident report and will notify the family of the biting incident via Brightwheel within 1 hour of the incident occurring. The incident report will then need to be signed by the parent/guardian at pickup.

*The classroom educator will confer with the Preschool Manager to review the context of the biting incident, whether adequate supervision was present and whether the environment contributed to the biting incident. If changes in supervision and/or environment are warranted, then those changes will be implemented.

If biting continues:

a) Staff will meet with the administrator on a routine basis for advice, support and strategy planning.
b) Staff will document every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
c) Staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
d) Staff will hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations as needed.
e) Prepare the parents of the biting child for the possibility that the child's attendance may have to be decreased or in more serious cases the child may have to be removed from the program. Staff will help the family to make contingency plans. Before suspending a child, staff and management will evaluate:
    1) Whether diligent efforts to solve the behavior within our abilities were made
    2) If outside resources were recommended/accessed and participated in our efforts to resolve the situation/address the behaviour

3) Any other strategies to consider

4) the severity of the safety risks and likelihood of harm or injury if the enrollment continues

f) If it is deemed in the best interest of the child, school, and other children, the child will be excused from Purcell Preschool for the duration of the biting stage. A written warning will be given to the families before this action will be taken.

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POLICY 2420
PARENT/GUARDIAN BEHAVIOUR

POLICY

Parents/Guardians are the first and most impactful teachers in their child's life. At the centre, parents/guardians are expected to behave in ways that model and promote positive behaviour.

Procedures

1) Parents/Guardians are expected to model positive and desired behaviour while on the centre's premises.
2) Parents/Guardians are expected to treat the staff and children with respect.
3) Parents/Guardians must comply with the Policy and Procedures Manual.
4) There is zero tolerance for the mistreatment of staff. Some examples of mistreatment include but are not limited to:
   a) Verbal abuse/ swearing.
   b) Violence
   c) Harassment
5) Mistreatment of staff will result in immediate termination of care.

Amended: 08/16/2024

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POLICY 2500
CLOTHING AND PERSONAL CARE

POLICY

At Purcell Preschool, children will participate in a variety of indoor and outdoor learning and play activities each day. Children should come dressed in comfortable clothing that is seasonally appropriate.

PROCEDURES

1) Clothing should be washable, and Parents/Guardians should be prepared for it to get dirty.
2) Parents/Guardians must provide one full change of clothes for their child which will be stored at the Preschool for contingency or emergency use. Items should be clearly labeled with the child's full name.
3) Parents/Guardians must provide a wide-brimmed hat, sunscreen, an extra set of mittens or gloves, and an extra toque to be stored at the Preschool. Items should be clearly labeled with the child's full name.
4) A set of indoor shoes (runners/sneakers) that will remain at the Preschool is required for each child. Important: despite being designated as "indoor shoes", these runners/sneakers may get used outside in the case of fire drills or due to issues with the child's outside footwear.
5) Parents/Guardians must review the weather forecast each morning prior to dressing their child, keeping in mind that outside time is an integral part of the Preschool's daily schedule.

Amended: 08/16/2024

PURCELL PRESCHOOL
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POLICY 2600
SAFETY, SECURITY, AND WELL-BEING

POLICY

Purcell Preschool will foster a child-care and workplace environment that is safe, secure, and supportive for children, staff, volunteers, guests, and Parents/Guardians.

