



**Gobind Sarvar PreSchool**  
**&**  
**School Age**

8820-168 Street  
Surrey, B.C V4N 6G7  
Phone: (604) 930 2122

**Policy Manual**  
**&**  
**Parent Handbook**

## PHILOSOPHY

At Gobind Sarvar Preschool we believe that:

Children are entitled to environments and opportunities that foster positive emotional, social, cognitive and physical development and that value inclusivity, multiculturalism, interdependence and dignity.

Families are entitled to be involved in a meaningful way in their preschool experience and deserve assurance of safe, quality care for their child.

Staff are entitled to work in an environment which recognizes and respects their training, skills and commitment to child care and which demonstrates this through respectful communication and personnel policies.

The Gobind Sarvar Preschool enhances the lives of children, their families and the community by providing a caring and supporting environment for the children to grow, learn and explore.

# BEHAVIOURAL GUIDANCE POLICY

The goal for guiding children's behaviour is to assist children in developing respect, self control, self confidence and sensitivity in their interactions with others. Guiding children's behaviour is an ongoing process. Guiding children's behaviour is done while appropriate behaviour is occurring, as well as before, during, and after socially unacceptable behaviour is displayed.

Positive guidance techniques will be used to encourage appropriate behaviour. They include:

1. Establishing clear, consistent and simple limits
2. Stating limits in a positive manner, rather than negative
3. Focusing on the behaviour, rather than on the child
4. Stating what is expected, rather than pose questions
5. Providing real choices
6. Allowing time for children to respond to expectations
7. Reinforce appropriate behaviour with both words and actions
8. Encourage children to use staff as a resource when there are occasions that they can not resolve issues on their own

Inevitably there will be occurrences of inappropriate behaviour; it is at these times there may be a need to intervene, The following intervention strategies or combination of the strategies will be used to help ensure that guidance is supportive rather than punitive.

1. Gain attention in a respectful way
2. Remind children of the appropriate behaviour
3. Acknowledge feelings before setting limits
4. Redirect or divert when appropriate
5. Model problem solving skills
6. Offer appropriate choices
7. Use natural and logical consequences
8. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.

GSP staff will ensure that no child enrolled in the preschool facility while under our care is:

- Subject to shoving, hitting, shaking, spanking or any other form of corporal punishment
- Subject to harsh belittling or degrading treatment whether verbal, emotional or physical that would humiliate the child or undermine the child's self respect
- As a form of punishment, confine, physically restrain or kept, without adult supervision apart from other children
- As a form of punishment, deprived of meals, snacks rest or necessary use of toilet

Special attention has been given to the daily program and playroom design with the objective of promoting positive interactions with peers and staff, minimizing inappropriate behaviour and

helping children to learn to get along with others. Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behaviour.

## **Nutrition and Menu Planning**

Food plays an important part in the development of children. Gobind Sarvar Preschool provides an opportunity for children to learn about healthy foods and eating, and is also a wonderful avenue to celebrate cultural diversity. GSP Staff will provide opportunities for children to learn about food and nutrition through games, stories, and experiences that reflect positive messages. A supportive environment is necessary; staff will sit with children providing them with encouragement. Children enjoy eating in a social environment with their peers and care providers.

### **Responsibilities of Children, Parents and Staff**

Children are responsible for deciding how much they will eat. Parents will provide snacks and or lunch, with special diets in mind. We are a nut free, egg free, and meat free zone. All foods provided should be developmentally appropriate and new foods should be introduced at home before sending to the centre. It is the responsibility of both parents and staff to ensure choking precautions are in place when serving food to young children.

### **Special Diets**

Parents shall provide the appropriate foods if their child has special considerations.

### **Allergies**

Allergies can be life threatening. It is the responsibility of parents and GSP staff to ensure that necessary foods are restricted while providing a maximum variety of foods. A list of foods to be avoided will be updated regularly and posted. Appropriate emergency procedures will be in place, including staff training to prepare for the event of an allergic reaction.

## REPAYMENT AGREEMENT POLICY

Confirmation of placement and entry date will be decided by the manager based on availability of seats. Families offered space will be given 24 hours to decide. If no response is received within 24 hours, the space can be offered to the next family on the waitlist.

