



SHAWNIGAN LAKE COMMUNITY CENTRE PRESCHOOL

Parent Guidelines during COVID-19

Updated April 26 2021

Our primary focus is to ensure the safety of staff and children attending. Additional health and safety precautions have been put in place to minimize the risk at our facility. In order to provide the highest level of care and safety, CVRD will follow guidelines set out by Public Health, Childcare Licensing and other governing bodies. We ask that you thoroughly read and strictly adhere to these guidelines to assist us in minimizing risk.

Mission Statement

Shawnigan Lake Preschool's mission is to provide an environment that will foster the development of each child's capabilities while promoting a sense of community. Our goal is to provide a caring, healthy, creative and stimulating place for children to explore and grow. Qualified staff provides a wide range of self-directed and structured learning activities.

General Information

Shawnigan Lake Preschool is offered to children between the ages of 32 months (turning 3 by December 31) and 5 years. The program operates from September through June in the Elsie Miles building and follows the public school's Christmas Break and Spring Break closures. There are no classes on statutory holidays. You have the choice of a three day per week morning program running Monday, Wednesday and Friday from 8:45 am to 11:45 am; or a two day per week program running Tuesday and Thursday 8:45 am to 11:45 am. Opportunities for gym games, outside play, art, music, and developing a love of books is provided. Children have the opportunity to explore their world through play.

Drop Off/Pick Up Procedure

To minimize the exposure to both staff and children, the drop off and pick up procedures will be modified during COVID-19. All drop off/pick up will at the exterior door of the preschool classroom.

Drop Off Procedure

- Parent/Guardian will arrive and proceed to exterior door entrance area
- Parent/Child to remain outside at entrance where staff will meet you; ensure 2 metre physical distance of staff and other adults; staff to make attempts to keep same physical distance with child if at all possible
- Staff will conduct a screening of both adult and child (see details below)
- If child is healthy to attend, parents will say their goodbyes at the door and staff will verbally take responsibility of the child who is now in SLCC care
- Staff will then be responsible for signing in your child
- Staff to open door and enter facility with child, where both child and staff will proceed to handwashing station and follow posted handwashing procedures
- If you will not be attending, please call 250.743.6643 to inform the teachers of your child's absence

Pick Up Procedure

- Parent/Guardian will arrive at same location for pick up and wait outside, at which time a staff member will come to greet you
- Child will proceed to handwashing station to conduct handwashing prior to exiting
- Staff to open door to exit
- Staff and Parent/Guardian to maintain 2 metre physical distance
- Staff to provide a verbal update on how the day went
- Verbally passing care of child back to parent
- Upon re-entry, staff will proceed to handwashing, return to room and sign the child out of SLCC care
- Please note our policy is for every child to wash hands prior to exiting care, so pick up from outside field will not be permitted during COVID-19

Authorized Pick Up Information

Child may only be picked up by those name(s) that appear on the registration form. However, if an emergency situation arises and someone else is picking up your child, we require prompt notification in writing. Our fax number is 250.743.1533. This alternate person will be asked to show a staff member photo identification for safety reasons. In all other circumstances an unauthorized person requesting the release of your child will be denied.

Persons authorized to pick up your child may be refused if it appears that they are incompetent to drive or incapable of safely caring for your child. In this event, an authorized alternate will be contacted and you will be notified of the change in plans.

Physical Distancing in a Preschool Setting

Understandably, physical distancing is challenging in a preschool setting. The focus in preschool settings is to **minimize physical contact**. At the same time, it will be important that staff do what they can to assist children in learning about physical distancing. Staff will use creative ideas, visual cues and split into smaller groups sizes for activities throughout the day.

Screening on Arrival

All individuals, including children, parents/guardians and staff must be screened upon arrival using the criteria below. Entry will be denied to any person including the child of a parent/guardian who may suffer from any of the following:

- Visually screen, ask questions, check list (see attached document);
- Ask if they have travelled outside of Canada in the last 14 days;
- Ask if experiencing any flu-like symptoms including diarrhea in the last 12 hours; if yes, deny entry with timelines outlined in the Illness Policy.

If care is denied, you will be provided with a Health Screening Handout, outlining next steps. See Illness Policy for details.

Displaying Symptoms while in Care

If a staff member or child displays any symptoms of illness while in care, they will be expected to leave immediately. It is important that you or an emergency contact is available to come right away if contacted. If your child displays symptoms while in care the following steps will be taken:

- Child will be moved to an isolated area with a staff member
- Parent will be contacted immediately
- Remaining children will be moved to a clean area (example: gym or outside) and staff will conduct a thorough cleaning of the spaces where the symptomatic person was prior to re-entry
- Parent to follow timelines outlined in our Illness Policy prior to returning to camp. If child tests positive for COVID-19, staff will follow direction provided by Island Health Authority

Illness Policy

In order to maintain safety of all staff and patrons, we must instill strict guidelines when it comes to our Illness Policy. **If you are sick, stay home.** Staying home when sick is one of the most important way to reduce the spread of communicable diseases, including COVID-19.

