



Esquimalt Preschool Programs

2024/2025 School Year Program Application

NAME OF CHILD: _____
(FIRST NAME) (LAST NAME)

Gender: _____ Birth Date: _____ Child's age Sept 2024: _____
Month/Day/Year

Enrolling Parent: _____
(FIRST NAME) (LAST NAME)

Address: _____ Phone: _____

Start Date: _____ Note: One Application per child required.

✓ Please check off preschool requested:

Esquimalt Recreation Centre Licensed Preschool

Mon/Wed/Fri Class 9:00am-1:00pm \$25.75/day for 10 months (not including CCFRI reduction)

*Annual fee increases commence in January (see estimated fee schedule)

Puddle Jumpers Nature Preschool (unlicensed) Saxe Point Park

Tues/Thu Class 9:00am-12:00pm \$18/day for 10 months

The program does not run during School Breaks or Stat Holidays, this is reflected in monthly fees.

Applications for September 2024 will be accepted as of 7:00am PST on Friday, March 8, 2024 via email to shannon.phelps@esquimalt.ca. Please check off the highest priority that applies to the applicant below:

- Current participants applying for the same program they are already enrolled in as of April 24'.
- Siblings of current participants
- New registrants

Incomplete Applications Will Not Be Accepted

The following information **MUST** be attached to this application package to be accepted:

- Doctor name & phone number OR name of Walk in Clinic and phone number (if no Family Dr)
- BC Care Card Number
- Full Child Immunization Record** - A **new** form is required by Childcare Licensing every year, old ones on file will not be accepted. If not immunized, please fill out the separate statement form.
- Everything is signed and completed including Parent Handbook Initialed.

For further program information please contact:

Shannon Phelps, Recreation Programmer

Phone: 250-412-8506 or email: shannon.phelps@esquimalt.ca

OFFICE USE ONLY

Date Received: _____ Time Received: _____ Staff Initial: _____

Registered in _____ Payments Scheduled \$30 Reg Processing Fee

Registered in _____ Payments Scheduled

PRE-AUTHORIZATION DEBIT PLAN AGREEMENT FORM

I, _____, authorize the Corporation of the Township of Esquimalt to process all Preschool Fees (\$30 Registration Processing Fee at the time of registration, and on the 1st of each month Monthly Program Fees, and any Late Pick-up Fees or Failure to Notify Absence Fees) incurred throughout the year by the following payment method:

Credit Card Information:

Name on Credit Card: _____

Credit Card Number: _____

VISA MasterCard AMEX

Expiry Date on card: _____ CVV Number on back of card: _____

Bank Account Information:

Please attach a cheque marked "VOID" or stamped document from your bank with account information.

Please Note: NSF Payments or declined Credit Cards will be charged a \$20 fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. For additional information regarding delinquent accounts please refer to the Parent Handbook.

Affordable Child Care Benefit (ACCB)

Yes, I am applying and/or qualify for ACCB. Guardian(s) can request an ACCB Form from the OSC Supervisor, the guardian is responsible for submitting the form to ACCB after receiving it back from the OSC Supervisor.

Please note: ACCB does not normally cover the full costs of care. A method of payment for your parent portion must be indicated above. A copy of your Authorization must be received 1 week prior to the first day of program in order to adjust your parent portion. If authorization is not received, the full amount will be charged on the 1st business day of the month. Parents are responsible for paying the full amount of the fees until we receive your approved funding.

Third Party Billing:

Yes, I require third party billing.
The second party splitting the cost of care is: _____

The second party MUST complete a separate Pre-Authorization Debit Plan Agreement Form.

Email Address for all receipts and communication: _____

Guardian Name: _____

Guardian Signature: _____

CHILD EMERGENCY CONTACT CARD 2024/2025

CHILD'S
PHOTO

*Please Insert digital headshot
photo of your child in case of
emergency*

CHILD'S NAME: _____
FIRST NAME LAST NAME

BIRTHDATE: _____ CHILD'S AGE SEPT 2024: _____
Month/Day/Year

GENDER: _____ Pronouns (Optional): _____

ALLERGIES: _____

CARRIES AN EPI PEN (YES/NO) _____

DIETARY RESTRICTIONS: _____

MEDICATIONS: _____

SUPPORT NEEDS: YES/NO (Inclusion Form Attached) _____ PHOTO CONSENT (YES/NO) _____

