

School Management Policies

Staff policies

All teaching staff must hold a current ECE licence to practice issued by the Community Care and Assisted Living Act of the BC Ministry. All teaching staff must hold a current First Aid certificate. Two qualified staff will be on duty at all times. Special staff will be acquired to work with children with special needs through Supported Child Care.

Parent & Teacher Relations

Constant communication between teachers and parents is a prime objective of the school. This will be accomplished through:

- Newsletter produced and distributed to all parents several times during the year.
- Parent observation sessions in the classroom.
- Personal consultations between parents and staff regarding their child's participation and development.

Forms and information required from parents

1. Windridge Park ChildCare Centre registration form
2. Parents' agreement and permission form
3. Emergency/Consent Card
4. Health History Form (Immunization Schedule)

Facility maintenance

Windridge Park ChildCare Centre leases facilities from the North Vancouver Recreation Commission. The Commission is responsible for the daily maintenance of the classroom and bathroom. Windridge staff is responsible for the care, safety and cleanliness of all toys and equipment used by the preschool.

Child Abuse procedures

All suspected cases of child abuse will be discussed with the preschool's owner/supervisor. This person will contact the Ministry of Children and Families regarding any subsequent action.

Medication Policy

Windridge Park ChildCare Centre staff will not administer medication to any child. The parent or guardian should administer medication before or after school. Arrangements will be made for medication to be given by authorized persons during class session. If a personal Epi Pen is required by a child, all staff will be trained in administering the Epi Pen.

Health Practice Program

Windridge Park ChildCare Centre staff will ensure that children wash hands with liquid soap and dry hands with paper towels before snack time and after washroom use. All tables are sprayed with an approved disinfectant after each use and before snack time. A complete St. John's Ambulance First Aid Kit and additional first aid supplies will be available at all times. The kit will be kept in the foyer storage closet, hanging up on the back of the door. Although Recreation Commission staff is responsible for general janitorial duties, preschool staff will regularly clean toys and equipment with bleach and/or approved disinfectant.

Emergency Procedures

The preschool is located in Ron Andrews recCentre. It is a brick and concrete building. RecCentre staff are familiar with the location and contents of the North Vancouver Recreation Commissions Emergency Procedures Manual. Emergency supplies for the recCentre are kept in a locked cabinet in the front hall/foyer area. The preschool's telephone is located above the file cabinet in the classroom.

Fire & Emergency Drills

There are two exits from the preschool classroom. For details on procedures, refer to posted "Fire and Emergency Procedures". Drills will be practiced with each class several times during the year.