

*Notre Dame  
Pre -School/Pre-K  
Handbook*

*2024-2025*

*Monday & Tuesday,  
Wednesday & Thursdays:  
Morning and afternoon classes*

*8:30am-11:30/12:30 -3:30*

*&*

*Friday (mornings only)*



925 – 104<sup>th</sup> Ave  
Dawson Creek, BC, V1G 2H8  
Phone: 250-782-4923  
Fax: 250-782-4388

*This Handbook contains basic information about Notre Dame Preschool/Pre-K Programl.  
If you have a concern or question not addressed by this publication, don't hesitate to contact the Preschool ECE  
Instructor at 250-782-4923. Updated: April,2024*



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## INTRODUCTION

April 10, 2024

Dear Parents and Guardians,

Welcome to Notre Dame Preschool/Pre-Kindergarten Program!

We at Notre Dame are pleased to contribute to your child/ren education. We aim to provide opportunities for them to grow and develop in all aspects of their lives, especially spiritually, academically, and emotionally. In addition, we strive to prepare students to think critically about the world and find their way as constructive, creative members of society. Notre Dame Staff is blessed and privileged to contribute to this inspiring, significant task. We look forward to working with you to provide a safe environment for your child to learn and play.

This Handbook is intended to be a reference that will introduce you to our preschool policies, procedures and daily activities.

If you have any other questions about the School or its programs, please feel free to contact me.

Your Partner in Education,

Colleen Richard  
Principal, Notre Dame School  
250 782 4923  
crichard@cispq.ca



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## CATHOLIC INDEPENDENT SCHOOLS, DIOCESE OF PRINCE GEORGE

Notre Dame School is one of eight Catholic Independent Schools in the Diocese of Prince George. Catholic Independent Schools, Diocese of Prince George (CISPG) comprises the northern half of British Columbia and includes Catholic schools located in the communities of Prince Rupert, Terrace, Kitimat, Smithers, Prince George and Dawson Creek - a geographic span of 1200 kilometres. The CISPG community acknowledges, respects, and honours the following traditional territories in which they work and learn: the Lheidli T'enneh First Nation in Prince George; the Tsimshian Nation in Prince Rupert and Terrace; the Haisla Nation in Kitimat; the Wet'suwe'ten Nation in Smithers; and the West Moberly and Saulneau First Nations in Dawson Creek.

### CISPG Purpose/Mission

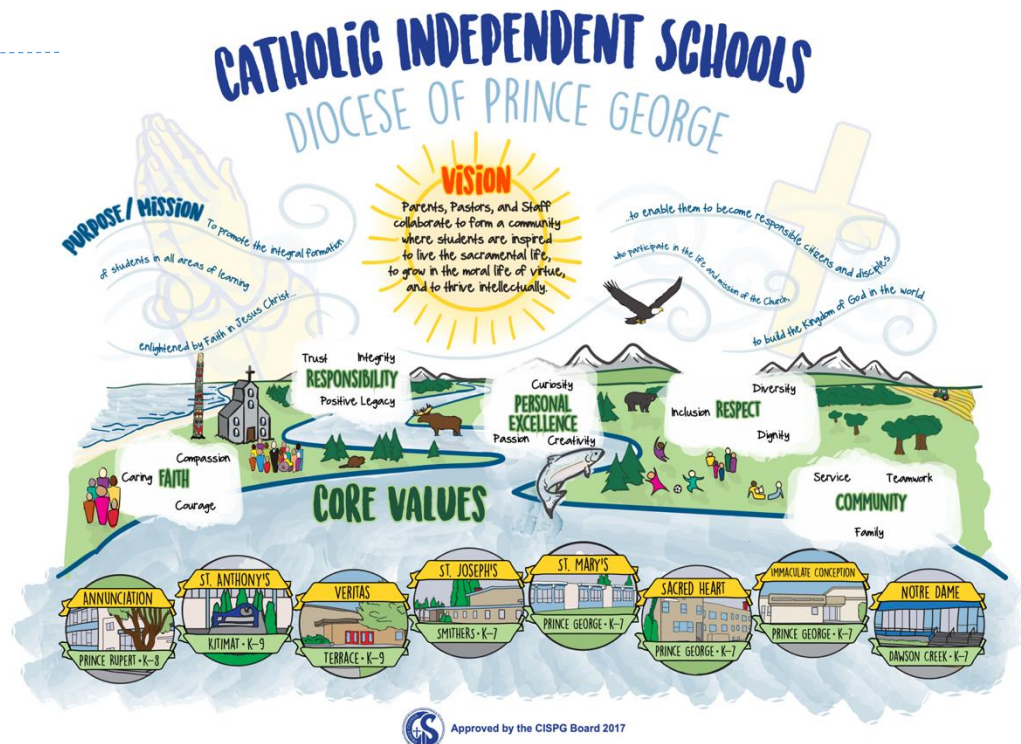
To promote the integral formation of students in all areas of learning enlightened by Faith in Jesus Christ to enable them to become responsible citizens and disciples who participate in the life and mission of the church to build the Kingdom of God in the world.

### CISPG Vision

Parents, Pastors, and Staff collaborate to form a community where students are inspired to live the sacramental life, to grow in the moral life of virtue, and to thrive intellectually.