CHILD DOCTOR/WALK-IN CLINIC NAME (REQUIRED): _____ OFFICE PHONE: _____

CHILD'S BC CARE CARD #: _____

PRIMARY GUARDIAN(S) CONTACT INFO (please list best number to reach you)

1. GUARDIAN NAME: _____ CELL PHONE# _____ WORK PHONE# _____ HOME ADDRESS: _____ RELATIONSHIP TO CHILD: _____	2. GUARDIAN NAME: _____ CELL PHONE# _____ WORK PHONE# _____ HOME ADDRESS: _____ RELATIONSHIP TO CHILD: _____
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CUSTODY/PROTECTION ORDER(YES/NO): _____ Relationship Child: _____

NAME OF PERSON(S) NOT ALLOWED ACCESS TO CHILD: _____

***Please provide copy of Custody or Protection Order in place for your child. This is a Licensing Requirement.**

PERSONS AUTHORIZED TO PICK UP YOUR CHILD OR CONTACT IN CASE OF EMERGENCY

(Minimum of 2 alternate *Emergency/Pick-up* contacts are required must be different than parents/guardians)

EMERGENCY CONTACTS /ALTERNATE PICK-UP LIST (Must be 16 years-old to pick-up from Licensed Programs)

- 1. NAME: _____ Relationship to Child: _____ PHONE: _____
- 2. NAME: _____ Relationship to Child: _____ PHONE: _____
- 3. NAME: _____ Relationship to Child: _____ PHONE: _____
- 4. NAME: _____ Relationship to Child: _____ PHONE: _____
- 5. NAME: _____ Relationship to Child: _____ PHONE: _____
- 6. NAME: _____ Relationship to Child: _____ PHONE: _____

CHILD EMERGENCY CONTACT CARD

PARENTAL CONSENT

CHILD GENERAL HEALTH INFORMATION:

Does your child require any extra support (behavioural, emotional, physical, intellectual, language, etc.) or has any health problems that we need to be aware of? Yes No

If yes, please fill out the attached Inclusion Intake Form and submit with your application package.

Does your child take any regular medications? Yes No

If yes, explain: _____

- If your child has Asthma: Please fill out and submit the **Asthma Form**
- If your child has an Anaphylactic Allergy: Please fill out and submit the **Anaphylaxis Form**
- If your child takes medication during program hours you must also complete and submit the **Authorization to Administer Medication Form**

ACKNOWLEDGEMENT & CONSENT

By signing this document, I hereby acknowledge that I have read and consent to the following:

- I give permission for the listed Emergency Contacts and Alternate Pick-ups to pick-up my child from the Esquimalt Preschool Program
- I hereby give permission for my child to go on out trips arranged by Esquimalt OSC Programs.
- I understand that in the case of an accident or illness, Esquimalt staff will phone an ambulance and a staff person will accompany my child to the hospital. I give authorization for emergency health care.
- I understand that by enrolling my child, I am responsible for the total cost of care. I understand that if I wish to withdraw my child’s enrollment, I must provide 30 days written notice to the Rec Programmer (Shannon Phelps). I accept all responsibility for payment of all accounts rendered to my family.
- I have read and accept the policies and procedures outlined in the Parent Handbook.
- I certify that the information given in this form is complete and true in every aspect, and that I am the legal guardian.

Parent/Guardian of: _____

PARENT/GUARDIAN NAME

SIGNATURE

DATE

PHOTO CONSENT: I understand that my child’s photo may be taken during preschool program activities. I consent that The Township of Esquimalt may use my child’s photo for promotional purposes. For example, to promote programs on the Township website, parent newsletters, print ads, social media or other promotional materials. YES/NO: _____

Parent Name: _____ Parent Signature: _____



ESQUIMALT PRESCHOOL PROGRAM PARENT HANDBOOK

School Year Program 2024/2025

Welcome to Esquimalt Recreation Centre Preschool! We are pleased you are joining us and we have many opportunities for your child(ren).

OUR PHILOSOPHY

We are a team of caregivers who honour and value the relationship between a parent and their child. We respect a family’s expertise when it comes to their child and believe that it is a privilege to be a part of your family’s life. We believe that children need LOVE from their parents and teachers to grow and develop above everything else.