Parents pay a non-refundable \$100.00 registration fee plus one month fee after they confirm acceptance of the space. NSF cheques are subject to \$35.00 service charge.

The monthly fee must be paid at the beginning of each month for the childcare services which will be provided during that month. Post-dated cheques or credit card authorization for the first day of each month is also acceptable.

If a parent/guardian accepts a space but subsequently withdraws before the entry date, parent / guardian is liable for the first month's fees unless the withdrawal date is greater than one month prior to the entry date.

One calendar month notice is required if a parent/guardian wishes to withdraw the child from the facility.

One month's notice will be given to the parent/guardian if the licensee is unable to continue to provide care to a child.

No refunds or adjustments will be provided if a child is sick and unable to attend the facility.

Refunds will be given if the caregiver is sick and unable to provide care to a child.

If the facility is closed due to statutory holidays, fee must be paid, no refunds for statutory holidays

No refunds or adjustments will be provided if the parent/guardian is on vacation and/or not working and the child does not attend the facility.

In order to ensure a space for the child, full monthly payments must be made regardless of absence due to sickness, vacation or statutory holidays.

**GOBIND SARVAR PRESCHOOL AND SCHOOL AGE CENTRE**  
**REPAYMENT AGREEMENT CONTRACT**

I understand that:

Parents pay a non-refundable \$100.00 registration fee plus one month fee after confirmation/acceptance of the space by Gobind Sarvar Preschool and School Age Centre. NSF cheques are subject to \$35.00 service charge.

The monthly fee must be paid at the beginning of each month for the childcare services which will be provided during that month. Post-dated cheques or credit card authorization for the first day of each month is also acceptable.

If a parent/guardian accepts a space but subsequently withdraws before the entry date, parent / guardian is liable for the first month's fees unless the withdrawal date is greater than one month prior to the entry date.

One calendar month notice is required if a parent/guardian wishes to withdraw the child from the facility.

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If the facility is closed due to statutory holidays, fee must be paid, no refunds for statutory holidays

No refunds or adjustments will be provided if the parent/guardian is on vacation and/or not working and the child does not attend the facility.

In order to ensure a space for the child, full monthly payments must be made regardless of absence due to sickness, vacation or statutory holidays.

***I have read and fully understand the policy and will abide by the rules***

Name of parent/guardian and signature \_\_\_\_\_ Date

Licensee name and signature \_\_\_\_\_ Date

**GOBIND SARVAR PRESCHOOL AND SCHOOL AGE CENTRE**  
**SAFE RELEASE OF CHILDREN POLICY**

The Gobind Sarvar Preschool staff is committed to the safe release of each child.

A parent / guardian must authorize up to 3 individuals to pick up their child from child care. Authorized individuals will be required to present valid identification to pick up the child from the centre. We will not allow your child to leave with an unauthorized person without your permission. This is for the safety and protection of your child.

I authorize the following individuals to pick up my child from the preschool:

- Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If an unauthorized individual comes to pick up my child from the preschool, I can be contacted at the following number:

Phone: \_\_\_\_\_

All parents and guardians must make sure that a staff person knows that the child has been dropped off or is being picked up from preschool.

If anybody, including parent/guardian and authorized person comes under the influence of drugs, alcohol or is intoxicated, the child will not be released. The staff will:

- Record the incident in a log book
- Inform the other emergency contacts on file to pick up the child
- Inform the police if there is any kind of resistance

***I have read and fully understand the policy and will abide by the rules***

**Name of parent/guardian and signature** \_\_\_\_\_ **Date**

**Licensee name and signature** \_\_\_\_\_ **Date**

## Emergency Plan and Procedure

There is an emergency evacuation policy that is reviewed, practiced and recorded on a regular basis by Gobind Sarvar Preschool staff.

Children will be prepared for what is expected of them to do. Having regular drills will also help the children to feel less stressed and panicked in stressful situations. After each drill, teachers will gather the children and discuss as a group what may happen in a real situation. Teachers will refer to additional resources for more information on emergencies and safety preparedness.

