



# **PARENT HANDBOOK: 2'S CLASS**

## **Dunbar Memorial Preschool Philosophy of Education**

To create a safe and enriching play-based learning environment through the cooperative efforts of families, educators and community leaders.

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## **INTRODUCTION AND PHILOSOPHY**

Dunbar Memorial Preschool (DMP) is a non-profit, parent involvement preschool. The executive committee, made up of parents whose children are currently enrolled at DMP, manage the preschool. Our teachers, Early Childhood Educators, plan and run the preschool program. We have provided early childhood education in the Dunbar community for over 50 years. In 2014, we received a Child Care Legacy Award, which recognizes licensed childcare facilities that have provided more than 40 years of service.

Our core philosophy is that children learn best through play. Our teachers follow the children's lead in order to gauge their interests, and work to provide a warm and stimulating environment. This approach encourages the holistic development and growth of the child, fostering their cognitive, creative, physical, social, and emotional development. The classroom provides a large area for gross motor development.

Our core program runs Monday to Thursday mornings, 9:15am-12:15pm, for three and four year olds.

Our drop off 2's programs take place on Friday mornings from 9:-10:30am and 10:45am to 12:15pm.

Outdoor class is offered on Wednesday and Thursday afternoons from 1:00pm-2:30pm.

Children registered in both the morning program and outdoor program on Wednesdays/Thursdays may eat lunch in the classroom, with teacher supervision.

Our calendar follows the Vancouver School Board calendar, including public holidays and Winter and Spring Break, but we do not have professional days.

## **DAILY ROUTINE**

Below is a general overview of how most days are structured for the 2's class:

### **2's Class – Friday Mornings 9:00am-10:30am / 10:45am-12:15pm**

First 40 minutes:	Free play and explorations based on children's interests
Next 15 minutes:	Group snack
Next 30 minutes:	Gross motor play on the gross motor side of classroom
Last 5 minutes:	Group time
At pickup:	Parents sign out and pick up

## **DROP OFF AND PICK UP**

### **Drop Off**

The drop off process involves signing your child in, providing a contact number and name, and ensuring your child washes their hands at the sink. Each child has a cubby where they can leave their coat and belongings.

### **Pick Up**

Please sign your child out and take home any necessary belongings.

## **GRADUAL ENTRY**

Sometimes a new experience like starting a new class can create feelings of fear or nervousness in young children. The teachers at DMP want to help your child settle into the 2's class so that it is a positive experience and something they look forward to. This might occur quite quickly for your child or he or she might need some more time to adjust. The teachers are happy to work with you for the eventual goal of allowing you to leave your two year old in the classroom. You will know your child best as to whether they require more or less time to settle in.

## **ILLNESS**

Children in group programs are particularly susceptible to infections. With this in mind, we ask that any child too ill to participate in the normal activities of the preschool be kept at home. If your child has a fever, please do not return your child to preschool until 24 hours after the fever has passed. In cases of gastrointestinal problems (diarrhea, vomiting etc), please keep your child home for at least 48 hours after all symptoms have subsided. If your child has a communicable disease such as chicken pox, strep throat, mumps, pink eye, hand foot mouth, whooping cough, head lice etc, please keep your child at home and inform the preschool immediately, whereby we will advise of further instructions. Good hand washing will protect your children from many childhood illnesses. The teachers and parents regularly clean toys and work surfaces to reduce the spread of illness.

## **ATTENDANCE**

If you have any planned absences, please let the teachers know as far in advance as possible. If your child is sick, please inform the preschool by phone (604-222-6065) that they will be absent. Please leave a voicemail if no one is available to answer the phone. You may also let the teachers know at [dunbarteachers@gmail.com](mailto:dunbarteachers@gmail.com).

## **SNACK**

Please bring a healthy snack for your child each week, as the children will have a group snack time. **Please note that Dunbar Memorial Preschool follows a strict NO NUT policy.** Our preschool caregivers will always respect the amount of food that a child chooses to eat as well as whether or not a child chooses to eat during any given snack time.