We work hard to create a safe, supportive and nurturing environment, keeping the best interests of the children in mind. We believe that for children to be successful they need to be exposed to rich programming based on the ECE Learning Framework:

1. Well being and Belonging
2. Exploration & Creativity
3. Languages & Literacy
4. Social Responsibility & Diversity

We welcome you into our Preschool Program, where we offer a positive environment for children to be supported and guided by educators who care for one another and truly are passionate about their role they play in the lives of the children.

OUR GOALS

- To provide a safe and nurturing environment for children ages 3-5 years
- To provide a healthy learning atmosphere where each child can feel safe, respected and valued while meeting their social and emotional developmental needs
- To work with each child’s parents/guardians and with child & family related professionals to provide a holistic approach in meeting the child’s needs
- To encourage each child to develop to his or her full potential

We wish to recognize and acknowledge the Songhees & Esquimalt Nations on whose traditional territory we live, we learn, and we do our work.

FIRST WEEK OF PRESCHOOL

An email will be sent in August to give you information regarding the first day as an “Open House”. This will be an introductory day for parents to remain with their children, help ease any separation anxiety or worries. It is also a great time to meet some of the other parents and ask any questions you may have of your instructors.

SCHOOL YEAR PROGRAM

Preschool (3-5yrs)

Allow your child to explore their creativity through an array of exciting activities. Our ECE certified staff embrace the Reggio Emilia approach which encourages exploration and focuses on the importance of community and self expression. Activities and projects are child-lead, based on their ideas and interests and the ECE Learning Framework. The day will include free play, arts & crafts, singing & dancing, story time, outdoor play and more. We strive to create a welcoming, fun and safe environment for your little one to grow and develop their cognitive, physical and social skills at their own pace.

Preschool Readiness:

When you are determining if your child is ready for preschool please consider these factors:

1. Can my child happily say goodbye with a quick hug and kiss at the door?
2. Is my child still getting sleepy late in the morning or do they still take a morning nap?
3. Is my child able to go to the bathroom without help of wiping, washing hands pulling up and down pants?
4. Is my child overly emotional or struggle with transitions?
5. For the afternoon program – Is my child still full of energy in the afternoon or do they nap or get very tired during this time?

Transitions:

Coming to Preschool is a big step in your child’s development and the first step towards more independence. As a caregiver, please work towards quick good byes at the door. This could be a little hug or kiss and a wave while the parents are at the door signing in. This needs to be initiated by the parents and not the preschool teachers.

Importance of Routines:

Children need predictability and routine. It helps them to feel stable, safe and in control. Setting a routine before preschool is just as important as the Preschool routine. This includes a good night’s sleep, and a morning routine at home before school so that they are physically and emotionally ready for the day at preschool.

PRESCHOOL EXPECTATIONS:

Please find below the “Preschool Expectations.” These are guidelines for expected behaviour while participating in our programs. Please take the time to read the rules and discuss them with your child. We also value that children need to take responsibility and be held accountable for their behaviour.

At Preschool our goal/expectations for participants, staff, and parents will:

- 1. Stay Safe:** be aware of your surroundings and how your actions impact those around you and yourself (e.g. use walking feet, have a calm body, keep hands and bodies to ourselves, wear weather appropriate clothing, eat healthy snacks).
- 2. Be Respectful:** to your friends, teachers, the environment, and yourselves (e.g. listen to others, problem solve with words, talk calmly, take turns, share, look at nature, take a break from the group when you need to).
- 3. Have Fun:** have a positive attitude and enjoy the activities available to you (e.g. play safe, include your friends, suggest activities to the teachers, be creative).
- 4. Try Our Best:** try new activities and problem solving before asking a teacher for help (e.g. ask friends for help, be patient, encourage friends in a new activity, keep your body calm with 3 deep breaths).

Bathroom & Toileting:

All children **MUST** be toilet trained before starting preschool. We recommend that children be fully potty trained for a minimum of 1 month before starting preschool. We understand that accidents happen, please ensure your child has a change of clothes packed each day in their back packs. It is important to note that staff cannot help with actual toileting like wiping. Consider preparing your children to be able to pull pants up and down, wipe, flush toilet, and wash hands. These are easy things to practice at home!