### **Contact Numbers:**

In the case of an emergency and when the preschool phone can't be reached, parents/guardians can contact the following numbers:

**Amarjit Sangha:** (778) 552-4030

**Ranbir Bhangu:** (778) 882-4909

**Sapna Parmar:** (604) 781-9522

Parents/guardians are asked to call all local numbers first but sometimes local calls don't connect and long distant ones will. Having a phone number outside the disaster struck area will enable parents/families to communicate with us through this third party.

Parents/guardians are asked to contact one of the following long-distance phone numbers that will be outside the disaster struck area:

**Sangram Singh:** 1 (780) 993-0108 - Edmonton, Alberta

**Raghubir Singh Chagar:** 1 (416) 939-6261 - Toronto, Ontario

### **Evacuation Plan:**

Should the building become unsafe, the staff will instruct/situate the children to line up and evacuate the building through one of the emergency exits and walk the children out to a safe location. An evacuation drill will be implemented once a year. Parents will be informed ahead of time for their involvement in the drill.

Our emergency meeting area is under the large tree in the parking lot across our main entrance door, in the case of it being unsafe, the fence in front of the basketball court will be used.

A staff member will line up the children at the back door and situate infants (if any) in the wagon and bring the attendance book

The second staff member will do a facility walk through to check all areas inside where children may remain, and will make sure to carry an Emergency First Aid kit located in the kitchen, the emergency supplies kit located in the kitchen as well, and the children's emergency contacts list is near the phone line.

Attendance will be taken at the designated meeting area by calling out the name and visually confirming the child and adult.



All staff will remain with the children until their parents are able to collect them

If necessary, attempt to contact our out-of-town emergency contact persons to notify them of the situation and that they will need to start acting as a third party between Gobind Sarvar Preschool and the parents/guardians.

**Fire Drill:**

**Policy:** In accordance with Child Care Licensing Regulation, Gobind Sarvar Preschool will implement a practice fire drill once a month.

**Procedure:**

- Fire drills will take place once a month and will be documented on the schedule sheet posted by the Manager's Office
- Announce to the children to STOP what they are doing and that we are conducting a Fire Drill. Staff members are asked to use a bell and their voice
- A staff member will line up the children at the main entrance and bring the attendance book
- The second staff member will do a facility walk through to check all areas inside where children may remain, and will make sure to carry an Emergency First Aid kit and the children's emergency contacts
- Evacuate the children through the entrance
- Children will be taken to the emergency meeting area under the large tree in the parking lot across our main entrance, in the case of it being unsafe, the basketball court fence
- Attendance will be taken and once complete, the children and staff are to return to the building to resume with the activities
- All staff will be trained to know how to use the fire extinguisher

**Earthquake Drill:**

**Policy:** An earthquake drill will be conducted once a year to teach the children safe and appropriate techniques in case of an earthquake.

**Procedure:**

- It will be announced to the children to STOP what they are doing and that we are conducting an Earthquake Drill. Staff members are asked to use their voice
- The safety technique of drop and cover will be used
- Everyone should cover their head and face in a crouch position and face away from windows
- Children will be instructed to move quickly and take cover under a desk or table, in a corner or door way
- Count to 60 and wait until the shaking has stopped
- Wait 10 minutes when the earthquake is over, for aftershocks, before evacuating the building

- Instruct the children to line up and follow the evacuation plan

## **Health, Illness and Medication Policy**

At Gobind Sarvar Preschool, the health and well being of your child is our highest priority. In order to promote a safe and healthy environment and to prevent the spread of illness, our staff will ensure that:

- Proper hygiene is maintained
- Correct hand washing techniques are used by all adults and children
- Families are notified of any outbreak or contagious disease
- Universal precautions are used for handling of bodily fluids

### **IMMUNIZATIONS**

It is recommended that all childhood immunizations are current. Gobind Sarvar Preschool requests that immunization records and information be provided during registration, even if the child is not immunized. Children who have not been immunized must be kept at home if there is an outbreak of a childhood disease for which there is a vaccine available.

