

Tsuma-as Just B4 Early Childhood Program



Policy and Procedures

January 2022



We acknowledge with grateful hearts,
that we **live**, **learn**, **love**, and **play** on the
Traditional and Unceded Territories of the
Hupacasath and Tseshaht First Nations

Located at

Tsuma-as Elementary School

5055 Compton Road

Port Alberni BC

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Katherin Charbonneau, ECE, Manager

Jennifer Penner ECE, Preschool Educator

Facility Number: 273916



Behaviour Guidance Policy

At Tsuma-as Just B4, we believe that children display positive behaviours and engage in meaningful activities when the environment reflects their interests, is child-centered and is play-based. When children are respected for who they are and are supported by caring adults and peers to resolve difficult situations, they learn positive problem solving and coping mechanisms.

In this way, children's behaviour are consistently dealt with by all employees, volunteers, and students in a positive manner, always keeping in mind children's age and development. Staff will re-direct children to alternative activities, when necessary, use positive language, model respectful behaviour, and set reasonable expectations for children. Within this environment, food will never be used as a reward for positive behaviour, for completing a task, nor withheld as a consequence for undesirable behaviour.

In addition, Tsuma-as JustB4 adheres to a standard of care that states any operator, employee, or volunteer **must** behave in a manner that does not harm any child who is attending the program, and **must not do** or **permit** any of the following:

- A. Use corporal punishment, including
 - (i) striking a child directly or with any physical object, and
 - (ii) shaking, shoving, spanking and other forms of aggressive physical conduct.
- B. Require or force a child to repeat physical movements.
- C. Use harsh, humiliating, belittling or degrading responses of any form, whether verbal, emotional or physical.
- D. Confine or isolate a child



CONTINUOUS CARE & SUPERVISION POLICY

As required by BC Child Care Licensing Regulations, Section 39, Tsuma-as Just B4 staff ensures children are supervised at all times

To ensure the highest level of supervision, care, prevention, and a safe environment, Tsuma-as Just B4 educators implement the following:

- All children are marked arrived/departed in the daily attendance sheet (noting time, illnesses, vacation, absent, etc.)
- Attendance clip boards are kept with the group at all times
- Headcounts are performed regularly throughout the program to ensure maximum safety/supervision: during transitions (i.e. playroom to playground, roll call practice)
- The educator anticipates supervision needs and moves accordingly
- The educator ensures no part of the room is blocked from supervision (ex. Tents)
- The educator positions themselves in the space for maximum supervision of all areas at all times

Outdoor Specific

During outdoor play, the educator will ensure:

- Educator to child ratio's will be maintained
- The outdoor area will be inspected daily for debris and hazards
- They are spread out for maximum supervision of all areas and prevention
- The first aid kit, cell phone, and necessary medication (i.e. Epi Pen) will be brought outside
- Children will be always in eye site
- Proper clothing (i.e. muddy buddies, t-shirts, sun hats etc.) will be worn.
- Children's skills are fostered, scaffold, and supported appropriately (i.e. during climbing if a child can't climb on their own an educator will not physically help them climb, but encourage and be in close proximity for child to feel supported to reach their full potential/comfort zone)
- Specific supervision considerations, ensuring safety for specific children, will be developed and discussed with the Manager when applicable.
- If Educator needs to be relieved, she will contact the Manager Katherin Charbonneau or Carrie Nahorney, Early Years Navigator who are both Early Childhood Educators who are on site most days.



Illness Policy

To ensure a safe and healthy environment for children and staff, and to help to reduce the spread of infectious and communicable diseases, Tsuma-as Just B4 has developed an Illness Policy for our families. Please follow these guidelines when your child becomes ill:

COVID-19, Colds, Influenza, and other Respiratory Diseases

If a child appears ill and/or has any of the following symptoms, we ask that you keep your child home. If they develop any of these symptoms while in care at Tsuma-as Just B4, we will contact you to come and pick them up immediately.

- **Fever: temperature above 100.4 F/ 38 C**
- difficulty breathing
- persistent cough
- listlessness or excessive sleepiness
- excessive fussiness or crankiness - unable to settle.
- nasal discharge that is green in colour
- Earache

You may not return to the program until you have been assessed your family physician or nurse practitioner.

