



# **PARENT HANDBOOK: 3/4'S MORNING CLASS AND OUTDOORS 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.

## Table of Contents

1. Introduction and Philosophy
2. Daily routine
  - a. 3/4's Class – Monday to Thursday Mornings 9:15am-12:15pm
  - b. Outdoor Class – Wednesday and Thursday Afternoons 1:00pm-2:30pm
3. Drop Off and Pick Up
  - a. Drop Off
  - b. Pick Up
4. Gradual Entry
5. Illness
6. Attendance
7. Outdoor Class and Outdoors Gross Motor Play
8. Parent Involvement
  - a. Snack Preparation
  - b. Parent Jobs
  - c. Meetings and Parent Education
  - d. Fundraising
  - e. Bi-Annual Preschool Clean Up Sessions
  - f. Volunteering
    - i. Criminal Record Check
  - g. School Events
9. Safety and Emergency Procedures
  - a. Food Safety
  - b. Outdoor Safety
  - c. Emergency/Evacuation Procedures
  - d. Comfort Kits
10. Field Trips
11. Toilet Training
12. Communication
  - a. Communication With The Teachers
  - b. Communication With The Executive Team
  - c. Login to Parents' Website
13. Registration and Withdrawal Procedures
  - a. Drop In
  - b. Changes to Morning Registration
  - c. Withdrawal – 3/4's Morning Class
  - d. Withdrawal – Outdoor Class
14. Active Play Policy
15. Supervision of Children
16. ADDENDUM: Pandemic/Communicable Disease Outbreak (Covid-19 Protocols and Procedures)

## **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. We have immediate access to a large outdoor playground and forested area. During rainy weather, the classroom provides a large area for gross motor development (please see our active play policy attached to the end of this handbook).

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 10am-12pm

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 at the preschool:

### **3/4's Class – Monday to Thursday Mornings 9:15am-12:15pm**

9:15-9:30am:	Circle (group) time
9:30-10:55am:	Free play and explorations based on children's interests
10:55-11:05am:	Group snack
11:05-12:05pm:	Gross motor play, games, music and movement either outside or in the gross motor side of classroom (children will go outdoors many days, so please send rain/cold/warm weather clothing and accessories as appropriate)
12:05-12:15pm:	Group time goodbye

### **Outdoor Class – Wednesday and Thursday Afternoons 1:00pm-2:30pm**

1:00-2:15pm: Exploration outdoors based on children's interests  
2:15-2:30pm: Walk back to Dunbar Community Centre  
2:30pm: Parents sign out outside 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. Once ready, everyone meets for group time on the carpet.

### **Pick Up**

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

## **GRADUAL ENTRY**

Sometimes a new experience like starting preschool can create feelings of fear or nervousness in young children. The teachers at DMP want to help your child settle into preschool 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. Gradual entry allows your child to come to school for increasing lengths of time to ease them into the experience. Gradual entry is during the first week of preschool classes for new 3 and 4 year olds. Gradual entry is optional and you will know your child best as to whether they require more or less time to settle in.

If your child attends our school for 3 or 4 days a week, the suggested gradual entry schedule is as follows:

1<sup>st</sup> day: 1 hour from 9:15-10:15am  
2<sup>nd</sup> day: 1.5 hours from 9:15-10:45am  
3<sup>rd</sup> day: 2.5 hours from 9:15-11:15am  
4<sup>th</sup> day: Full class

If your child attends 2 days a week, the suggested gradual entry schedule is as follows:

1<sup>st</sup> day: 1 hour from 9:15-10:15am  
2<sup>nd</sup> day: 2 hours from 9:15-11:15am (attending full classes the following week)

## **ILLNESS**

Children in preschool 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).

### **OUTDOOR CLASS AND OUTDOORS GROSS MOTOR PLAY**

During Wednesday and Thursday afternoon outdoor class, children explore the wooded area near Memorial Park and surrounding areas and are encouraged to follow their own interests. We explore, wonder, discover, and build a meaningful connection with nature. Rain or shine, we share stories, collect natural treasures, and have lots of fun!

If the weather presents an unsafe environment for the children, it will be cancelled on the affected day (i.e. high winds, heavy snowfall, lightning). The teachers will provide as much notice as possible; however, the class will not be refunded.

Outdoor class happens in all weather, which means appropriate clothing is key. Wearing comfortable clothing allows the children to explore and engage with their environment. Here is a list of suggested items:

#### **When it is raining:**

- Dress in layers
- Rain jacket
- Rain pants (or a one piece “muddy buddy”)
- Boots
- Warm socks
- An extra set of clothes may be needed for pick up

#### **When it is cold:**

- Gloves instead of mittens make it easier for children to use their hands
- Toque

#### **When it is warm:**

- Hat
- Sunscreen

The above list is also handy for the morning preschool days when the children go outdoors for gross motor play after snack time.

## **PARENT INVOLVEMENT**

DMP is a parent involvement preschool. Parents find involvement in the preschool satisfying, and a great way to contribute to their child's first school experience. Parents are involved in four main ways: parent job, attending meetings/parent education sessions, silent auction fundraising and bi-annual cleaning.