PROCEDURES

1) The Child, Family and Community Service Act (CFCSA) requires that anyone who has reason to believe that a child or youth has been or is likely to be abused or neglected, and that the Parent/Guardian is unwilling or unable to protect the child or youth, must report the suspected abuse or neglect to a child welfare worker. All staff will be trained in the reporting procedures required to support and engage this process.
2) The Preschool will nurture, support, and uphold an inclusive and accepting environment for all children, staff, volunteers, and Parents/Guardians regardless of nationality, race, religion, sexual orientation, gender identification, and/or disability; the ECE Manager will notify the Board of Directors any behaviours that negatively impact this environment and appropriate measures as required, including but not limited to dismissing a child from the program or terminating the employment of a staff member, will be taken.
3) Any form of harassment and/or threats or acts of violence by adult Preschool stakeholders (staff, volunteers, Parents/Guardians, and/or friends or family members thereof) will not be tolerated, could lead to a child's dismissal from the program or a staff member's employment, and may be reported to the RCMP.
4) Cell phone use by staff will be limited to phone calls, texts, emails, and/or approved app use in support of learning and/or Parent/Guardian communication and only at times when it does not impact supervision and/or instruction. Use of devices for personal purposes (phone calls, sending or receiving emails or texts, accessing the Internet) while not on break or for emergency purposes is prohibited. Photos and/or videos of students can only be taken in accordance with permissions as granted by Parents/Guardians. Devices must not be taken into washrooms or used at any time when a child is otherwise physically or emotionally vulnerable.
5) We understand that there are some weather conditions that will inhibit our ability to engage in outdoor play. The following guidelines will be followed by each of the following age groups:
   5a) Children who are in a 0-to-30 month cohort will not go outside if:
   - the temperature is below -15°C or 33°C or higher
   - the Air Quality Health Index (AQHI) is above 6

   5b) Children who are in a 30-month-to-school-age cohort will not go outside if:
   - the temperature is below -20°C or 35°C or higher
   - the Air Quality Health Index (AQHI) is above 6

   Educators will ensure the monitor outdoor temperatures and air quality frequently. When necessary educators will limit their time spent outdoors.

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POLICY 3100
STAFFING

POLICY

Purcell Preschool will staff its childcare centre in full compliance with Ministry requirements and for the purpose of providing the best-possible preschool and daycare experiences for the children in its care.

PROCEDURES

1) For the purpose of operating a childcare centre offering preschool for up to 40 children and daycare for up to 32 children there will be four full-time staff members and one part-time staff member to cover breaks: an 8:1 ratio for the daycare and a 10:1 ratio for the pre-school will be maintained at all times, while indoors and during outdoor activities.
2) Each room will be staffed with one ECE and/or a combination of another ECE, ECEA, and/or Responsible Adult (RA).
3) ECE/ECEA/RA duties will include but not be limited to collaborating with the ECE Manager to implement the set program; providing a safe, caring and fun learning environment; adhering to all Ministry-required licensing requirements and procedures; maintaining professionalism and confidentiality; maintaining open and welcoming communication with Parents/Guardians; immediately reporting any concerns to the ECE Manager; modeling appropriate social interactions for the children; practicing proper hygiene; and cleaning/sanitizing and maintaining equipment.
4) The facility bathrooms are located outside the classrooms, in the hallway of the Preschool building. When a child needs to use the facilities other than at the scheduled times, a staff member will take the younger-aged children and/or stand in the doorway supervising the older children.
5) The same plan will be used for going to/coming from the outside play yard for use of the bathroom; however, a staff member will go into the building with all children regardless of their age.

ECE MANAGER ROLES & RESPONSIBILITIES

1) Create a program of daily activities that are educational and engaging that children will enjoy and benefit from at a level appropriate to their developmental ability.
2) Contribute to the creation and ongoing development of policies and procedures for the Preschool that establish and ensure a safe and effective learning and care environment for children and work environment for staff.
3) Ensure that the facility is kept clean, sanitary and well-organized.
4) Hire and supervise staff, evaluate staff performance and assist staff to maintain and attain professional development.
5) Administrative functions including budgeting, record keeping, maintaining updated files; purchasing and replacing equipment and supplies; handling of funds and client privacy.
6) Conflict resolution support for staff and Parent/Guardian support/guidance for children in need re: connections to community and/or professional support options.

Amended: 08/16/2024

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POLICY 3200
VOLUNTEERS

POLICY

Purcell Preschool recognizes the value that volunteers can bring to the care and learning opportunities provided by the Preschool, both on site and in the form of field trips.