Visit the HealthLinkBc website below for further details and information about immunization and to view the immunization schedule:

<http://www.healthlinkbc.ca/toolsvideos/immunization>

### **HYGIENE**

Staff will clean and disinfect toys and equipment on a regular basis. Floors and walls are also wiped down and disinfected frequently to maintain a high standard of cleanliness in our facility. The staff as well as children will participate in a hygiene program of routine hand washing practices throughout the day to prevent germs from spreading (i.e. before and after snacks, after toileting)

### **HEALTH AND ILLNESS**

If your child is ill or exhibiting any sign or symptom of illness, they will need your loving care and should not be at preschool. Children with an infectious illness may not be brought into the preschool in order to prevent the spread of illness. Staff may refuse to accept a child that they assess to be too ill to attend. Please notify Gobind Sarvar Preschool within 24 hours of a diagnosis or exposure to a serious illness or communicable disease. This will allow the facility to inform the local Medical Health officer as indicated, as well as other families about the potential spread of illness or disease. Your child should be well enough to partake in the facility's regularly scheduled programs and activities and should no longer be infectious or exhibit any symptoms for a minimum of 24 hours. In some situations, a doctor's approval may be required before the child can return to the facility. Parents are requested to provide written information on the care of the recovering child when the child returns to the facility.

Parents are advised to keep their children at home and/or to seek replacement care arrangements for the following conditions:

- Pain - any complaints of unexplained or undiagnosed pain
- Common cold or flu - runny nose or coloured drainage, runny eyes, cough, sore throat, lethargy, fever
- Difficulty breathing- wheezing or persistent cough
- Fever (100 F / 38.3 C or more) accompanied with symptoms such as lethargy or sluggishness as these may be a sign of an illness requiring a physician's attention
- Sore throat or trouble swallowing
- Infected skin or eyes or an undiagnosed rash
- Headache and/or stiff neck - requires physicians attention
- Unexplained diarrhea or loose stools - may be accompanied with nausea, vomiting or stomach cramps. These symptoms may indicate gastrointestinal infection and is easily passed from one child to another. In this instance, the child should not be brought to preschool until all symptoms have stopped.
- Nausea and or vomiting
- Severe itching/ dry skin on body or scalp
- Children with known or susceptible communicable diseases

**In Summary, the child must be kept at home or taken home when the child:**

- Is suffering from one or more of the above symptoms or
- Is not well enough to take part in the regular programs provided by Gobind Sarvar Preschool

If your child becomes ill while at preschool, the parent/guardian will be notified immediately for child pickup. If the parent/guardian cannot be contacted then those persons listed as authorized contacts will be notified. While the child is waiting to be picked up, Gobind Sarvar Preschool will ensure the child is in a comfortable quiet area supervised by staff. In emergency situations, medical aid will be obtained immediately and parents/guardians will be notified. The cost of ambulance and medical care is incurred by the parent/guardian of the child. If your child is absent from preschool, it is important to let the preschool know in advance and keep us updated on your child's progress.

## **MEDICATIONS**

Gobind Sarvar Preschool is not authorized to administer non-prescription medications to you child (i.e. Tylenol). If your child needs medication at preschool, it is the parents' duty to supply the preschool with the medication. It is requested that prescription medication be given to the child before or after school hours whenever possible. The medication will need to be in its original container with a pharmacy label. It must be clearly marked with the Child's name, medication name, dosage, and times of administration as well as the physician's name. An **Authorization to Administer Medicine Release** form must be completed prior to any medications being administered. A separate form is needed for each medication.

All Medications will be stored in a separate space and inaccessible to children. Please remind staff to return the medication to you when picking up your child. In case of an allergic reaction, the staff will follow the child's care plan as outlined by the parent/guardian, record the reaction on the child's records and inform parent/guardian. Depending on severity, staff may be required to call an ambulance and contact the child's parent/guardian or emergency contact.

**Name of parent/guardian and signature**

**Date**

# **Child Abuse Policy**

Gobind Sarvar Preschool enforces the Child, Family and Community Service Act which states that all children in the Province of B.C. “are entitled to be protected from abuse, neglect and harm or threat of harm”.