### **Snack**

Sitting down and sharing the same healthy snack together is an important part of our day. Children are more willing to try new foods and often encourage each other to try new foods when they eat together. Please provide a healthy snack for your child each day.

#### *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.

During class parties or special days when outside food is permitted, the teachers will advise parents on what to bring.

### **Parent Jobs**

One of the strengths of DMP is the active involvement of parents. Our preschool is run by parents, for the parents and children of our community. Your involvement by completing your parent job to the best of your ability is essential to the success of our preschool. Everyone's role is valued and needed. Parents will be asked to choose a job from our parent job list. Jobs range from housekeeping to fundraising to taking on an executive position such as treasurer.

### **Meetings and Parent Education**

General Meetings (GM's) are usually held every two months on the first Wednesday at St. Philips Church in Dunbar (3737 West 27<sup>th</sup> Avenue). General meetings begin at 7pm sharp.

Our Annual General Meeting (AGM) is usually the first Wednesday in June. At GM's, our supervisor teacher will speak briefly about what has been happening in the classroom. We will also discuss and vote on preschool business (budget, schedules for next year, upcoming events, etc). Attendance is important so your voice about the running of our preschool can be heard. New ideas are also discussed. For example, our outdoor class was launched within a month after the discussion of implementation at a GM meeting. Your involvement is greatly appreciated. Executive members meet once a month to discuss preschool business. All parents are welcome to attend these evening meetings.

One major benefit of being a member of our preschool is that it is FREE to attend parent education seminars which are presented by well known speakers on topics of parenting or child development. Usually, the seminars follow the GM and are shared with the Crown and Tom Thumb preschools. They begin at 7:30 pm and last approximately 1.5 hours long. When space is available, we open these nights to the public for a fee.

Attendance at GMs (especially the AGM) and parent education evenings is expected.

## **Fundraising**

DMP is a non for profit preschool and relies every year on a Silent Auction as our primary fundraiser. Parent participation in this event is essential. Each November/December, we hold a Silent Auction. Fundraising dollars are used towards 'extra' operating costs of the school, such as fixing and upgrading equipment, field trips and school supplies. Parents are expected to provide two items for the silent auction, which can be done by canvassing local businesses for donations, or providing any items you have on hand that are appropriate, such as unused gift certificates, weekends at a family cabin, hockey tickets, handmade items, etc.

Depending on the interest of families, we sometimes hold smaller fundraising campaigns such as family portrait sessions, poinsettias, gift cards, and Mabel's Labels.

We understand that fundraising is not for everyone, so therefore, DMP also provides an option for parents to "opt out" of the fundraising process. By making a one-time Direct Donation (as of 2019/2020 it was \$200), families can easily provide their fundraising support in a single payment at the beginning of the school year. After making the Direct Donation, you would not be expected to participate in any further fundraising activities for the rest of the year, though you would be welcome to do so. The deadline for opting to make a Direct Donation in lieu of other fundraising activities is the October general meeting. DMP also gratefully welcomes other donations of any amount. Tax receipts will be provided for donations greater than \$25.

## **Bi-Annual Preschool Clean Up Sessions**

Twice a year, in December and in June, DMP families and teachers roll up their sleeves for 'clean up sessions.' Each family will be responsible for cleaning up a portion of the classroom and/or taking home some toys to clean. These more thorough clean ups allow our children to play more safely and healthily in our classroom.

## **Volunteering**

In addition to the parent involvement mentioned above, parents may choose to volunteer in the classroom. If parents are interested in volunteering, please speak to the teachers or to any member of the executive team. Additionally, if you have any special skills or background you feel may be of interest to the students, please feel free to discuss this with the teachers. In the past, we have had enriching activities such as a parent nurse giving a talk when the children were doing a unit on human bodies, and a special Chinese New Year celebration.

### *Criminal Record Check*

It is a licensing requirement that volunteers in the classroom complete a criminal record check. This check is free for volunteers and only takes a few minutes to complete online. An individual's criminal record history is reviewed against the list of relevant or specified offences only and specifically as applicable in determining the risk that an individual may pose in a position where they work with children. It is not a full criminal record check.

## **School Events**

Throughout the school year, exciting activities and events are planned in and out of class. Even if your child does not attend on the day an event is scheduled, they are welcome to attend with a parent or caregiver's supervision. Examples of events that we celebrate are various holiday parties, Mother's Day, Father's Day, etc.

## **SAFETY AND EMERGENCY PROCEDURES**

### **Food Safety**

Our preschool has procedures regarding food safety and allergies. Any food prepared at preschool, is done so with all preparation surfaces and serving tables being properly sanitized. If your child has food allergies, please notify the school at registration.

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.

### **Outdoor Safety**

Teachers are trained to ensure the safety of the students when the children are outside during the regular class and the outdoor class. Please notify the school if your child has special needs for outside play.