### CISPG Values

- **Faith:** caring, compassion, courage
- **Responsibility:** trust, integrity, positive legacy
- **Personal Excellence:** passion, curiosity, creativity
- **Respect:** inclusion, diversity, dignity
- **Community:** service, teamwork, family





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## NOTRE DAME PRE-SCHOOL/Pre-Kindergarten

### Program Philosophy

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The philosophy of the Preschool/Pre-Kindergarten Program is that children learn best through play and in an atmosphere of enthusiasm and fun. We provide a balance of child-centred activities and structured curriculum throughout the year in an environment rich in experiences that promote positive physical, emotional, social, and cognitive development.

Of course, the most powerful form of exploration is PLAY. Young children learn best when encouraged to move freely and explore in a safe, age-appropriate setting. There will be many opportunities to freely explore a planned learning environment. Each child's feelings and uniqueness will be respected.

We strive to keep a comfortable physical environment and provide children with fun and exciting learning experiences. Providing a child-centred curriculum based on the children's interests allows them to feel satisfied with what they know and excited to learn more about their world. Various toys, materials and activities are provided daily to foster growth in all developmental areas.

Our preschool/pre-kindergarten program is downstairs from the Notre Dame school and maintains an open-door policy. This means parents and designated adults will have access to their children throughout the day. We ask that you contact the school office before visiting the preschool/pre-K class or removing your child for the day.

Children will be encouraged to pursue their interests, solve problems, and develop independence. The central focus of the Preschool/ Pre-Kindergarten Program will be to build self-esteem and respect for self and others.

### Preschool/Pre-Kindergarten Days and Hours of Operation

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**Notre Dame's Preschool/Pre-Kindergarten has classes:**

**Monday & Tuesday**

Morning classes: 8:30am – 11:30am

Afternoon classes: 12:30 pm -3:30 pm

**Wednesday & Thursday**

Morning classes: 8:30am – 11:30am

Afternoon classes: 12:30 pm -3:30 pm

**Fridays**

Morning classes only: 8:30 am – 11:30 am



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**Special Note:** Starting in September 2024, when a Non-Instructional day and Preschool/pre-kindergarten is not operating, children cannot switch their days. The days that a family picks are the days children attend. For example, if a family happens to pick a day that is a Non-Instructional day. The School will not charge you for that day.

## NOTRE DAME PRESCHOOL/Pre-Kindergarten Family Policies & Procedures

### Preschool/Pre-K Fees & Repayment Agreement Policy

#### Monthly Preschool Fees for the 2024/2025 School Year

3 spots per week	\$277.50/month
2 spots per week	\$185/month
1 spot per week	\$92.50/month

Notre Dame, Preschool/Pre-K Program has the following options for payment of fees for the 2023/2024 school year:

- 1) Lump sum payment by September 15, 2024 (via cash or cheque)
- 2) Cash payments on the 15 and 30th of each month
- 3) Pre-authorized Debit payments on the 15th and 30th of each month
- 4) Cheque payments on the 15th and 30th of each month
- 5) Debt payments on the 15th and 30th of each month
- 6) Interac E-transfer on the 15th and the 30th of each month via [ndsaccounting@cispg.ca](mailto:ndsaccounting@cispg.ca)

If paying by cheque (either post-dated or current), please note that a **\$25.00 NSF charge** will apply for bank-returned payments.

If other persons are responsible for fees for your child(ren), please notify the school office so we can send them a copy of the fee letter and the payment form. In addition, copies of any court documentation/letters outlining shared fees must be provided to the School.





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We ask that you please **return the following to the school office - attention Mr. Caguitla – Notre Dame School Bookkeeper:**

- One completed copy of the payment options form (the other copy is for your records)
- The Financial Commitment letter with the **declaration is signed at the bottom of the page.**

Payment for Preschool/Pre-K Program services is due after receipt of the bill on the 15<sup>th</sup> or 30<sup>th</sup> of each month or in one lump sum. An invoice will be mailed to each family at the end of each month. Payment may be made through the school office by e-transfer, cheque, cash or credit card.

Parents/guardians will be charged for all the days their child is scheduled to attend, even if their child misses a day or is sick due to budgeting and staffing. Unless parents/guardians notify the School, in writing, 30 days in advance that their child will be away for a while. Upon written notice, parents/guardians will not be charged for missed days if the School can fill the space.

## Late Payment Policy

All payments are due on the 1<sup>st</sup> of the month. There will be a seven-day, one-week grace period. A \$25.00 late payment fee will be added to your account if payment is not received after that grace period. After two weeks, if no payment arrangements have been made, you forfeit your spot until the invoice is paid in full. We do not want to see anyone lose their spot because of non-payment, so please contact us if payment will be late. This policy avoids accounts accumulating a large balance because of late payments or people deciding to leave without paying for multiple months.

The subsidy is welcomed as long as a letter of approval is obtained before the child attends. No refunds are given unless the parent provides two weeks' written notice when withdrawing a child from Notre Dame's Preschool- Pre-Kindergarten School Program. If there are problems or concerns with the child or family and the staff have tried but cannot rectify the situation, then two weeks' written notice will be given to the family of termination of services. For example, this could include unacceptable behaviour of the child or family or non-payment of fees. You will not be refunded if the notice is given within the last two weeks of the month.