You are required to complete a health screening prior to attending the facility each day. Daily Health Assessment includes the following:

Daily Health Check	Do you have any of the following new key symptoms?	Circle one	
1. Key Symptoms of COVID Illness	a. Fever	Yes	No
	b. Breathing difficulties (breathing fast/work hard to breath)	Yes	No
	c. Cough or worsening of chronic cough	Yes	No
	d. Chills	Yes	No
	e. Loss of sense of smell or taste	Yes	No
	f. Diarrhea	Yes	No
	g. Nausea and vomiting	Yes	No
2. Other Types of Non-related Illness	Runny Nose, Sore Throat, Chronic Cough or Sinus Congestion	Yes	No
	Headache, earache, loss of appetite, fatigue or irritability	Yes	No
3. Possible Communicable Disease	Unexplained rash that appears to be more than a typical heat rash	Yes	No
	Communicable Diseases (measles, chicken pox, lice, pink eye, hand foot and mouth, etc.	Yes	No
4. Travel/ Close Contact	Travelled outside of Canada in the last 14 days	Yes	No
	Confirmed by public health as a close contact to a confirmed case or outbreak of COVID-19	Yes	No
	Awaiting results of a COVID-19 test or a confirmed case of COVID-19	Yes	No
5. Possible Exposure	Have had closed contact with someone that has travelled outside of Canada in the past 14 days who is ill or presents one or more COVID-like symptoms	Yes	No

Section 1: Key Symptoms of COVID Illness

If you answered YES to any symptoms listed in this section, then you should self-isolate and contact 8-1-1 to determine next steps. You must not return until COVID-19 has been excluded. If you are not cleared through testing, you must stay offsite for a minimum of 14 days and be symptom free to return.

Section 2: Other Types of Non-related Illness

If you answered YES to any of the following but NO to everything in Section 1, and the symptoms are mild, you can attend. If the symptoms are moderate to severe, you must stay home and not return until symptoms are gone or back to mild. *Note: no fever can be associated with any of these symptoms to attend.*

Section 3: Possible Communicable Disease

If you answered YES to either of these questions, you must stay home until such time you have been seen by a doctor and are cleared of being contagious.

Section 4: Travel/Close Contact

If you answered YES to any items listed in this section, then you must self-isolate and follow direction from public health. You must not return until you have been cleared by medical authorities or remain off site for a minimum of 14 days and be symptom free to return.

Section 5: Possible Exposure

If you answered YES to this Section, then you need to monitor for symptoms, practice physical distancing and good hygiene practices. If symptoms develop, self isolate and call 8-1-1 for further direction.

Head Lice

Due to the highly contagious nature of head lice in a school setting, we require that parents inform preschool staff if their child has head lice or nits. An information sheet will be distributed to the class with the “how to” in treating lice effectively. We ask that you do not send your child to preschool if live lice are present. If we feel that the head lice are not being dealt with in a responsible manner and within an appropriate time frame, we reserve the right to ask that your child not attend until the lice has been dealt with.

Immunization

The preschool requires that every child who enters the program have a current family physician and the name of that physician be recorded on the preschool's records. Parents need to provide the preschool with a photocopied immunization record as part of the initial enrollment. If you choose not to have your child immunized, you must provide a written letter stating you are not following the B.C. Health immunization schedule.

Medication

If it becomes essential that a child must receive medication while in the preschool's care, the following procedures **MUST** be taken:

- A medication form must be filled out and signed by the parent
- All medication must have a prescription label with the child's name and a recent date
- Medication must be in the same bottle as issued by the pharmacist
- If medication is administered at the preschool, only the Head Teacher will administer it
- The preschool will not give any medication that is not prescribed by a doctor

Allergies

The preschool teacher needs to have written information on any child with allergies or a medical condition. Every precaution will be taken to ensure the children are protected from foods or materials that might cause a reaction. We must also have written information on what to do for the child in case of a reaction or emergency situation.

Handwashing

Staff will enforce increased handwashing for both themselves and children, utilizing the posted procedures within the facility. Handwashing will occur:

- Upon arrival and before departure
- Before and after any transitions
- Before and after eating and drinking
- After using the toilet
- Before and after playing outside or using a play structure
- After sneezing or coughing
- Whenever their hands are visibly dirty

Washroom Use

Children are allowed to use the washroom at any time. We do encourage the children to go before snack time, outdoor play, or gym time. Children will always be supervised when using the washroom.

Children are encouraged to wipe themselves, although assistance will be given if a child is distressed. If clothes become soiled due to a toileting accident, staff will assist the child into a change of clothes (ensure you have provided a spare change of clothing at preschool). Parents will be notified of the clothing change at pick up time. All children are encouraged to be toilet trained before entering the preschool program.

Registration Policy

Currently enrolled

Registration for preschool classes is done before May 1 for children and siblings registered in the current year of preschool. Parents must indicate to the Childcare Coordinator that they would like their child pre-registered for the following year. Please avoid disappointment and do not assume that we will automatically put your child on the pre-registration list. First month's fees are required for deposit and must be received by June 15 to confirm your child's registration. **This deposit is non-refundable after August 15.**

New Families

Registration begins the first week of May and is open to all interested families. **Again, first month's fees are required as a deposit and are non-refundable after August 15.** Registration is on a first-come basis.