Snacks & Drinks:

1. Please bring a large healthy lunch and snacks and water bottle to program each day.
2. Possible sugary snacks will only be provided on special occasions, such as birthdays and holidays. **Parents/guardians please do not send candy, chocolate bars, soft drinks, gum, etc.**
3. We will never force children to consume any food or drink.
4. Safe drinking water will always be available to children at all times. We ask that you do **NOT** send any juice boxes as we see them often wasted or children fill up on juice and have no room left for a healthy snack.

Clothing & Items Needed Daily:

Children will be playing inside and outside each day. Please dress appropriately for the weather and for preschool. Expect children to get dirty! Here is a list for items needed for the year.

Indoors:

- Indoor shoes –must be able to run safely
- One complete change of clothes (labelled) in their backpack (underwear, socks, pants, top)
- Healthy lunch and snacks
- Water bottle (No juice boxes)

Cold or Rainy Days:

- Winter or raincoat
- Wind or rain pants
- Muddy buddy (optional)
- Rubber boots
- Winter hat
- 2 pairs of gloves (one to wear, one for the bag)

Hot Sunny Days Outdoors:

- Water bottle
- Sun hat (that has a peak to provide shade for the face)
- Sunscreen – please put this on before you come, small bottle for reapplying.
(we will not share sunscreen due to allergies)

What to Expect: A Typical Day

9:00am – Greetings & Activity Stations (sensory play, puzzles, building, arts & crafts etc.)

9:45am – Clean-up, body break, wash hands

10:00am – Snack and story

10:30am – Outside time or gym day – with active play/circle time

11:30am – Quiet book time/ learning stations

12:00am – Lunch

12:25 – Clean up, get ready for outside

12:30 – Outside play

1:00- Pick-up time

****Schedule subject to change****

Field Trips

We occasionally take walking field trips. For example, trips to the Esquimalt Library, Memorial Park, Saxe Point Park and the Firehall. We usually like to plan one year-end field trip to a fun location such as Butterfly Gardens or Beacon Hill Park Petting Zoo. These driving out-trips require parent participant and drivers.

PROVIDING A SAFE ENVIRONMENT

Staffing Levels

There is an on-site manager and ECE licensed staff for all Preschool Programs. The staff to child ratio is 1:10, with a maximum of 20 participants. All Esquimalt Preschool staff must meet the following criteria:

- ECE License to Practice – Head Teacher
- ECE Assistant License to Practice/Responsible Adult – Assistant Teacher
- First Aid & CPR-C Certification
- Criminal Record Check
- 3 Reference Checks

Licenses & Inspections

Esquimalt Parks & Recreation Staff are committed to providing quality leadership and care for all children involved in licensed care programs. All rooms are licensed by Vancouver Island Health Authority and are regularly inspected by Licensing Officers. The Esquimalt Fire Department has inspected and approved all sites and we complete monthly fire drills and annual earthquake drills.

Accidents

In case of an emergency, the staff will contact parents/guardians. If the parents/guardian cannot be located, the staff will attempt to locate an alternate contact to take the child to the doctor/hospital/home. If the incident is serious and requires calling Police/Fire/Ambulance they will be called first, the child's health and safety will be the priority. We will then notify parents/alternates as soon as reasonably possible.

Emergency Situations

Preschool Staff are trained to follow Esquimalt Parks & Recreation Emergency Procedures during emergency situations such as fire and earthquake. Emergency Evacuation Procedures are posted in the Centre. Fire drills are conducted monthly. Please note that programs are equipped with cell phones and staff will attempt to contact parents/guardians during/after an emergency.

Missing Children Policy

Child abduction is a serious problem that concerns everyone. If a child is missing, program staff will immediately follow the procedures listed below:

- 1) Speak with staff and children to find where child was last seen playing or going.
- 2) 1 Staff thoroughly searches the location and surrounding area.
- 3) 1 Staff gathers the entire group together and do a head count and role call, the group stays together until the child is located.
- 4) Head count again and seek any information from the group (ie: gone to the bathroom, walked away crying, left with parent/adult).
- 5) Call Supervisor
- 6) If still not found within 5 min call 9-11 (police)
- 7) Get another Staff to phone parents/guardians

Last Updated: March 2024

Absence Notification

If your child will be absent from the Preschool Program whether it be general illness or vacation

1. **Please text the Preschool Staff Phone # 250-883-9104**
2. If your child is suffering from a Communicable Disease, such as Chicken Pox, Hand Foot & Mouth Disease, Pink Eye, Head Lice & Fifth Disease: please email the Recreation Programmer Shannon.phelps@esquimalt.ca as these are required to be reported by licensing.