## Rate Changes

Parents/guardians will be given as much notice as possible of any rate changes.

## Policies and Procedures

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### Arrival and Departure

#### Drop off and Pick up Times

Please **drop off and pick up** your child from class at the correct times, no earlier or later.

- Our **drop-off times** will be **8:30 am and 12:30 pm.**
- We cannot accommodate early drop-offs because we need that time to prepare for the day.
- Our **pick-up times** will be **11:30 am and 3:30 pm.**



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- If you are late picking up your child, a \$15.00 late pick-up fee will be added to your account. If you are late, we will need a staff member to be with your child until you arrive, which will help cover staff supervision. Please get in touch with us if you will be late so we can prepare your child to stay longer than their friends.
- Please remember that staff work certain hours and have other activities they must attend at closing. Please respect this and pick up your child on time.

## Release of Children

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Only authorized persons on the child's registration form filled out by the parents/guardians can pick up the child.

Please inform the staff member if an unauthorized person will be picking up/dropping off the child, as that person will need to show photo identification to the licensee before taking the child home.

In situations when an individual who appears to be incapable of providing safe care or is "not permitted access to a child" attempts to remove a child in care from the facility, the staff member is obligated to consider the health and safety of all involved including the other children in care, staff and him/herself.

For an individual who appears incapable of providing safe care, the staff member will offer to call a friend or relative for pick up. If the licensee/staff member believes a child to be at risk, a report should be made to the Ministry of Children and Family Development. If an individual chooses to drive a vehicle while impaired, staff will report this to the police.

If the child is not picked up after 30 minutes of the Preschool/ Pre-K Program closing and every attempt to reach someone listed on the registration form has failed, we are required by law to notify the Ministry of Children and Families.

## Parent/Guardian Volunteers and Visitors

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We welcome all parents to help in the classroom if they would like. Please remember to find alternate care for other siblings during this time.

A volunteer application and a criminal record check are mandatory for all volunteers. This must be completed before any volunteering can occur. Please see the school office for the necessary paperwork, and thank you in advance for your willingness to volunteer.

Visitors may also come to the Preschool for a variety of reasons. Parents will be notified of these occurrences as soon as possible. These people will not be alone with the children at any time. A sign-in/out sheet needs to be completed when entering and exiting the school premises.

## Daily Schedule



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The daily program is designed to support the healthy development of young children by:

- Building strength, perseverance and good habits
- Developing social awareness and sensitivity
- Awakening a lifelong enthusiasm for learning and work

Although we follow a daily schedule, the daily programs will have some flexibility within that schedule according to the needs of the children. Your child's day will include but not be limited to activities such as story time, circle time, arts/crafts, gross motor, fine motor, Science, dramatic play, etc. Newsletters will be posted monthly, sharing our explorations and plans!

During this time, children will:

- Participate in teacher-planned centers
- Evolve their own activities in the learning centers
- Participate in group activities

Learning Centers include:

- Art (time for creative expression)
- Block Area (constructive and imaginative play)
- Small Manipulatives (cognitive and constructive play)
- Books (language development) and quiet area!
- Housekeeping (social & dramatic play)
- Math & Science (time to develop senses and curiosity)
- Sensory Table (social skills, open end learning)

Circle time:

- It is a time for language development, songs, stories, games, fingerplays and discussion.

Gym/Outdoor time:

- Allows children time to run, jump, climb and balance. This will enable children to discover what their bodies can do and develop their large muscles.

## Nutrition Policy

Our goal at Notre Dame Preschool is to promote good health and nutrition. We encourage the children to eat healthy snacks first and treats last (e.g., a sandwich first, then a cookie).



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Families are to send their children with their own snacks. Please send only healthy snacks like fruit, vegetables, cheese or yogurt to encourage healthy eating habits. Please save cookies and other baked goods for special parties or events as they occur throughout the year.

We respect the parent's decision about what food their child can eat but must discourage candy, gum, and pop.

The children will wash their hands before and after eating snacks. They will be given time to eat and drink at their own pace and directions to sit down while consuming food.

Snack times will be a calm and pleasant experience, focusing on the social interaction between children and staff. Staff will participate in snack time by sitting with the children and modelling healthy eating, cooperation, and pleasant conversation.

Children are encouraged to bring a water bottle. There is water from a tap within the classroom, which can be provided in a cup should a water bottle be forgotten.

At Notre Dame Preschool, food and drink will not be given as a reward or punishment to comfort children.

## Active Play & Screen Time Policy

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Various indoor and outdoor activities will be planned for at least 30 minutes to encourage active play and help develop gross motor skills. Children will play outside daily except during inclement weather.

As we know, Dawson Creek weather can be extremely frigid when winter arrives. Our policy states **that the children will be kept inside when the temperature hits  $-20^{\circ}\text{C}$** . Please dress your child accordingly. Dressing in layers is helpful on those days that might start cold and warm up. Have your child bring a sweater, jacket, snow pants, mittens and toques during winter. Being prepared for the changing temperatures ensures your children are appropriately dressed for the weather and can enjoy the outside.