- If your child exhibits symptoms of COVID-19 parents/caregivers must keep their child at home for 5 days if fully vaccinated, or 10 days if unvaccinated from onset of symptoms AND until symptoms resolve, whichever is longer. If you are unsure, please contact your family physician or call 811 to speak to a nurse practitioner. If a child is assessed by your family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to the Program once symptoms resolve.

Please refer and become familiar with the attached COVID Health and Safety Plan

Diarrhea

A child who has diarrhea will need to stay home until there are no more symptoms of diarrhea, fever, or discomfort. They must be symptom free for at least 24 hours, or until any special tests (if required) are negative, before returning to the program. If your child develops diarrhea during the program, you will be called to come and pick up your child immediately.



Vomiting

If a child vomits, has a fever, AND/OR has diarrhea, they must stay home for at least 24 hours and be symptom free upon return to the program.

Rashes

A rash can be a symptom of several illnesses that spread through physical contact, through the air, and through contact with fecal matter. It can be difficult to distinguish between different types of rashes as children develop many kinds of rashes. A rash is a symptom of a health condition that may or may not be infectious. If your child has a rash and exhibits any of the following symptoms, we ask that you keep them home: FEVER, COUGH, VOMITING, DIARRHEA. If your child exhibits an unidentifiable rash, it is required that your child be seen by a doctor to advise if they may attend the program.

Emergencies

In the event of a medical emergency and we are not able to immediately contact families, or their alternative contact and the situation warrants, staff will call the ambulance for assistance with children, staff, and volunteers.

If an ambulance is called for a child that attends Tsuma-as Just B4, the family will be responsible for the ambulance fee.

All emergencies or injuries to children, staff or volunteers must be reported to Licensing. This includes biting. Families will be notified if a report was filed concerning their child and or their child was injured or bit at the program. A copy of all reports are kept in our files. All staff have current CPR and first aid certificates.

Licensing

Tsuma-as Just B4 is inspected annually by Community Care Facilities Licensing Officers for health and safety regulations compliances. These reports are kept in our Tsuma-as Just B4 files.

Incident Reporting



In the event your child becomes ill or is injured, or is involved in/or may have been involved in any of the incidents listed in Schedule H of the Childcare Licensing Regulation Act (posted on parent wall), staff will complete an in house or licensing incident report form. Parents will be asked to sign either documents. A copy will be kept in the child's file. If an event occurs and an in-house form is completed, and the child requires further medical attention after the fact, parents are asked to inform staff as soon as possible so we can complete the licensing incident form.

If there has been any disclosure or suspected abuse or neglect of any child, it is the staff's legal responsibility to report to the Ministry of Child and Family Development for investigation. The health, safety and well-being of children in our care is our top priority.

Fire, Earthquake and Lockdown Procedures

Fire, earthquake, and lockdown drills are carried out on a regular basis following Pacific Rim SD70, Tsuma-as Elementary procedures and are posted on site. Children will be always be under adult supervision.

Medications

Staff will administer medically prescribed drugs from the original container with the instructions from the physician to children in our care. Parents/Guardians are to fill out a Medication Release form for any medication to be administered at the Tsuma-as Just B4. These forms are available from the Manager. Medication must be placed in our locked storage before the parent/guardian leaves the child with us. Staff will return medications upon request of the family.

Custody and Guardianship

Families with custody or guardian concerns are required to provide Tsuma-as Just B4 with copies of all such court orders and reports pertinent to the care and welfare of the child in question. Only with these documents can staff at the Tsuma-as Just B4 support specific arrangements for child access.



Walks, Field Trips and Transportation Policy

Tsuma-as Just B4 will go on field trips by walking to local parks, taking city transit or SD 70 school buses.

Staff will maintain appropriate ratios, and provide adequate supervision while on foot, on city transit or school bus.