SCHOOL CLOSURES

Statutory Holidays

All Preschool Programs are cancelled on statutory holidays (see closure dates below)

Other School Closures

In the event of facility closures due to strikes, weather, or other imposed causes outside the control of Esquimalt Parks & Recreation, reimbursement of fees will apply if the program does not operate. If SD61 Elementary Schools close (snow days) then we will also be closed. Refunds would then be issued.

Preschool School Year Calendar Dates for 2024-2025

First Day of Preschool (Open House)	Monday, September 16, 2024
STAT –National Day for Truth and Reconciliation	Monday, September 30, 2024
STAT – Thanksgiving	Monday, October 14, 2024
STAT – Remembrance Day	Monday, November 11, 2024
Last day before Winter Break	Friday, December 20 th
Winter Break	December 21 - January 5, 2025
Preschool re-opens after Winter Break	Monday, January 6, 2025
STAT – BC Family Day	Monday, February 17, 2025
Last day before Spring Break	Friday, March 14, 2025
Spring Break	March 17 – March 28, 2025
Preschool re-opens after Spring Break	Monday, March 31, 2025
STAT – Good Friday	Friday, April 18, 2025
STAT – Easter Monday	Monday, April 21, 2025
STAT – Victoria Day	Monday, May 19, 2025
Last day of Preschool	Friday, June 13, 2025

** These dates are based on School District 61 proposed calendar for the school year 2023-2024. You will be given a final calendar with important date information at the beginning of Preschool in September 2024.

ACTIVITY CALENDAR/NEWSLETTER

A monthly activity calendar will be handed out to parents/caregivers at the beginning of each month. This handout will outline the month’s daily activities and reminders to parents.

REGISTRATION INFORMATION:

To be accepted & registered for the preschool program you must complete and return:

- Registration Form (emergency/medical information, walk in clinic or doctor)
- Immunization Record – new one each year required by Licensing
- Pre-Authorized method of Payment Plan form
- Signed form confirming you have received and read a copy of the Parent Hand Book

PAYMENT & FEES:

Post-dated monthly payments are due at the time of registration by completing the Pre-Authorized Debit Plan Agreement form. A NON-REFUNDABLE Registration Processing Fee of \$25 per family is required upon registration. Those applying for subsidy are still required to pay this fee.

Monthly fees are based on the number of actual school days per month.

Fee Schedule

Mon/Wed Class	9:00am-1:00pm	\$25.75/day for 10 months
Late Pick Up		\$5 for every 5 minutes
NSF Payments		\$20
Registration Processing Fee (School Year Program)		\$30

Please keep all receipts for income tax purposes and for proof of payment in case problems occur (i.e. computer/human error etc.).

Affordable Child Care Benefit (Subsidy)

Post-dated payments (EFT or Credit Card) are required at time of registration. Once authorization has been received from Child Care Subsidy, you will be notified with the new amounts owing as your parent portion. Please apply as soon as possible as there is always a delay and it can take up to 3 months to be authorized. The form required for applying for the Child Care Benefit for Preschool can be picked up at Reception.

Withdraws & Refunds

Please provide 30 days notice in writing to Shannon.phelps@esquimalt.ca. Verbal notification to staff is not sufficient notice. Once notification has been received the next months fees will be prorated based on the 30 days and future post-dated payments will be cancelled.

No refunds or credits are given for days absent due to illnesses, appointments, extra curricular activities, visiting friends, vacations, missed field trips etc. In the case of extended illness, please contact the Programmer for further information.

Dishonored Payment

Payments returned NSF will be subject to a \$20 NSF fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. No more than two NSF payments will be allowed. If two payments have been returned NSF, all subsequent payments must be made by an alternative payment method.

Delinquent Account

If an account is more than two months or \$400 in arrears, you will be notified by letter and the following process will take place:

- 50% of the total balance is due within two weeks from the date of the letter. Failure to do so will result in refusal of childcare service.
- A payment plan for the remaining balance will need to be discussed with Seth Jerome 250-412-8506 immediately. Failure to do so will result in refusal of childcare service.
- If payment is not received, no future payment plan made, or there is no response from the parent/guardian acknowledging the debt, childcare service will stop immediately. The account will be forwarded to the finance department of the Township of Esquimalt for further collection proceedings.
- All outstanding fees must be paid in full before the child(ren)/siblings may be placed on the waitlist or permitted to re-join the program.