Programs where children attend for 3 hours or less do not include screen time activities in the daily routine. At Notre Dame Preschool, no screens will be incorporated into the program (this includes T.V., iPads, smartphones and computers). During preschool hours, the teacher will use a smartphone to take pictures of the children for wall display only. Texting and personal calls will wait until breaks or the end of the day (unless it is considered an emergency or a call to a parent).



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## Additional Play Areas Policy

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In addition to the classroom in the School, our children will use other school facilities when scheduled. The gym, library and primary playground will be available to the teacher and students. These opportunities will be scheduled when the rest of the School is not using them and will be supervised appropriately.

The neighbourhood may have occasional outings, such as a nature walk. In these cases, additional staff will be included to supervise.

## Guidance and Discipline Policy

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We believe in positive reinforcement, encouragement, and stress throughout the year that we are all friends. Each child is seen as unique, and the Preschool/Pre-K teacher is aware of the effect of developmental stages on behaviour. Our goal is to encourage the process of socialization and developing relationships with and among the children.

Each child will be encouraged and supported to develop positive relationships and learn social skills. We aim to provide a safe and healthy learning environment for each child to feel secure. Your children are always supervised to ensure their safety and be there to solve problems and mediate.

Teaching and modelling clear, consistent limits and expectations and allowing plenty of time to practice can prevent many challenging behaviours.

The following intervention strategies will be used to ensure guidance is supportive:

- Gain a child's attention in a positive way
- Use proximity and touch
- Remind, clarify and reinforce limits
- Distract or divert when appropriate
- Offer appropriate choices
- Use natural and logical consequences
- Redirect
- Later, discuss the situation and discuss solutions together
- Offer positive time-out as an option if needed

Notre Dame's Pre-Kindergarten Program will follow the guidelines of the Guiding Children's Behaviour Handbook. Discipline helps children be unique individuals by learning acceptable behaviours rather than stopping them from behaving in undesirable ways. We will assist children to develop self-control, confidence, and sensitivity to others by using a positive, non-punitive approach.

We aim to maintain the Preschool/ Pre-Kindergarten program as a 'stepping stone' to Kindergarten with educated and experienced staff to provide quality programs.



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## Care & Supervision of Children Policy

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The children are always supervised by a responsible adult with a valid ECE and first aid certification.

The child-to-adult ratio is 1/10 as per the Childcare Licensing regulations. Suppose the licensee must leave in an emergency or unforeseen circumstances. In that case, the School's Principal will be contacted and arrange a replacement responsible adult with the appropriate qualifications to cover the licensee.

The licensee practices active daily supervision and maintains proximity and attention. The licensee must be able to move and see the entire play space. The indoor space has open sightlines, so staff can always see all play space areas.

In the outside play area, the licensee continuously monitors and counts the children behind unattended (e.g., moving from the school doors to the **Preschool/ Pre-K** playground area). One area is identified for the **Preschool/ Pre-K** children to play on. Staff are aware of "unsafe" play and step in when necessary to redirect play toward a safer, more positive direction.

Staff perform daily playground checks and eliminate potential hazards, creating "off-limit" zones for unsafe areas. Staff position themselves in the best position to continuously scan and see every child in care, moving themselves accordingly to accomplish this.

## Health & Hygiene Policy

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### Immunizations

All children will be expected to have their immunizations up to date upon enrollment in Notre Dame's Preschool/Pre-Kindergarten Program. The family, upon registration of the child, must supply a copy. This copy will be kept in the child's file. If the family has chosen not to immunize, a letter stating this must be given to keep in the child's file.

### Illness

Children in our care inevitably get sick. They play very intimately, sharing toys and joys. Younger children also have lower resistance to infection and communicable diseases. Children in Preschool/Pre-Kindergarten have increased exposure to these because of the expandable number of people with whom they are in contact.



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**When a child becomes ill at Preschool/Pre-Kindergarten**, we will keep the child as comfortable as possible in a quiet area closely supervised by an adult. We will then contact the parents to pick up their child. A doctor or ambulance may be called if we cannot contact the parents or the emergency contact person. All costs incurred will be the responsibility of the parent or guardian. Your child's health and safety are our top priority.

Children and caregivers' frequency of hand washing is an essential factor in controlling communicable diseases. Hands should be washed with soap and water after going to the washroom, before meals, snacks, and food preparation.

Staff will use **universal precautions to prevent the spreading of germs**. These include using gloves when dealing with blood and bodily fluids, cleaning cuts and scrapes, following handwashing guidelines, and using appropriate sanitizing solutions to clean up blood and bodily fluids.

Consistent cleaning and sanitizing procedures for the toys and equipment at Preschool will be followed by staff, and universal precautions will be used to reduce the transmission of blood-borne disease. The Preschool/Pre-Kindergarten Program will always maintain a high cleanliness level.

Children who are ill or have an infectious illness **must not go to Preschool**.

**Please keep your child at home or in alternate care for the following conditions:**

1. Pain: Any complaints of unexplained or undiagnosed pain.
2. An acute cold with fever, runny nose and eyes, coughing and/or sore throat.
3. Difficulty breathing, wheezing or a persistent cough.
4. Fever of 100° F /38.3° C or greater.
5. Sore throat or trouble swallowing.
6. Infected skin or undiagnosed rash.
7. Diarrhea or loose stool combined with nausea, vomiting, or abdominal pain.
8. Severe itching of the body or scalp.
9. Children with known or suspected communicable diseases.