Anyone who has a reason to believe that a child has been, or is likely to be abused or neglected, has the legal duty, under the Child, Family and Community Service Act to report the matter. A report is required to be made immediately by the individual who observed the incident. If you suspect abuse may have occurred at the child care facility, report immediately to Community Care Facilities Licensing.

The Act indicates that a child is in need of protection if:

- The child has been, or is likely to be physically harmed, neglected, sexually abused or exploited or emotionally harmed by the child's parent
- The child is deprived of necessary health care
- The parent is unwilling or unable to provide protection for the child from another person who presents a danger to the child

The legal requirements as outlined in the Act include:

- The duty to report
- The definition of reason to believe
- Confidentiality of information

The duty to report does not mean proving the allegations. Investigations are the responsibility of MCFD or the Police. Failure to report abuse can result in prosecution under the Family and Child Services Act. Staff is not permitted to contact the parent, unless specifically directed to do so by the Ministry for Children and Families or the police.

## **REPORTING THE INCIDENT**

1. Inform the ECE manager or Board of Directors (unless the manager or Board of directors is suspected)
2. A report to MCFD is required to be made as soon as possible and by the staff person who observed the incident (s)
3. Document the incident or observation in the log book. Sign and date the entry.
4. Complete an Incident Report Form
5. Complete a Community Care Licensing Board Incident Report and send it to our Licensing Officer.

### **When you make the call:**

1. Be prepared with the child's registration form and your documentation of the incidents.

## **WHEN A CHILD DISCLOSES ABUSE**

1. It is important that you are matter of fact in your response and are not visibly shocked, angry, or upset
2. If the disclosure occurs during circle or group time, acknowledge the child's statement, thank the child for sharing and immediately redirect the discussion
3. Tell the child you will talk to him or her about it after the activity. Do not allow a show and tell situation to occur
4. Finish the circle or activity as quickly as possible or turn it over to another staff member
5. Write down what the child said in his or her own words
6. At the first opportunity, speak privately to him or her
7. If (and only if) you did not hear the child's statement clearly the first time, you may ask him or her to repeat it. However, do not encourage the child to go into detail. The child will have to repeat the statement in detail to the Ministry for Children and Families and to the police.
8. If the child cannot be discouraged from discussing the abuse, make notes of what the child says as he or she is talking
9. Reassure the child.

## **WHEN A PARENT DISCLOSES ABUSE**

If a staff member receives a disclosure from a parent that she or he is abusing the child or suspects that someone else is abusing a child, this information cannot remain confidential. It must be reported to the Ministry for Children and Family Development.

## **IF A STAFF MEMBER/ VOLUNTEER IS SUSPECTED OF ABUSE**

Staff member will be suspended immediately without pay and without notice after police interview staff member, pending the completion of the investigation. Volunteer will be relieved of their volunteer responsibilities. Record accurately the reason for the suspension and send a copy to the staff member/volunteer. If upon completion of investigation the staff member or volunteer is determined to be innocent, their position will be reinstated. If possible, full or partial back pay will be made available.

## **Confidentiality Policy**

It is the policy of Gobind Sarvar Preschool that any information or records held regarding your family and child will be kept confidential. The only release of information or records would be for a legal matter that is requested or required by law. It is also appreciated that any information you become aware of regarding other families at child care be kept confidential.

# **Drop Off and Pick Up Policy**

## **RELEASE OF A CHILD**

Parents are required to indicate the name and phone number of all the authorized persons who are clear to pick up the child. All parents and/ or authorized individuals are to sign-in and sign-out on the provided sheet, each day the child is dropped off and picked up from the preschool. Only persons designated to pick up a child will be allowed to do so.

## **UNAUTHORIZED PICK UP**

The parent/guardian is required to notify the manager in writing if someone else, other than the authorized persons, will pick up the child. Please provide the name, phone number, and description of the person. The person will be asked to show photo identification. If necessary, police will be called for assistance.

## **CUSTODY AND RELATED COURT ORDERS**

The preschool staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, the manager cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.

## Subsidy Policy

Child Care Subsidy, administered by the Ministry of Children and Family Development BC Provincial Government, is a monthly payment that helps eligible British Columbia families with the costs of child care. Families fill out an application and provide supporting documentation to apply. Once the family is approved and authorization is established, the provider receives an authorization number and billing forms.