Waitlist Policy

If a space becomes available for your child you will be emailed the information and you will have 48 hours to respond before we remove your child's name from the waitlist. Response **must** be completed in writing.

PARENTAL RESPONSIBILITIES

Attendance

To prevent any "lost child" concerns it is imperative that parents sign their child in with a staff member in/out of program each day.

Illness

Esquimalt Parks & Recreation is committed to providing a safe and healthy environment. If your child is sick or displays the following symptoms, we ask that you make alternate arrangements: a persistent fever (38.3c or higher), unexplainable rashes, vomiting, diarrhea, cough/sore throat/runny nose (with listlessness), or is too ill to enjoy Preschool activities.

Program staff reserves the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition.

Last Updated: March 2024

Illness

During the program, if your child becomes ill, our staff will follow these procedures:

1. Contact a parent/guardian to come pick-up the child. If you cannot be located, a staff will contact an alternate pick-up person to take the child home.
2. A record of any notification of illness or injury will be maintained by Preschool staff.
3. The child will be provided with a quiet and clean resting place, under the supervision of program staff, while waiting for pick up.

Hand Hygiene

Hand washing with plain soap and water or using an effective hand sanitizer reduces the spread of illness. Esquimalt preschool staff will provide regular opportunities for staff and children to wash hands with plain soap and water for at least 20 seconds or use alcohol-based hand rub containing at least 60% alcohol. Staff will ensure children practice proper hand hygiene before eating and after using the toilet.

Medication

If your child requires the administration of medication during program time, it is the parent/guardian responsibility to deliver any medication and administration instructions directly to the head teacher. A "Permission to Administer Medication Form" must be completed.

Epi-Pens & Inhalers

A completed Emergency Medication Care Plan must be submitted with this application. The child is responsible for carrying the epi-pen/inhaler at all times. Children will not be accepted into the program with an expired epi-pen/inhaler.

Clothing Requirements and Lost/Found

Children will be outdoors every day. Ensure your child is appropriately dressed or supplied with indoor/outdoor clothing, a jacket is required from Oct to April. The Lost & Found table is located at the entrance to the Preschool room, please check for your child's belongings regularly.

Items from Home

Children are asked to keep their personal toys at home. In our experience toys get lost or could cause conflicts amongst the children over sharing these items. There may be an occasion in which the teachers will ask children to share a toy from home, please encourage children to bring in a toy just on those occasions. If a toy does make its way into their bags, we will ask that it please stay in their cubby area. The Preschool Program is not responsible for lost, stolen, or broken toys and articles that are brought to program.

Pick Up Procedure

When a child is picked up the parent/guardian/alternate is responsible for signing out with a staff member so that staff are aware that the child is being picked-up from the program. Staff will require **Government Issued Photo Identification** from anyone picking up a child. This includes parents, older siblings, babysitters or anyone else on the authorized pick up list.

Late Pick Up

If the parent/guardian has not picked up the child within 10 minutes of the end of the program, staff will try to contact the parent/guardian. If unable to make contact, staff will make all attempts to contact an alternative contact person to pick-up the child. If all authorized adults are unavailable and the parent/guardian has not contacted the Preschool program within 30 minutes of the end of the program, preschool staff will notify the Ministry for Children and Family Development. If late pick up is an ongoing problem, childcare service may be terminated.

Unauthorized Pick Up

Children will not be permitted to leave the Centre with anyone who is not named as a responsible alternate person on the pick-up list unless Preschool staff have **expressed permission in writing from the legal guardian** to release the child into their custody. If an unauthorized person arrives to pick up a child, the child will not be released. Preschool staff will speak to the individual and explain the policy that children will not be released without written authorization from the parent/guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children (CCLR 50). If necessary, the police will be called for assistance.