### *Snack for Special Events*

Birthdays will be celebrated in class by the teachers in a healthy manner. If you wish to provide a food treat on that day, please do so at the END of class so that parents have the option of deciding whether their child will partake in the treat and to assess whether there are any food allergens. An excellent alternative if you want to celebrate is to provide a non-food item such as pencils or stickers. There is no requirement or expectation that caregivers be required to provide anything on their children's birthdays.

## **SAFETY AND EMERGENCY PROCEDURES**

### **Emergency/Evacuation Procedures**

In the event of an emergency that requires an evacuation (i.e. power outage, fire, earthquake, etc), the teachers will bring the students to one of two emergency locations:

- Outdoor location: baseball diamond / playground behind the Dunbar Community Centre
- Indoor location (in case of rain): Dunbar Library (closed Mondays) or Kokopelli Café

Teachers will bring the following:

- Classroom binder (has current parent contact info)
- Outdoor first aid kit (in green backpack)
- Comfort kits for the class

In case of a severe emergency, teachers will also bring a 'grab and go' emergency kit and/or 2 large emergency bins (grey/black garbage cans on wheels with 3 days of emergency supplies).

Once children are safe and settled, a teacher will call the parents/caregivers to inform them of the location for picking up the students.

## **TOILET TRAINING**

We recognize that some children will be potty training when attending the 2's class and that accidents will occur occasionally. The classroom has a few sets of "emergency clothing" for that purpose. Please wash the "emergency clothing" and bring it back to the classroom. Please also keep an extra set of clothes at school in your child's cubby.

Teachers will assist in pee accidents quickly and discretely. Bowel accidents and bowel movements (including in a diaper) are the responsibility of the parent/caregiver. Teachers will call the parent or contact person on the sign in sheet if this occurs. A parent/caregiver should remain in the Dunbar Community Centre (but is not required to remain inside the classroom) during the duration of the class.

## **COMMUNICATION**

### **Communication With The Teachers**

Should you have questions or concerns about your child, please speak with the teachers in a timely manner. You can e-mail them at [dunbarteachers@gmail.com](mailto:dunbarteachers@gmail.com) or ask during drop-off/pick-up to arrange a time to meet. Appointments are necessary, as teachers are busy with the children during class time.

### **Communication With The Executive Team**

Should you have questions, concerns, or suggestions about the running of the preschool, please speak to one of executive members or email them at [exec.preschool@gmail.com](mailto:exec.preschool@gmail.com).

## **WITHDRAWAL PROCEDURES**

### **Withdrawal 2's Morning Class**

All requests for withdrawal from the 2's class need to be made in writing to the Enrolment Chair at [dunbarpreschoolinfo@gmail.com](mailto:dunbarpreschoolinfo@gmail.com) with a minimum of one clear **calendar** month's notice. For example, if a request is received on October 1, the changes will take effect on November 1. However, if a request is received on October 5, the changes will not take effect until December 1. Withdrawal requests received after March 31 of the current school year will receive no refund in tuition fees. Please note that the deposit paid upon registration, which consists of one month's tuition and a Council of Parent Participation Preschools in BC fee, is **non-refundable**. Any remaining tuition refundable to the parent will be pro-rated.

In the event that a child or a child's caregiver is a safety concern to the preschool, and that no resolution can be found for the child to remain in the preschool, a full refund will be issued effective from the last day of preschool attended.

## **ACTIVE PLAY POLICY**

Dunbar Memorial Preschool adheres to the Director of Licensing Standard of Practice, set out in Section (4) (1) (e) of the *Community Care and Assisted Living Act*.

Active play is physical activity that embodies temperate to brisk bursts of energy. It can be the movement of running or jumping which raises the children's heart rate.

Active play is important as it helps to promote healthy body growth and development, and supports body control and movement. Active play supports strong bones and muscles, enhances balance and coordination and helps with the development of gross and fine motor skills.

As a licensed Preschool care program that runs between 2-3 hours, the amount of Active Play that we must ensure is a minimum of 30 minutes, which can be indoor active play, outdoor active play or the combination of both.

### *Unfacilitated Play or Free Play*

Unfacilitated play or free play is self-directed by the child and is comprised of self-led movements and activities. To support this unfacilitated play indoors at Dunbar Memorial Preschool, our program has space for building block towers and a large open space for riding bikes, running, jumping, dancing, basketball, soccer, and hockey. For outdoor play, children engage in unfacilitated free play at the playground behind our preschool at Memorial West Park.