Please notify the Preschool teacher within **24 hours if your child has been exposed** to a communicable disease. The Preschool staff will then inform the other families attending the facility. The Health Unit may be notified, and if necessary, the staff will complete a Serious Incident Report for the Community Care Licensing Officer.

**Before a child can return to Preschool after being sick**, they must be well enough to participate in the Preschool's daily programming and no longer be infectious.



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Medication prescribed or recommended for a child by a physician must remain in its original packaging with full instructions and precautions. All parents must sign a "**Permission to Administer Medication**" form before dispensing medication. Only then will it be administered by staff. The medication is stored in a locked container at room temperature or in the fridge if necessary.

There is always a qualified first aid staff member on site.

## Field Trip Policy

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Parents/guardians will be notified well before upcoming field trips, and written consent will be required for each trip.

Field trips will require volunteer parents.

## Pet Policy

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No pets allowed. No exceptions.

## Emergency and Disaster Preparedness

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### Emergency Preparedness

An "Emergency" is an unplanned event that can:

- threaten the organization's reputation or revenue
- disrupt or permanently shut down operations
- cause physical and/or environmental damage
- cause deaths and/or significant injury

An emergency poses an *immediate* risk to health, life, property or environment. Most emergencies require urgent intervention to prevent the worsening of the situation.

In the event of an emergency, Program Supervisors will:

- determine the severity of the emergency
- designate who will call the appropriate authorities
- designate who will call an ambulance or transport the child(ren)
- designate who will contact the parents
- designate responsibility for the supervision of the remaining children
- report the incident to appropriate contacts (i.e., Licensing)

## Emergency Policy & Evacuation Plan





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In the case of an emergency, the parents will be contacted as soon as possible. An emergency procedure and phone numbers are located near the exit in the Preschool room. If Notre Dame's Preschool has to evacuate the building at any time, the following procedure will take place:

- Children will line up at the door.
- Staff will do a quick head count and check for missing children.
- Staff will take the emergency backpack upon evacuation.
- Children will follow the staff out the door and go to Notre Dame Parish across from the School.
- Emergency personnel will be called.
- Parents will be contacted.
- Staff will stay with the children until parents pick them up or until re-entry into the building is allowed.
- Staff and children will not re-enter the building until emergency personnel agree it is safe.

If the School and the church are deemed unsafe, the students will follow the evacuation plan for the School and proceed with their teacher to the Kiwanis Performing Arts Center. Once we determine where the children will be located, parents will be contacted to come and pick them up, and the children will be supervised until they are collected.

## General Evacuation Procedures

In the event of an emergency where it may be necessary to evacuate Notre Dame Preschool, the staff will:

- take attendance
- collect children in pairs to line up at whichever exit is determined to be 'safe.'
- take a sign-in sheet and children's records
- make sure washrooms are empty and doors shut
- walk children in an orderly fashion to the **school kitchen** (inclement weather) or out to the middle of the playing field
- the Supervisor will take attendance again
- contact parents to pick up their child

## Emergency Evacuation Procedures

There is an emergency evacuation policy that is reviewed, practiced, and recorded regularly.

In preparing for emergency situations:

- Smoke alarms will be tested monthly.
- A first aid kit, an attendance record, a pen or pencil, and an emergency information card for each child and each staff member are kept beside the exit door for quick and easy access.
- Emergency supplies, including water and food, will be kept in an accessible place. The supplies will be checked and rotated on a regular schedule.
- A buddy system will be adopted and practiced regardless of the number of children in the facility.
- All staff will know how to work the fire extinguishers to shut off gas lines, hydro, water and furnace.



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- Children will be taught what to do in the case of fire, earthquake and other emergencies. Evacuation drills will be practiced.
- A simple diagram of exit paths from the building to the meeting place and all emergency phone numbers will be posted.
- The designated meeting place outside the building will be assigned.

## Fire Drills

It is a requirement of Licensing for all licensed centers **to conduct Fire Drills** every month. These fire drills occur during each child's class on any given day. In the beginning, the children will know about them beforehand, coupled with practice and education in fire safety. After the children are comfortable, the drills will be unplanned and occur on different days and times throughout the month.

## Power Outage Procedures

- The program Supervisor will first check to see if the power is off in all areas.
- If the power outage is limited to a school area, the Supervisor will start by checking out the fuse panels located in the furnace room in the upstairs washrooms. Check the breakers on the panel and ensure the main power switch is 'on.'
- Notify the school principal that you have no power. Contact BC Hydro (1-888-769-3766)
- Removing children from the School may be necessary if the power does not return. Follow the general evacuation procedure.

## Gas Leak

Natural Gas fuels the heating system in the School. If you do not detect the smell of rotten eggs, hear the hissing of escaping Gas or see a broken gas line, consider leaving the gas on.

If a gas odour or sound of escaping gas is detected:

- Turn off the gas to the furnace using the 'kill switch,' located high on the wall to the right of the furnace and a second switch straight ahead on the wall once you enter the furnace room.
- Do not operate electrical switches, use cell or telephone, or create any ignition source.
- Follow the general Evacuation Procedures.
- Contact PNG: 1-800-663-1173.