Alleged Impaired Pick Up

It is Preschool staff responsibility, to the extent it is possible, **not to release a child to an authorized person who is unable to adequately care for a child**. If Preschool staff believes a child to be at risk and feel comfortable in approaching the individual, they will offer to call an authorized alternate to pick up the person and child, or offer to call a taxi to pick them both up. If the person is driving a vehicle, Preschool staff will explain that they are obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get in the car with or without the child, Preschool staff will immediately notify the police and provide a description of the car and geographic vicinity. If Preschool staff believe the child is in need of protection, they will call the Ministry for Children and Family Development.

Custody & Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The parent/guardian is responsible for providing accurate and up to date information concerning legal guardianship of the child. Without a custody or court order on file, Preschool staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented.

Behavioural Guidance Policy

Our environment helps foster social development and self-esteem. Our educators work collaboratively as a team to encourage appropriate behaviours. When a child is struggling with a behavior our educators address the behaviour in a calm and personal manner. Patience and repetition of expectations will help support the child in finding a positive way of dealing with the situation. Allowing children to experience natural consequences helps them learn problem solving and experience cause and effect.

The Esquimalt Preschool Program will however also follow the recommended discipline guidelines as set out by the Island Health. The purpose of guidance and discipline in this centre is to provide a safe and healthy environment in which every child can feel safe, respected and valued.

1. Guidance and discipline is consistent and is based on individual needs and development. We strive to promote self-discipline by using positive reinforcement techniques to help the child control or change his/her behaviour.
2. The techniques we use include verbal reminders such as “walking feet” or “inside voices”; separating two or more peers; removal from the activity or room; practice expected behaviour such as walking quietly in the hall; time with a different adult in another room; loss of an item, activity, or privilege; time out from the activity; physical guidance such as leading a child to their chair to clean up after snack; and physical holding which is used only when a child’s safety is in immediate danger, such as stepping into the road.
3. Children will never be subjected to harsh treatment of any kind such as shaking, striking or spanking. There will be no harsh or belittling language used at any time. Physical punishment or withholding food will never be used as a means of discipline.
4. The following behaviours are not acceptable in the Preschool Program and all incidents will be documented with a Behaviour Incident Report: physical aggression, self injury, disruption/tantrums, inappropriate language, verbal aggression, non-compliance, social withdrawal/isolation, running away, property damage, unsafe behaviours. Parents will be notified by phone or at pick up time. Parents may request a copy of the report.
5. If a child/parent/guardian/alternate does not respect the Preschool Expectations, an incident report will be written and the procedure will be as follows: non-applicable, talk with child, contact family, parent meeting, arrange behavioural consultation, reduce hours in program, early pick-up, and termination of care.
6. The Preschool program reserves the right to suspend or terminate childcare service at any time, including when:
 1. An incident is considered severe, such as threatening to injure another person, purposefully injuring another peer or adult, and running away from the programs site or boundaries and refusing to return.
 2. The Preschool program has implemented all reasonable program modifications and strategies to support the child, and the frequency and level of challenging behaviour continues to escalate.

Children Requiring Extra Support

We are a facility that would like to adapt our program for children with special needs (including physical, mental, emotional, behavioural, developmental, or health needs). Parents/Guardians of children with known special needs must disclose and discuss their child's needs with the Recreation Programmer prior to enrollment. **Failure to do so may result in termination of services.**

If a child has special needs, or subsequently develops special needs, Esquimalt Preschool, in consultation with the parents, will develop an Individual Care Plan ("ICP") for the child that ensures the health, safety and well-being of the child, other children, and staff.

If Esquimalt Preschool, in consulting with the parents in making the ICP or after implementing the ICP, determines that the child's needs cannot be met in light of the Centre's obligations to all children in the program and its staff, Esquimalt Preschool may decline to enroll or continue the enrolment of the child.

** Special needs include children with OR without a diagnoses, but are experiencing difficulty with emotional, behavioural, developmental, or health needs.

IS YOUR FORM COMPLETE?

Please ensure this application form is completed in full, the following information **MUST** be attached to this application package:

- ***Doctor Information & Phone Number** -name of Walk in Clinic if no doctor, this is a Licensing requirement, chose most frequented Walk In Clinic if necessary. **DO NOT LEAVE THAT AREA BLANK.**
- BC Care Card Number
- **Immunization Record**
- Contact and Emergency Contact names and numbers
- Everything is signed and completed including Parent Handbook initialed on each page.

Thank-you for choosing Esquimalt Preschool!