### *Facilitated Play*

Facilitated play is play that is conducted by educators. A set of rules and objectives are in place. To support this facilitated play indoors at Dunbar Memorial Preschool, our program organizes educator led games such as Simon Says, tag, What time is it Mr. Wolf, duck duck goose, and parachute games. For outdoor play, there is a large field/ baseball diamond where our program organizes educator led games such as tag, what time is it Mr. Wolf, duck duck goose, and parachute games.

### *Fundamental Movement Skills*

Fundamental movement skills are gross motor skills that include various body parts such as feet, legs, trunk, head, arms, and hands. These skills are significant because they ground the building blocks for extended and specialized skills needed by children as they continue to grow. Fundamental movement skills include:

- Balance skills - movements where the body persists in place but moves around its horizontal and vertical axes. An example of this is walking on a balance beam that we use in our program.
- Coordination skills - this encompasses gross motor manipulation of objects - catching, throwing or kicking a ball, balloon or scarf tossing

- Loco motor skills - running, jumping, leaping, and hopping

### *Injury Prevention*

Injury prevention is the attentive and mindful effort to prevent injuries before they happen. At Dunbar Memorial Preschool, our educators ensure that we teach children how to be safe, act responsibly in our large open play space, use certain equipment, and be aware of potential hazards.

### *Physical Literacy*

Physical literacy is motivating, developing confidence and physical capability by expanding the knowledge and understanding of the meaning and responsibility for engagement in lifelong physical activities. At Dunbar Memorial Preschool we are committed to promote and engage in physical literacy in our program. We recognize that physically literate children will persistently develop the motivation and ability to understand, communicate, impose, and evaluate different forms of movement.

### *Screen Time*

Dunbar Memorial Preschool has no screen time.

## **SUPERVISION OF CHILDREN**

The executive committee and teachers of Dunbar Memorial Preschool are committed to providing a safe, healthy, and quality childcare program for all the children by:

- Ensuring that the minimum staff to child ratio as outlined in the Child Care Licensing Regulation is maintained at all times
- Appropriately enhancing the staff to child ratio to accommodate the needs of children who require additional support
- Having a caregiver (parent/guardian) attend any field trip with their child to assist teachers with transportation and supervision
- Ensuring that children are supervised at all times

Procedures to ensure effective supervision of children include:

- Daily written sign in/sign out forms will be completed by the parent/legal guardian and authorized pick-up persons verified by the supervisor
- Head counts will be done frequently, including after every transition
- Developmentally appropriate activities will be provided that meet/challenge the needs of all children
- Enrollment and attendance tracking will be done on an on-going basis



- Toileting of children will be handled so the individual child and the group are constantly supervised

## **ADDENDUM**

### **Pandemic/Communicable Disease Outbreak**

In light of the COVID-19 global pandemic, we feel it is important to clarify that Dr. Bonnie Henry has confirmed and encouraged childcares to remain open, where possible, to serve families that are needing childcare.

Dunbar Memorial Preschool will continue to follow all updated protocols and procedures as outlined by the Health Authorities and BC CDC.

Given these important requirements, it is imperative that we are resolute in our health policy, and that all parents understand and agree to the following additional requirements. In the event that you feel you are unable to comply with these requirements, we are happy to provide you with recommendations of other programs that may better suit your child care needs.

#### **EXTRA HYGIENE MEASURES AND PROCEDURES**

1. **Handwashing**: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our students when soap and water is not available. Sanitizing stations is located at entry/exit door.
2. **Sanitizing/Disinfecting**: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. **Social distancing**: The Preschool is to be considered a "family." For the child. Children will not need to stay 2 meters apart, now wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Students will not intermix with the rest of the Community Centre and will be with the same teachers unless a Substitute is required. We will be discouraging children from physical contact/touching as much as possible.

4. “Inside Shoes”-only classroom: All children will take shoes off at their cubbies once entering the classroom. Since children spend time on the floor, we want it to be as clean and safe as possible.

### **ADMISSION/EXCLUSION DUE TO SYMPTOMS OF ILLNESS**

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you’ve been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

If your child appears to be sick, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform our parents.