## Hazardous Spills Procedure

All hazardous products, including cleaning chemicals, must be secured in the locked cupboard under the kitchen sink.

In the event of a spill:

- The program supervisor will determine if the spill can be easily cleaned up with minimal discomfort to the children in attendance.
- If evacuating is necessary, the Supervisor will follow the general Evacuation Procedures.

## Earthquake Procedure (Drop, Cover, Hold)

In the event of an earthquake, staff will respond with the appropriate steps to ensure children's safety.

**Staff:**

When you feel the shaking of an earthquake, immediately:



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- I. Direct all children and staff to drop, cover, and hold. Count to 60 together.
- II. Stay away from windows, bookcases and other hazards.
- III. Children should crouch down and protect their heads and neck.
- IV. Follow the evacuation procedure to the middle of the playing field.

## Once the shaking stops:

- I. Program Supervisor: Assess the situation.
- II. Evaluate if the building must be evacuated.
- III. In an evacuation, the Program Supervisor will ensure the evacuation route is safe and clear of hazards.
- IV. The Supervisor will account for staff and children and take attendance.
- V. Staff will assist children in exiting in an orderly manner.
- VI. The Supervisor will take key documentation, including the current attendance/sign-in sheet record and medication. The assistant is responsible for taking emergency supplies in grab & go kit.
- VII. Once at a safe location (middle of the field), the Supervisor will account for staff and take attendance again.
- VIII. Keep parents/guardians informed. The Supervisor will evaluate the situation with the help of first responders before re-entering Notre Dame Preschool.

\*If you are outdoors, Stay away from overhead hazards.



## Notre Dame Elementary School Admissions

Preschool families are invited to apply for Kindergarten Registration in January, the year before planned attendance. Kindergarten students must be 5 years of age by December 31 of their entry year. While school attendance gives the child and family a chance to become familiar with the School, all kindergarten applications are considered according to the priorities for admittance below, and preschool attendance does not guarantee enrollment.

Parents of students wishing to enter Notre Dame School must complete an application package. Registration will be considered when the application form is complete, and the required documents are submitted.

CISPG Policy 501 dictates the priorities for admittance into CISPG Elementary Schools:

1. Students presently enrolled in Notre Dame Elementary School (K-7).
2. Students with siblings presently enrolled in Notre Dame Elementary School (Catholic/Non-Catholic,



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K-7).

3. Students whose families are parishioners (defined as practicing Catholics – for the purpose of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass faithfully).
4. Catholics of surrounding parishes, Non-Catholics, and students whose families are not practicing Catholics but accept the goals and philosophy of the School and sign the Family Statement of Commitment.

Catholic student/family applications must be accompanied by Baptismal, First Communion and/or Confirmation certificates where applicable. While priority is given to the children of Catholic families who participate in the faith life of Notre Dame Parish, we welcome children of other faiths/beliefs, provided their families accept their children's participation in our religious activities. The final decision to admit a child resides with the Admissions Committee and is conditional upon an interview with the parents/guardians and the student. Every child's needs are complex. As stated in CISPG's Family Statement of Commitment, Notre Dame School reserves the right to re-evaluate your child's enrolment if their learning needs are not being met despite our best efforts.

## NOTRE DAME PRESCHOOL/PRE-K PROGRAM - Staff Policies & Procedures

### PERSONNEL REQUIREMENTS

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#### Orientation

##### Policy:

All new staff will be given orientation on staff, School, children, and building.

##### Procedure:

Each new staff member will be given the Staff Handbook policy and the Parent Handbook to review, a "tour" of the building, and introductions to staff and children.

#### Vaccination Records

##### Policy:

As a condition of employment, all employees in direct contact with children must declare immunization status and provide documentation upon request.

##### Procedure:

Staff will declare immunization status on the Northern Health form and retrieve records of records.

#### Criminal Record Search

##### Policy:

As a condition of employment, all employees and volunteers entrusted with the care of children (defined as persons under the age of 19 and vulnerable adults) must have a criminal records search completed through the office of the Ministry of Justice.



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## Procedure:

When hiring, the school administration will provide a consent form for the criminal record search.

The School will then submit the form to the appropriate agency. Returned forms, with results documented, will be reviewed. If action is required due to the record search, it will be determined by the licensee and the School. (see appendices)

## First Aid Training

### Policy:

First Aid is a requirement of all employees.

## Procedure:

All employees must keep their first aid certification current per licensing regulations. For a list of acceptable first aid courses, see appendices.

## Education

### Policy:

Notre Dame's Preschool/Pre-Kindergarten staff is encouraged to attend training related to child care, education and development annually *and* maintain their 'License to Practice.' Staff must be trained in accordance with the *Childcare Licensing Regulations*.

### Procedure:

An employee must present the proposed course to the school principal for approval. At the School's discretion, employees may receive financial assistance to attend workshops or conferences.

## Confidentiality

### Policy:

Any information acquired by staff regarding the children, families, Pre-Kindergarten program and School is confidential and must not be discussed outside of the agency.