Preschool can not start until authorization and billing forms are received unless the parent agrees to pay the regular fee.

Gobind Sarvar Preschool can only bill for the maximum number of the days that a family is qualified for, if the child actually attends. If the child is booked to attend but does not, the manager can only bill subsidy for that day if the parent informs the manager that the child or the parent was ill or on holidays. It is up to the parent to ensure that the manager is informed if the child is away because of illness or vacation. If the manager is not informed, the parent will be responsible for the regular fee. The fee for missed days that are not covered by subsidy is to be paid before the end of the month.

The parent is responsible for any fees over and above what subsidy pays on behalf of the family. The parent portion is due on the first of the month.

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Parent Signature to attest to understanding and agreeing to the above policy.

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Date



# **Playground Safety Policy**

## **THE PURPOSE OF THIS POLICY IS TO:**

- Provide a safe outdoor environment for the children
- Provide clean and safe playspace and playground equipment
- Ensure that all playground equipment is checked, maintained, and inspected on a regular basis

## **PLAYGROUND SUPERVISION**

- The children will always be monitored to ensure they are playing in an appropriate and safe manner
- Playground supervision is not compromised for any reason, and appropriate ratios will be maintained at all times

## **PLAYGROUND EQUIPMENT, MAINTENANCE AND REPAIRS**

- All playground equipment, protective surfacing zones and play spaces will be in compliance with standards
- Any new equipment, repairs or replacements shall also be in compliance with standards

## **INJURY REPORT**

- The teacher on duty will be responsible for recording any injuries incurred on the playground. The child's parent/ legal guardian will be notified of the injury (within a reasonable timeframe) and the accident/ injury report will include as many details as possible, be dated and signed. The owner/ operator will assume responsibility for monitoring these incidents for the purpose of determining any patterns relevant to the equipment.

## **DAILY VISUAL CHECKS**

Daily visual checks are the responsibility of the teacher leading children into the playspace. Before allowing children to enter the playspace, a quick visual sweep will be completed. If there are any hazards or defects they will be removed/ corrected before the children are permitted entrance to the playspace. Any findings will be recorded in the weekly visual check binder.

## **WEEKLY VISUAL CHECKS**

Weekly visual checks will be completed by the teacher or manager during the first day of the week.

## **ANNUAL DETAILED PLAYGROUND INSPECTIONS**

Annual detailed playground inspections of all playground equipment shall be carried out by the manager and stored in the playground safety checklist binder.

## **GOBIND SARVAR PRESCHOOL AND SCHOOL AGE CENTRE**

### **DAILY SCHEDULE (8:00 am to 5:30 pm)**

| <b>Time: 8:00 am to 11:00 am</b> | <b>Activities</b>  |
|----------------------------------|--|
| 8:00 am - 8:20 am                | Greet and Welcome children and families/<br>table activities/ play dough |
| 8:20 am to 9:00 am               | Circle Time/ Gurmukhi time   |
| 9:00 am to 9:20 am               | Snack  |
| 9:20 am to 10:00 am              | Free Play/ directed play/ directed activity                              |
| 10:00 am to 10:15 am             | Writing practice, or lead activity by teacher                            |
| 10:15 am to 10:45 am             | Outdoor play/ gross motor skills   |
| 10:45 am to 10:55 am             | Dance Activity   |
| 10:55 am to 11:00 am             | Get ready for Home time  |

| <b>Time: 11:30 am to 2:30 pm</b> | <b>Activities</b>  |
|----------------------------------|--|
| 11:30 am - 11:45 am              | Greet and Welcome children and families/<br>table activities/ play dough |
| 11:45 am to 12:15 pm             | Circle Time/ Gurmukhi Time   |
| 12:15 pm to 12:45 pm             | Snack/ Lunch   |
| 12:45 pm to 1:15 pm              | Free Play/ directed play/ directed activity                              |
| 1:15 pm to 1:30 pm               | Writing practice, or lead activity by teacher                            |
| 1:30 pm to 2:00 pm               | Outdoor play/ gross motor skills   |
| 2:00 pm to 2:20 pm               | Dance Activity/ Indoor play  |
| 2:20 pm to 2:30 pm               | Get ready for Home time  |