### **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.

### **Comfort Kits**

DMP has a Comfort Kit Program. In the event of a disaster such as an earthquake, each student will have a prepared Ziploc bag filled with items to comfort them while they await pickup by their family or caregiver. Comfort Kits are stored in a mesh stuff sac in the back room, for quick access in case of emergency.

Important to know:

- Keep the kit as small and light as possible
- Bring the kit to the classroom by the SECOND FRIDAY after school begins

Recommended items to include in your child's Comfort Kit:

- A recent photo of your family and/or any significant people in your child's life
- A small personal item which may comfort your child (i.e. small blanket, stuffed animal, cards, crayons, a small toy, favourite book, etc.)
- NO BATTERY POWERED TOYS
- A short letter of comfort and reassurance to your child from you
- A space blanket (silver foil) and glow sticks
- Small package of tissue and/or wipes
- No food or drinks (The school has a large Earthquake Kit that contains enough drinks, water and food for at least three days.)

### **FIELD TRIPS**

Occasional field trips linked to the students’ interests will occur throughout the school year. A caregiver is expected to accompany the child. You can make arrangements to have your child

supervised by another parent/caregiver on these outings. Even if your child does not attend on the day the field trip is scheduled for, they are welcome to attend with a caregiver's supervision.

## **TOILET TRAINING**

We recognize that some children will still be potty training when attending preschool 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. If your child is in a diaper/Pull-up, a parent or caregiver must be within 5 minutes of the preschool. This is to ensure that in case of bowel movements, your child will be changed in a timely fashion.

## **COMMUNICATION**

### **Communication With The Teachers**

Parent-teacher interviews occur once a year. Should you have questions or concerns about your child outside of this time, 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).

### **Main Facebook Page and Current Parents' private Facebook Group**

As a member of the preschool, you will be invited to the current year's private Facebook page, where teachers post daily pictures and comments about the children and parents can chat about anything preschool related. Also please add yourself to our Main "Dunbar Memorial Preschool" Facebook Page.

## **REGISTRATION AND WITHDRAWAL PROCEDURES**

### **Drop In**

If space permits, part-time students can drop in for \$30/class. Our maximum class size is 16 students with 2 teachers, and this cannot be exceeded due to our licensing regulations. Please ask the teachers beforehand to ensure drop in space is available.

### **Changes To Morning Registration**

To change the number of days of attendance or the days you are attending, submit requests 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. Requests to reduce the number of days of attendance will not be accommodated after March 31 of the current school year. Whether a request is accepted or denied will depend on availability.

### **Withdrawal – 3/4's Morning Class**

All requests for withdrawal from the morning 3/4'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.

### **Withdrawal – Outdoor Class**

All requests for withdrawal from the afternoon outdoor 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 Council of Parent Participation Preschools in BC fee paid upon registration 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 9:15 and 9:45, the first 2 weeks, to allow staggering of parents.
2. Arrival is according to the following:  
CHILDS FIRST NAME BEGINNING WITH A – H: 9:15 to 9:25  
CHILDS FIRST NAME BEGINNING WITH I – N: 9:25-9:35  
CHILDS FIRST NAME BEGINNING WITH O – Z: 9:35-9:45
3. Entry will be through parking lot door to basement of the community centre ONLY. Please Queue in 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.
4. There will be a table just inside the entrance with sign in book and hand sanitizer.
5. Read “Daily Health Screening Checklist” and make sure your child (and parent) 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).
6. Have child and parent use some of the provided hand sanitizer, and use one of the pens from the “clean pens” container, then, after using, place into the “used pens” container.
7. Luckily, we have a large space with plenty of room to socially distance! 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 staying out if they show any symptoms themselves, 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. \*To allow for safe distancing of parents, we will be setting up play stations throughout the entire room for the first few weeks – gradually going back to half of the room for rainy winter days, to allow to run around/sports space in half the room as was typical.
8. 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 (adults please take off your shoes) and washes hands at the sink.
9. Play time! Adults please leave as soon as child is comfortable.

## **Pick-up**

1. Weather permitting, all pick up is to be at the community Centre Playground.
2. Teachers will have children ready with all coats, jackets and bags.
3. They will have Sign out Book available. Please sign out using own pen.
4. Bibs are to be taken home in backpack, and brought back next day.
5. Hand Sanitizer can be used by child before leaving playground.
6. Alternatively, if it is pouring rain, parents are to line up outside the parking lot door as for drop off.
7. 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.

8. Child uses hand-sanitizer before leaving premise.
9. Parents, sign out of book (again using their own pen!), and can leave with the child.

### **WHAT TO BRING TO SCHOOL**

- Mask for parents
- Inside shoes
- Backpack
- Healthy, no-nut Snack and water bottle
- Rain gear (will be going outside rain or shine)
- Change of clothes
- Comfort object (we suggest a photo of your family, or perhaps a small lovey toy that teachers can use if your child is upset. These are to be left on top of the cubby, in the bin, at all times)
- At the start of School, your child will be given a Dunbar Memorial Preschool Bib. This is their bib for the entire school term. They will wear it every time they are outside. It is the parent's responsibility to bring this home to clean as often as they prefer, and return it in your child's backpack 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.