### Procedure:

The policy is discussed with each new staff member. A serious breach of this policy can result in suspension until the issue has been cleared. Each staff member will sign and date the confidentiality form. (See Appendix B)

## Smoking

### Policy:

Smoking is prohibited in and around Notre Dame's school grounds and buildings. Smoking is also prohibited on field trips and during any Special Events where children may be [present](#).

## Job Descriptions

It is distributed along with the contract.



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## Evaluations

### Policy:

Evaluations will take place in a timely fashion after 3 months of employment. Staff will then participate in an annual evaluation of their duties every year.

### Procedure:

The person conducting the evaluation will document and discuss the duties from the job description with the employee. Goals, quality of work and general evaluation will be discussed and written.

## Volunteers/ Substitutes

### Policy

Volunteers/Substitutes must complete the Orientation Criminal Records Search and sign a Confidentiality Agreement before working at the facility.

## Supported Child Development Workers

### Policy

The Pre-Kindergarten program will, from time to time, require the assistance of Supported Child care workers. Support workers will participate in individual child programs as necessary, supplied by a contractor.

### Procedure:

In collaboration with parents/guardians and Supported Child Development, the Pre-Kindergarten program will include Support staff as part of the team working with children. These employees must meet the Child Care Licensing Regulation requirements and be verified by the contractor.

## Staff Responsibilities - General

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### Registration (Preschool/Pre-K)

#### Policy:

A parent/guardian interested in registering their child for the preschool/pre-kindergarten program must contact the school office and request a registration package. You can also see our Notre Dame School Website for a preschool/pre-kindergarten registration package.

#### Procedure:

Upon request from a parent to enroll their child in the Pre/School/Pre-Kindergarten Program, the parent will be given a registration form and parent package from the office. Generally, the parents/guardians' first choice of program days will be accommodated when possible. If a



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space is unavailable, it is filed in the Waiting List file. Preschool/Pre-K staff requests should be redirected to the school office.

## Medication

### Policy:

Medication prescribed or recommended for a child by a physician must remain in its original packaging with full instructions and precautions. All parents must sign a "**Permission to Administer Medication**" form before dispensing medication. Only then will it be administered by staff.

No medication of any strength or kind is to be administered to a child without the written consent of the parent/guardian/physician. Prescription drugs require a parent/guardian consent form. (See Registration Package for the required form)

### Procedure:

Upon the consent to administer medication to a child, the parent/guardian must supply the medication to the Preschool/Pre-Kindergarten staff. A method other than external application (as in pill or liquid) is to be administered only by someone qualified to do so. A medication administration chart for each child receiving medication will be filled in with the date and time of the staff member giving the medication. \***ALL** medications must be stored in a locked container inaccessible to children.

## Children's Allergies

### Policy:

Staff is not to administer any substance the parent or child has specified as producing an allergic reaction.

### Procedure:

Any allergies specified by the parent/guardian in the health form at registration will be marked on the child's file card and added to the list posted in the kitchen. If a snack includes something a child is allergic to, the child will be given an alternate choice. Staff will avoid serving snacks known to contain nuts and nut products.

## Reporting Child Abuse

### Policy:

Staff must report child abuse made known to them or that they suspect via observations.

### Procedure:

Staff will follow the B.C. Handbook for Action on Child Abuse and Neglect.

## Individual Programs

### Policy:

All staff members interacting with a child requiring extra support will participate in the child's care plan. Staff unfamiliar with the care plan program will have an orientation.



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## Field Trips

### Policy:

Staff will take Emergency Cards and a First Aid Kit on any trips away from the facility. Attendance will be taken before and upon return to the facility. Parents/guardians will be informed by staff of details of the proposed field trip in advance.

## Communication

### Policy:

All staff will maintain open communication between the School, staff, and parents/guardians.

### Procedure:

Staff will communicate with all parties to the best of their ability. All written communications sent home with children will be pre-approved by the school Principal before being sent.

## Playground Supervision

### Policy:

Children will be supervised at all times on the playground for safe play. There is designated playground equipment for the Preschool/Pre-K program students in the fenced area to meet licensing regulations. All other equipment is not to be used by the Preschool/Pre-K program students.

### Procedure:

Alert! A signal is a whistle blow (Preschool/Pre-K) or air horn (ASP) at which children will come immediately to the Supervisor at the Preschool/Pre-K entrance doors.

1. **Perimeters of Play:** children are to be supervised when playing outside; boundaries should be proportional to the amount of supervision. For example, one ECE should set limits for play in the Preschool/Pre-k playground area.
2. **Dangerous or dirty Items:** adults are only to pick up broken glass or questionable or disgusting items.
3. **Wildlife and domestic animals:** if wildlife is noticed, students will NOT approach the wildlife and will walk quickly to the school entrance if the way is not blocked by wildlife. If blocked, children will follow the Supervisor's directions. "Pets" on the playground are not to be approached or petted. If a "pet" is acting unfriendly, follow the wildlife guidelines. If a daycare family pet accompanies a family member who is picking up a child, the Supervisor must determine the "safeness" of the pet and act to keep all children safe.
4. **Strangers:** children will not approach strangers, and supervisors must not allow strangers to approach children. Suspicious behaviour by a person requires the children to be brought inside, the door to be locked, and police notified.