### Evening Schedule for School Age

| <b>Time: 3:00 pm to 5:30 pm</b> | <b>Activities</b>  |
|---------------------------------|--|
| 3:00 pm - 3:30 pm               | Greet and Welcome children and families/<br>table activities/ play dough |
| 3:30 pm to 4:00 pm              | Creative activities  |
| 4:00 pm to 4:15 pm              | Snack  |
| 4:15 pm to 4:50 pm              | Outdoor Play   |
| 4:50 pm to 5:15 pm              | Language/ Math worksheets/ school<br>homework help                       |
| 5:15 pm to 5:30 pm              | Goodbye and dismissal  |

### **IMPORTANT NOTES**

Weekends and stat holidays: Centre will be closed

1 week Spring break and 1 week winter break: Centre will be closed

Summer break and Pro - d days: Preschool schedule will remain the same. School age students will come for the afternoon only (no morning session) from 3:00 pm to 5:30 pm.

# **GOBIND SARVAR PRESCHOOL AND SCHOOL AGE CENTRE**

## **ACTIVE PLAY POLICY**

### **THE PURPOSE OF THIS POLICY IS TO PROMOTE:**

- Healthy growth and development
- Better self-esteem
- Stronger bones, muscles and joints
- Better posture and balance
- A stronger heart
- A healthier weight range
- Social interaction with peers
- Learning new skills while having fun
- Better focus and concentration during school

At Gobind Sarvar Preschool, we encourage children to bend, do biking, use slides and ladders, play with soft balls and run around. Our focus is to make them participate in daily activities without pain or restriction from their muscles or joints.

Gobind Sarvar Preschool provides Child Care to children aged 30 months to school age. Based on that, the active play for these kids of diverse ages is as under:

Ages 2.5 years to 3.5 years: up to 60 minutes of playing lego and other small games to explore and try new things.

Ages 3.5 years to 5 years: up to 60 minutes of walking or running, playing tag, dancing, throwing and catching.

School age kids: up to 60 minutes walking or running, playing tag, dancing, throwing and catching, playing basketball, push up, and other physical activities appropriate for their age level.

**Children of all levels go outside for 20 minutes - rain or shine. Parents provide appropriate clothing, shoes etc.**

## **GOBIND SARVAR PRESCHOOL AND SCHOOL AGE CENTRE** **MISSING CHILD POLICY**

At Gobind Sarvar Preschool, we anticipate no such incidents, but as a precaution we have instituted the following procedure:

- As soon as we realize that a child is missing, we will secure the other children to a responsible adult and begin a search of the immediate area.
- After two minutes we will expand the search area.
- We will get as many people involved as we can in the search
- After 10 minutes we will call the police and inform them of the child's name, age, weight, height, clothing, footwear and any other identification available in the child's file.
- **We will inform the licensing as it is reportable to licensing.**
- Then we will call the parents to inform them and keep on updating.
- When the child is found, all involved will be contacted and updated asap.
- We will follow up and make necessary changes after assessing the whole scenario to avoid the risk of a similar incident and educate the kids also.

## **GOBIND SARVAR PRESCHOOL AND SCHOOL AGE CENTRE** **LIMITING SCREEN TIME POLICY**

“Media” is the term used to describe the many ways we communicate. Electronic media includes television, computers, cell phones, video games and movies. The amount of time children spend using them is sometimes called “screen time”.

Children and teens have access to more kinds of electronic media than ever before. We can help children develop healthy media habits by monitoring screen time and teaching them to use media safely and wisely.

At Gobind Sarvar Preschool, we encourage good media habits.

We consider all electronic media when setting time limits for kids. Television, movies, the Internet (including social media), video games and gaming devices (whether hand-held, or played through a computer or television) all add to a child's total screen time.

Based on Canadian Pediatric Society, screen-based activities are allowed for children above the age of two for a limited time only. Television watching is limited to 1 hour per day for all preschool children.

No computers, cell phones and gaming equipment are allowed to be used by kids at the centre. The TV remote is also not accessible to kids.