- Staff/child ratios will be maintained on all walks or fieldtrips.
- Perform child "Attendance call" before departure, during the outing, and before coming back to Tsuma-as JustB4.
- First-Aid Kit and emergency cards with updated information and photo of child will be brought on all trips.
- Cell phones are taken for safety and emergency contact if needed.
- A signed consent form must be received from the parent/guardian of the child prior to student transport, walk, or field trip.

Termination of Services Policy

The following are conditions which could result in a family being asked to withdraw their children from Tsuma-as Just B4

- A family who does not support the philosophy or practices at the Tsuma-as JustB4, and it becomes clear that this is interfering with other families and children's experiences here.
- An inability to respect the staff, children, or other parents/guardians at the Tsuma-as JustB4.
- Child or adult behavioural problems that, after consultation, cannot be resolved or cause immediate harm.
- All concerns will be discussed and put in writing, should the circumstances arise. Depending on the issue, an opportunity to change the behaviour/situation in question will be given. However, Tsuma-as Just B4 reserves the right to terminate services without notice.



Withdrawal Policy

One month's written notice is required when withdrawing your child from Tsuma-as Just B4. Failure to give adequate notice of withdrawal directly impacts the operational budget and the opportunity for other children to participate in our program. Parents will be charged one month's fee in lieu of giving proper notice (one month). One month's notice MUST be given in writing. Once you have made the decision to withdraw from our program, please see the Manager to hand in your letter. This procedure allows the program adequate time to consult the wait list and find a family to fill your spot.

Active Play Policy

The children attending Tsuma-as Just B4 will participate daily in "Active Play" defined as periods of physical activity including moderate to vigorous bursts of high energy, raising children's heart rate for a minimum of 30 minutes per day. These periods of time will incur both during free play and adult led activities where we will play and learn together the building blocks of turn taking games, running, jumping, and throwing. This Active Play time will be delivered both in indoor and outdoor opportunities throughout our day.

Screen Time Policy

Tsuma-as Just B4 is an emergent program. Documentation and making learning visible, is a key component of our program. Our staff, students and the children will have access to electronics for use in documentation taking (taking pictures). We will access the Internet for exploration purposes only (answering an inquiry – ie: finding a picture of Stonehenge etc.) and never in a situation where it leaves children unsupervised and uninvolved.

Photography Policy

As stated above, a key component of our program is documenting. This includes taking photos of what we do, our learning processes and discoveries. We will be utilizing documentation panels to help support NIC students, other professionals and to share with our families. As this is Pacific Rim SD70 Program, we will be providing Administration and School Trustees with ongoing visual and written dialogue of our journey. We will never use names or locations in our postings.

Parents will be asked to read and sign our photography permission form. If they do not agree, those children will not have their photographs published.



Educator/Staff Policy

Tsuma-as Just B4 ensures staffing as per Island Health Licensing Requirements and any exemptions approved, as well as ensuring caring committed ECE professionals that believe in the mission and philosophy of the program.

The Manager of Tsuma-as Just B4 will ensure proper qualifications are maintained as per Part 3 BC Child Care Licensing Regulations, Manager and Employee Requirements.

http://www.bclaws.ca/Recon/document/ID/freeside/332_2007#division_d2e1640

Documentation includes:

- Required certification: copies of diplomas, certificates, or other evidence of the person’s training and skills.
- Criminal Record Check
- Character References
- First Aid (A licensee must ensure that the children have at all times immediate access to an employee who holds a valid first aid and CPR certificate)
- Is of good character
- A record of the persons work history
- Has the personality, ability and temperament necessary to manage or work with children
- Has the training and experience and demonstrates the skills necessary to carry out the duties assigned to the manager or employee
- Evidence that the person has complied with the province’s immunization and tuberculosis control programs or provides a written letter stating otherwise.

As per BC Child Care Licensing Regulations, Schedule E, “Group size and employee to children ratios”, Tsuma-as Just B4 ensures the following is adhered to:

Type of program	Max group size	Children per group	Ratio of Employees to children in each group
Preschool (30 Months to School Age)	20	≤ 10	One educator
		11 – 20	One educator and one assistant

At Tsuma-as Just B4, one Educator will be employed, and 10 children will be in attendance at one time during the program.