PROCEDURES

1) Adult volunteers and any child volunteers over the age of 12 will have to submit to a Criminal Record Check including Vulnerable Sector Query to qualify to volunteer with the Preschool.
2) Adult volunteers must also submit a character reference from a neutral source (i.e. not family or friend).
3) Submission of all required documentation notwithstanding, volunteer approval remains at the sole discretion of the Preschool.
4) Guest speakers and other short-term visitors (performers, etc.) who will remain supervised by Preschool staff and/or approved volunteers will not be required to submit the above-listed documentation required to be approved as a “volunteer” for the purposes of this policy.

Amended: 08/16/2024

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POLICY 4100
EMERGENCY EVACUATION

POLICY

Purcell Preschool has established the following procedures to be used when an emergency evacuation of the Preschool building is required.

PROCEDURES

1) Potential emergencies include but are not limited to gas leaks, building fires, and forest fires.
2) In the event of an emergency evacuation from the Preschool building, children will be relocated to a muster point at the Rocky Mountain International Student Program office. It is located within walking distance, across the highway from the Preschool. The phone number is 250-427-2245 and the address is 8676 highway 95A Kimberley, BC.
3) In the event of an emergency evacuation from our immediate area, children will be relocated to the Kimberley golf course (Purcell Golf). We will need to rely on staff, neighbours and emergency personnel to assist with transportation as the Preschool does not have access to buses. Purcell Golf is located at 415 302 Ave Kimberley, BC. The phone number is 250-427-4161.
4) In the event that we need to be completely evacuated from the Kimberley area and Parents/Guardians are unable to come pick their children up, we will relocate the children to Cranbrook, BC. We will need to rely on staff, neighbours and emergency personnel for transportation assistance. We will meet at Kids on Campus childcare center at the College of the Rockies at 2700 College Way, Cranbrook BC. The phone number is 250-489-8220.
5) Notwithstanding the above-listed procedures, if a central check-in location is designated by the City or Province for public-safety reasons, we will relocate to that location.
6) When possible, a note will be left on the door of the Preschool for Parents/Guardians. Staff will also use all other available media (email, text, apps) to update and inform Parents/Guardians our location and the status of the children.
7) There will be backpacks ready in the event of an emergency for each staff member. They will be supplied with child emergency info cards, first aid kits, some spare clothing options, non-perishable snacks, some bottled water and books to help comfort the children.
8) Once the emergency is over and children are all with their Parents/Guardians, staff will meet and discuss the execution of the emergency procedures and what changes need to be made. Parents/Guardians will be contacted through messaging/email to solicit feedback on the Preschool's procedures to help improve them for future use.
9) Once it is safe to return to the Preschool and resume care, we will have an informal open house for Parents/Guardians and their children to support a comfortable and supported re-entry to the facility and smooth the transition back to daily programming.
10) The Preschool will prepare its staff and children for emergency situations with monthly practice fire drills and an annual practice emergency evacuation plan. This will ensure staff and child readiness and help to improve planning and preparation. Parents/Guardians will be notified in advance of these drills. Note: we will relocate to the field behind the school, not across the highway, during the practice emergency evacuation.

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PURCELL PRESCHOOL
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POLICY 4200
PANDEMIC RESPONSE

POLICY

Purcell Preschool will adhere to and implement any orders from the Provincial Health Officer (PHO) and interpret and apply as applicable to best practice any additional guidance issued by the PHO, BC Centre for Disease Control, and/or Ministry of Health to support the health and safety of children and staff in the Preschool.

PROCEDURES (specific to COVID-19; in effect until otherwise indicated by BC government)

1) Parents/Guardians and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending delivering them to the Preschool.
2) Staff will conduct daily checks for respiratory illness at drop-off by asking Parents/Guardians or caregivers to confirm that the child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
3) Staff will assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to working and stay home if they are ill.
4) All Parents/Guardians, caregivers, and staff must read and remain current with the COVID-19 Public Health Guidance for Child Care Settings as issued by the BC Centre for Disease Control and the BC Ministry of Health.

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