We balance screen time with creative and outdoor play under the supervision of our staff.

During media use, our staff will watch, play and listen with the kids. The staff previews television shows, music and you-tube videos to see if they are okay.

Media time will be used for educational purposes only.

**Staff is allowed to use electronic devices like computers, ipads, tablets, smart phones etc. for a limited time only. Maximum limit is 30 minutes per day and that too for official purposes only. However emergency situations are not accounted for.**

# **GOBIND SARVAR PRESCHOOL AND SCHOOL AGE CENTRE**

## **REPORTABLE INCIDENTS POLICY**

The Gobind Sarvar Preschool staff is committed to the safety of children.

In the event of any accident or injury, staff is required to complete an incident report and have it signed by the parent / guardian of the child involved. For serious accidents / injuries / incidents, a community care licensing board incident report must be filled out.

All staff members are first aid trained and administer first aid right away

### **MINOR ACCIDENTS (EXAMPLES)**

- Sickness
- A child trips, falls and scrapes his knee or ankle.
- A two year old is teething and has a low grade fever
- A child hits another child with a toy, the affected child gets upset though no physical injury is there

### **STEPS TO TAKE**

- Document the incident in a log book
- Provide first aid
- Advise parents / guardian of any minor incident involving their child
- Take proactive steps to help prevent minor incidents from reoccurring.
- Write an incident report and the attending staff signs it. At pick up time, parents read and sign the report and a copy goes in the child's registration file

### **MAJOR ACCIDENTS / HIGH RISK / REPORTABLE INCIDENTS**

- A child goes missing or is unaccounted for (even for a brief time)
- A child sustained a serious injury
- Accidental death of a child while in care
- Allegation of abuse or potential abuse by a staff while in care
- Facility evacuation due to fire, flood etc.
- A child's aggressive behavior causes injury to another child
- A parent takes the child to a doctor or hospital for an injury that occurred at child care.
- A child has been diagnosed with a communicable disease
- There is a disease breakout at the facility. Within a three day period, three or more children in the program at the child care centre have contracted the same illness

### **STEPS TO TAKE**

- Address the immediate safety of children in care. Call 911 for a serious injury or a missing child
- Notify licensing within 24 hours. Forward a completed reportable incident form via fax or email
- For high risk incidents, notify licensing right away (604-587-3936, select 1 or if it is after hours 604-527-4806)
- Notify the parent / guardian immediately.
- Review the reportable incident form with the Manager to ensure that the information is complete and the management is aware of the incident.

# **GOBIND SARVAR PRESCHOOL AND SCHOOL AGE CENTRE**

## **FIELD TRIP POLICY**

### **THE PURPOSE OF THIS POLICY IS TO PROMOTE:**

- Healthy growth and development
- Better self-esteem
- Fun Learning experience while keeping them free from harm
- Better focus and concentration
- Hands on learning experience

At Gobind Sarvar Preschool, we encourage children to participate in outdoor activities while keeping them free from harm.

The Centre provides Child Care to children aged 30 months to School Age. Based on that, age appropriate field trips are arranged. Before arranging field trip, the staff ensures that:

- There is no potential hazard at the site
- Washrooms are available for kids
- Playground is fenced
- Playground equipment is in good shape, properly installed and repaired. GS Centre will make sure parents have been notified
- Parents' written consent has been obtained including date, location and time of the field trip.
- Staff will make sure that sufficient supplies are taken to the field trip including first aid kits, sunscreen, charged cell phone, kids' emergency cards etc.

### **Staff will make sure that during the field trip:**

- Kids hold their buddy's hands when walking
- Kids listen to the teacher
- Kids hold on to railings
- Head count is done frequently
- Supervise the children closely and at all times
- Make sure they are kept free from harm and there are no obstacles in their way during activities

Staff will make sure that **transportation** is arranged ahead of time. Gobind Sarvar owns a fleet of school buses and all drivers have valid Criminal Record Checks on file.

Only GS buses are to be used for transporting kids. If parents want to take their kids to the field trip venue, they are allowed at their own risk but they must inform the Centre in writing.