## Incident Report

### Policy:

A reportable incident is an event where a person in care has been injured, seriously or adversely affected, or has gone missing while under the care or supervision of the licensee. A detailed list of





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reportable incidents can be found in [Schedule H of the Child Care Licensing Regulation](#) and [Schedule D of the Residential Care Regulation](#).

Parents/guardians must be informed immediately of any injury or illness.

## Procedure:

The educator must complete an incident report and give it to the facility manager (school principal). Any first aid treatment administered to a child must be recorded in a bound book. The name of the child, date and time, staff member present at the accident, the nature of the injury, and a brief explanation of events are required on the form. Parents must be informed immediately. The report, complete with the staff member's and the Supervisor's signature, will then be filed under Accident Reports.

The manager will notify the Medical Health Officer (public health/licensing) via phone, email, or fax and submit a Reportable Incident Form. Reportable Incident Forms can be accessed from Reportable Incident Forms found in the appendices or accessed from [Northern Health's website](#).

## **Petty Cash**

### Policy:

The Preschool/Pre-Kindergarten program may submit purchase requests at the beginning of each year and throughout the school year to be allocated for refurbishing supplies if needed, as determined by the principal.

### Procedure:

Requests for using funds allocated for equipment and supplies must be given to the school principal. It will then be decided whether the School should purchase the item or if the ECE should do so and be reimbursed. The ECE will use the form provided by the principal to authorize expenditures. These funds are not to be used for admissions on field trips or art supplies that may already be available in the School. Receipts will be kept and returned to the office with the program name and staff name printed on the back.

## **Fire Regulation Procedure**

### Policy:

In the event of fire or smoke, staff will follow the evacuation procedure for children's safety.

### Procedure:

Staff: Clear washrooms and the preschool/pre-k room, and leave immediately through the nearest exit.

## **DO NOT STOP TO PUT ON COATS**

Preschool staff:

- Pick up an emergency bag (red), and check the washrooms and Preschool/Pre-K room on the way out.
- The Fire Department is to be called once outside.
  - Take children immediately to a designated outside spot and/or the church, depending on the situation.
  - Parents/guardians should be contacted to pick up the children.



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## Health and Hygiene – Standard Precautions

### Policy:

The ECE worker in the Preschool/Pre-k room sanitizes their toys and equipment.

Children will not be accepted at the program if they are sick or have a communicable disease. Staff will use the Illness list and the family handbook as a guideline to determine if refusing a child at the facility is appropriate.

Children who become ill (fever, vomiting, diarrhea, etc.) at the facility will be sent home as soon as possible.

### Procedure:

Parents/guardians must inform the facility if their child is ill and **NOT** send them to School. If the child has a communicable disease, staff will notify all parents/guardians immediately. The programme staff will notify Licensing, and action will be taken.

Upon determining that a child is too ill to be at the program, staff will contact a parent/guardian to pick the child up. The child will be isolated from the rest of the children to limit the spreading of germs.

Staff will use universal precautions to prevent the spreading of germs. These include using gloves when dealing with blood and bodily fluids, cleaning cuts and scrapes, following handwashing guidelines, and using an appropriate sanitizing solution to clean up blood and bodily fluids.

## Staff Standard Operating Guide

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### Daily Procedures

- **Day Book**  
Staff will maintain a day book with a record of planned daily activities and note any incidents.
- **Attendance**  
Staff will take attendance and check in and check out children. Parents/guardians must sign in and out their child(ren) and note the drop-off and arrival time.
- **Snack Preparation/Baking**  
The child's family will provide a nutritious snack. General food-safe practices will be followed and taught. Kids must sit to eat, and food is not to be used as a reward.
- **Contact with Parents/Guardians**  
Staff members should have as much interaction with parents/guardians as possible. Every effort should be made to contact each parent entering N.D. daily. Preschool/Pre-K program. A communication whiteboard, weekly memos and/or emails will be used to keep parents/guardians informed of weekly happenings.
- **General Clean-up**  
Staff will maintain the facility in a clean and orderly state. Regularly cleaning of toys and equipment will take place using a sanitizing solution. The school custodian will clean the washroom and floors at the end of each day.



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- **Lock-up**

The program supervisor will ensure the facility is locked up each day.

## Weekly Procedures

- **Purchasing Program Supplies**

The ECE worker does shopping by submitting a purchase request to the principal for approval. The ECE worker is encouraged to watch for sale prices on items. The principal must approve the purchase of any items before purchase.

- **Programming**

A suitable program that includes plans for art, games, field trips, outdoor play, etc., must be prepared and written in the daybook with directions, samples or other pertinent information two weeks in advance.

- **Payroll**

Staff hours are documented on the employees' Schedule One payroll sheet, submitted to CISPG payroll at the start of the school year and signed by the ECE employee.

## Monthly Procedures

- **Billing/Receipts**

The school bookkeeper is to invoice and mail statements. Receipts are issued annually from the office.

- **Fee Statement**

A statement of enrollment will be sent to the office for bookkeeping.

- **Month-End Program Report**

The program staff (ECE worker) will submit a month-end report to the office when requested.

- **Attendance Records**

Attendance records will be kept on file and made available to the office as necessary. Records must be kept for 7 years.



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