### **VISITORS**

Visitors will not be permitted at this time. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

### **FIELD TRIPS/SPECIAL EVENTS**

There are no field trips off site, or special events/gatherings planned for the school at this time. Fieldtrips and events will resume when it is deemed safe to do so.

### **ARRIVAL AND DEPARTURE PROCEDURES**

#### **Pick up/Drop Off Procedures**

Dunbar Memorial Preschool will be following the recommended drop off procedures as provided below.

BC Centre for Disease Control and the BC Ministry of Health Guidelines state:

- Pick-up and drop-off of children should occur outside the child care setting unless there is a need for the parent or caregiver to enter the setting (e.g., very young children). If a parent must enter the setting, they should maintain physical distance from staff and other

children present and be reminded to practice diligent hand hygiene and maintain physical distance when they are in the facility.

- Parents and caregivers that are symptomatic must not enter the child care facility.
- Daily check at drop-off may be conducted by asking parents and caregivers to confirm that their child does not have symptoms of common cold, influenza, COVID-19, or other respiratory disease.
- Parents and caregivers should use their own pen and avoid touching the sign in/out sheet directly. Parents and caregivers should practice hand hygiene before and after touching the sign in/out sheet.

### **Our Drop-off Procedure based on our space, and above recommendations:**

Steps upon arrival:

1. Start of Program will be any time between 10:00 and 10:15 to allow staggering of parents.
2. Entry will be through parking lot door to basement of the community centre ONLY. Please Queue in drop-off line at designated social distancing lines. Please maintain proper distancing from other parents and kids; there will be markers on the ground. \*Please leave non-participating siblings and other family members at home if possible; only bring the child/children who will be attending school.
3. There will be a table just inside the entrance with sign in book and hand sanitizer.
4. Read “Daily Health Screening Checklist” and make sure your child does not have any of the symptoms of Covid-19! (We ask that before leaving for school each morning, the child’s temperature should be taken, and the health screening checklist should be read through, but they will of course also be at the sign in table).
5. Have child use some of the provided hand sanitizer, and using your own pen enter information into sign in book.
6. To allow for “gradual entry” for this age group of children who are likely not able to be left alone yet, and at those times when necessary, parents are permitted to come inside. However, we ask that they do so safely by also sanitizing their hands at the door, washing hands once child is finished at cubby, keeping a safe distance from other adults on site, and wearing a mask.
7. Immediately after signing in, and upon entry to the space, we ask that the child places all belongings into their cubby, puts on their inside shoes and proceeds to wash hands at the sink.
8. Play time!

### **Pick-up**

1. Parents are to line up outside the parking lot door as for drop off.
2. Teachers will have children ready to leave, on carpet, and will call each child up to the parent as they reach the front of the line.
3. Child uses hand-sanitizer before leaving premise.
4. Parents sign out of book (again using their own pen!), and can leave with the child.

## **Snacks**

Considering the pandemic, we do NOT make snacks at the school that will be shared with the children at this time. Parents are to bring a healthy snack for their child each day.

## **Fees during a Pandemic/Communicable Disease Outbreak**

In the event of a short-term closure due to a pandemic or communicable disease outbreak (less than 30 days), fees are due and payable as per usual operations. Fees payable during closures exceeding 30 days will be determined by the Executive Board based on information received from the Vancouver Coastal Health and Ministry of Children and Family Development. Any closure of 30 days or more would also have an impact on whether spaces are held at no charge while a family is isolating for the term of the pandemic, or whether a nominal fee would be implemented. As each outbreak or pandemic is different, the guidelines around these situations would be different as well. Each situation will be decided based on information provided to the Executive Board from all the Ministries involved.

The ACCB, (Affordable Child Care Benefit), formerly known as subsidy, is provided through MCFD and may or may not be provided during a pandemic or communicable disease outbreak closure. Parents/Guardians may directly contact the MCFD office at 1-888-338-6622 to discuss MCFD's policy regarding the ACCB payments. This decision is outside of Dunbar Memorial Preschool's authority. If MCFD will not cover the fees, then parents will be responsible for the full monthly fee for their childcare if a closure under 30 days occurs.

If a parent decides to "withdraw" their child for any reason while the school remains open, the standard withdrawal notice and fees will remain in effect.