Full Enrollment / Waitlist Policy

All interested families wishing to enroll their child in a currently full class will be put on a numbered waitlist. As space becomes available we will contact the first person on the list; this person will have three days to respond before we move on to the next person. Staff will reserve the right to review children on the waitlist to ensure that class dynamics are not jeopardized. Those wishing to re-register must do so by May 1 as noted in the Registration Policy. Waitlists are only maintained for the current year.

Registration

Admission of a child requires a parent to complete a preschool registration form, sign the COVID-19 Assumption of Risk and Permission Form, provide a photo of the child and a copy of their child's immunization record (as per licensing requirements). The yearly school fees are outlined in [Fee Schedule](#) posted on the CVRD website. First month's fees will hold your child's spot and go toward your September fees. Fees are divided into 10 equal monthly payments. School begins the second Monday in September. The Preschool Teacher will notify you of start date by the last week of August.

Payment Policy

Payments are due one month in advance. Your registration deposit covers September fees. October fees are due September 15, November fees are due October 15, and so on. Your final payment will take place May 15 for June fees. Monthly fees are outlined in the [Fee Schedule](#). Payments received after the 15th of the month will be subject to a late payment fee. Payments not received by the end of the month may result in your child being withdrawn from the program. We accept payment by cash, Interac, MasterCard or VISA. If you wish to have payments automatically charged to MasterCard or VISA, please see the office at the Community Centre.

Refund Policy

Withdrawal from the program requires **one month's written notice** or one month's fees for short notice. If for any reason the Shawnigan Lake Preschool is no longer able to operate, the unused portion of your fees will be fully refundable.

Snow Policy

In the event of snow, the Centre will remain closed until the driveway has been cleared and deemed safe to use by our facility manager. The Community Centre will make every attempt to have the driveway cleared. If the facility manager deems the driveway or roads unsafe for use, we will not open until it is safe to do so. In the event that the schools shut down because of the snow, preschool will be closed as well. Updates will be posted on the [CVRD website](#), [CVRD Rec Facebook page](#) and Juice FM.

Photo Taking Policy

Our preschool program occasionally takes photographs of special events that may include your child. We hang these photos in the Community Centre for the children to look at. We may also use a photo for upcoming brochures, flyers or media releases. If you do not want your child photographed, please ensure you fill out the appropriate spot on the registration package.

Ratio and Group Sizes

Reducing group sizes is not the same as reducing ratios. As per licensing recommendation, we will be keeping our preschool ratios at 20:2 as we are already meeting physical distancing requirements with current Childcare Licensing standards. As adults are at higher risk than children, it is beneficial to maintain current staff to student ratios versus bringing in additional adults. Staff ratios will be set at 20:2 and we will try to work in smaller groups to help with social distancing.

What to bring when attending Preschool

- No outside items/toys from home will be allowed in the facility
- Snacks – provide a nut-free, healthy option as well as a water bottle
- Extra change of clothes and inside shoes – clothes to be in a Ziploc bag
- Dress in weather appropriate clothing each day as we try to get outside time daily
- Please label all of your child's belongings

Field Trips

During the COVID-19 pandemic, field trips will be on hold. If we get to a place where COVID-19 is no longer a threat, we may reintroduce field trips. If field trips are reintroduced, trips are planned to places of interest. A notice will be sent home in advance to inform you of the destination, time, and date. A permission notice is included in the registration package that covers the preschool year.

Visitors in Preschool

Typically, the program may have a special person from the community visit from time to time throughout the year. Practicum students may also contribute to the program. Parents or students helping in the class are required to have a criminal record check done. Preschool students will always be under the supervision of a preschool staff member. If you have any concerns please contact the preschool teacher.

Please note that during COVID-19, all visitations (including parent helpers) will be suspended to minimize risk.

Confidentiality

Confidentiality is very important. Information cannot be released without parental consent. Files and information are stored in a safe and secure place with access only to the appropriate staff.

Communication

Communication and cooperation are important. Questions, suggestions, discussion of concerns regarding your child, or the policies are welcomed. Please feel free to arrange a convenient time to talk after preschool hours. If you have issues regarding the program please speak to the head teacher. If issues remain unresolved, please contact the Childcare Coordinator.

Discipline and Guidance Policy and Procedures

Our goal is to assist children in developing self-control, self-confidence, and ultimately, self-discipline and sensitivity in their interactions with others.

The guidance and discipline techniques we use at the preschool are based on a positive, non-punitive approach.

Their overall development, their environment and the adults who care for them influence children's behaviour. Each child will be encouraged and supported to develop positive relationships with peers and educators. Staff will strive to model appropriate forms of verbal and physical interaction.

Agreement to these Guidelines

After you have reviewed these guidelines, please ensure you sign and return the COVID-19 Assumption of Risk and Permission Form, along with your registration forms. Please be aware that the health and safety of staff and children is our priority.