



## **Policies and Procedures**

### **Attendance**

It is not mandatory that children attend every day, however whenever possible please notify the pre-primary educators if your child will be absent on a day they typically attend.

### **Arrival/Dismissal**

We ask that children come within one hour of your programs start time in the morning (unless otherwise indicated to staff), this is so that they do not miss out on the morning routines and play experiences, which can make it difficult for them to transition into their day in the program.

Please speak with the educators in your program about bus times and drop off/pick up schedules in order to help us decrease traffic and congestion with bus schedules at the schools.

We ask that you please make sure an educator is aware when your child has arrived at the program; drop-off time is typically busy so please make sure we know that your child has entered the program. The same policy applies to afternoon dismissal.

### **Alternate Pick-Up/Emergency Contact**

Educators must be given written notice or receive a phone call from the parent or guardian if someone other than themselves or their emergency contacts will be picking up a child.

Children will not be released from the program to anyone without prior written consent or a phone call directly to the educators.

The alternate pick-up person will be expected to provide identification if they are not known to the educators.

Parents or emergency contacts will be notified to pick up their child if they are unwell or injured and cannot remain in the program. Please ensure your emergency numbers are kept current.

If your child becomes injured while attending the program, an incident report will be written up. Appropriate first aid will be administered and the level of severity will dictate if the child can remain in the program or will need to go home.

In order to keep everyone at the program healthy, children who are ill will be required to be picked-up and kept home for 24 hours in the event of the following symptoms:

- A fever of 101F (38C) or higher; your child must be fever free without medication for 24 hours to return to the program.
- Vomiting, Diarrhea, Rash (unless a doctor's note allows them to return sooner)



- A chest or sinus infection resulting in extreme coughing or infectious runny nose and/or difficulty breathing, sore throat or swollen glands, fatigue or illness which prevents regular participation in daily activities or requires one on one attention from educators.

The pre-primary program will adhere to the procedures and policies outlined by the South Shore Regional Centre for Education on Communicable Diseases (conjunctivitis, chicken pox, impetigo, etc.) and Head Lice. Detailed information on these policies can be found under the About Us tab on the SSRCE website.

### **Child Abuse Policy**

As per the protocols outlined by the Department of Education and Early Childhood Development for the prevention and reporting of child abuse, the program staff is legally required to report cases of suspected child abuse and any disclosures by children.

### **School Closures and School Calendar**

The pre-primary program will observe the same school closures as the South Shore Regional Centre for Education school calendar i.e. holidays and storm days. Unexpected school closures due to storms, etc. will be announced on the SSRCE website: [www.ssrce.ca](http://www.ssrce.ca) and CKBW by 6:30 a.m. In the event of early dismissal due to inclement weather, you or your emergency contact will be contacted and required to pick up your child. We will also be following in-service days and embedded days.

The pre-primary program will participate in all planned fire/lock down drills.

### **Clothing**

Please ensure your child brings appropriate outdoor clothing for all weather conditions and has extra clothing available every day as the program includes daily outdoor play. A few changes of indoor clothing, including underwear and socks, should be left at school or brought daily in a backpack if possible. Your child is required to have a pair of indoor shoes to wear. All of your child's belongings should be labeled with his/her name.

Please do not send toys from home. However, if your child needs a special toy on a particular day for reassurance we are flexible and understanding.

### **Food and Mealtimes**

Your child will receive two nutritious snacks each day that will include 2-3 servings of fruit/vegetable, grain and protein. Lunch is provided by the families, and only requires a main lunch item and one or two snacks as children have access to food regularly throughout the day that will be provided by the pre-primary program. A snack menu will be posted monthly for parents and can be requested at any time from the educators. This menu follows the food and nutrition standards for licensed childcare. Children will be eating alongside adults in a family style dining model and will be encouraged to try what is provided for them either by the program or home. Children will eat as much as their bodies need and will have continuous access to their lunch or other snacks throughout the day. We will be encouraging and modeling positive eating habits as adults in order for children to experience and develop this skill on their own.



If you are concerned about what children are eating first, we encourage that you send only the items that you wish to be eaten, the fewer choices that are available makes it easier for a child to start and finish what is provided to them, sometimes too many choices makes it hard to finish one item before moving on to the next. If children are still hungry after lunch, the educators will provide them with nutritious snacks, we recognize that children at this age often eat in small amounts regularly as opposed to a few large meals.

### **News and Documentation Observations**

Observations will be discussed and expressed with parents verbally on a day to day basis. We will also take pictures and record the learning and experiences of the children. These will be posted in the program and will remain on site. We have a twitter account where educators will post exciting discoveries, observations and learning experiences. A consent form for photo use will be sent home with children in the first days of pre-primary for families to indicate their permission for social media usage and photo documentation.

### **Questions and Concerns (Parent Concern Protocol for Pre-Primary)**

In the event that you have questions or concerns, the early childhood educators should be the first people you have a conversation with as they are with your child each day and may be able to provide accurate and timely information.

If you require further information or support, please contact:

Genevieve Rhyno - Pre-Primary Program Supervisor  
grhyno@ssrce.ca  
902-521-7679

Jacq Cameron - Pre-Primary Program Facilitator  
jcameron@ssrce.ca  
902-541-0110

If you feel you need further support beyond the pre-primary program level please contact:

Angela Gladwin - Coordinator of Programs and MTSS  
902-541-3000

Jeff DeWolfe - Director of Programs and Student Services  
902-541-3045

Paul Ash - Regional Executive Director  
902-541-3001



### **Pre-Primary Goals and Objectives**

We believe:

- Children develop best in a loving, engaging and secure environment.
- Children need positive experiences and encouraging responses to build self-esteem, confidence and empathy.
- Children benefit from developmentally appropriate, child focused and interest based activities that challenge and excite them.
- Children benefit from strong family, teacher and community relationships.

Children in the pre-primary program will be engaged in play that puts them in charge of their learning, guided by our provincial curriculum framework document. The children will be building on and creating new knowledge through exploration and discovery of the world around them using many materials. The program will be thoughtfully set up for the children to be active participants in making connections using play to experiment with their interests. Each day the physical environment will be set up as the “third teacher” to provide interaction and discovery for children. Children will be guided through the day by caring and trained staff who will encourage and model independence, self-confidence, respect, responsibility, kindness, cooperation, creativity and excitement for learning. Activities will reflect the family, community and individual interests of the children in the group. Our goal will be to develop the skills and qualities of the whole child and prepare them to walk through life with their heads held high.

Educators will possess early childhood educator provincial qualifications to insure expertise in care for the children. Educators will also be partners in strengthening families by being a support to parents of children in the program as well. Our goal as educators will be to build strong positive relationships between home, school and the community through consistent communication and observations. This will strengthen our bond with those involved in the program and create a positive living space for the children and for those in their lives.