

Rutland Senior Playschool Introduction

Welcome to the Rutland Senior Playschool. I am excited about starting this session and I hope that your child is too. The RSS Playschool is a licensed child care facility through Interior Health. To maintain our licensing status there is a number of paperwork that needs to be completed and returned to the playschool on the first day of class. The Interior Health licensing officer visits the playschool periodically to check the facility and review the paperwork.

Please carefully read and sign the following documents:

1. Playschool Notice
2. Playschool Policy
3. Dates of the Playschool
4. Playschool Expenses
5. Registration Form
6. Emergency Card
7. Substitute Caregiver Release Form
8. Guiding Behaviour Policy
9. Illness Policy
10. Intoxicated Parent Policy
11. Refund Policy
12. Suspected abuse/ Neglect Policy
13. Immunization Form
14. Emergency, Evacuation and Lockdown Policies and Procedures
15. Medication Form, if needed
16. Photo Release Form
17. Course Outline of the class that I teach and the expectations of the grade 12 students.

Please drop off your completed forms with payment as soon as possible or on the first day of class. If you have any questions and/or concerns please do not hesitate to contact me:

250-870-5110

mallory.wightman@sd23.bc.ca

I look forward to meeting you and your child on the first day of playschool!

Sincerely,

Mallory Wightman

Playschool Notice

Dear Parents:

I would like to take this time to welcome you to our Rutland Senior Secondary Playschool. My name is Mallory Wightman and I will be teaching the students who will be working with your children in the playschool. The playschool that is operated at RSS is licensed through Interior Health for occasional child care. This means that there are certain rules, regulations and standards of health and safety that have to be followed. The following list must be incorporated into the program to comply with the rules from the licensing officer. Your cooperation and assistance would be greatly appreciated.

The purpose of the playschool is two-fold. First, it is an opportunity for your children to interact, learn, play and discover new ideas and concepts. Secondly, it allows the students to observe, teach and interact with young children.

DATES

Playschool will take place two times per week.

Due to the semester system at RSS the playschool will operate various days of the week, either Tuesday/Thursday or Wednesday/Friday.

A schedule is enclosed in this package.

TIMES

Morning sessions are from 9:45 - 11:45 am

Afternoon sessions are from 1:15 - 3:15 pm

COST

The cost will be \$400 for the school year

There are approximately 25-30 classes per semester.

Payment schedule options: \$400/year, \$200/semester or \$50/month(8 months)

Payment method options: cash, cheque, online by credit card

SNACK

We will have a snack break during playschool.

Send a nutritious snack that your child can eat in 10-15 minutes. We are a nut free zone.

Send a water bottle labeled with your child's name.

CLOTHING

Dress your child in appropriate clothing for the weather that day. We will be going outside for a minimum of 30 minutes everyday.

Please send inside shoes that can be left in the Playschool. Each child will have a basket to keep them in.

Please send a change of clothes for your child that they can leave at playschool. We will keep them in a labeled ziploc in their basket.

MEDICATION

The licensing officer requested that if any medication was given to the preschoolers by the teacher that the following procedure must occur:

- a) name of child
- b) name of medication
- c) dosage
- d) procedure to administer and any special instructions
- e) time/intervals
- f) signature of the parent

It is requested that all medication, if possible, be administered by the parent before arriving to the playschool so that the playschool teacher does not have this responsibility.

I am really excited to start this year. I will see you in a few weeks!
Thank-you for your cooperation.

Sincerely,
Mallory Wightman

Rutland Senior Playschool Policy

As of June 1993 this playschool has been licensed and was recertified again in February 2002 due to a maternity leave. We are licensed as Occasional child care through Interior Health as determined by the rules and regulations set out by the Ministry of Health.

Playschool Information:

Rutland Senior Playschool
Caregiver in Charge: Mallory Wightman, Teacher
705 Rutland Road N, Kelowna, B.C. V1X 3B6
Phone: 250-870-5110 ext. 2289
Hours: 9:45 – 11:45 / 1:15 – 3:15
Fees: \$400.00 per year
Dates: as per schedule

Statement of Philosophy for the Rutland Senior Playschool:

- At our playschool the number one objective is to provide a safe and inclusive environment in which children can learn to interact in a positive manner.
- The children interact in various ways with other children in their age group as well as with high school students.
- The day begins with free time to play and interact with others, followed by circle time, story time, snack time, crafts, games and/or physical activities, and additional free play time.
- This schedule enables children to interact socially, practice good listening and cooperative skills and at the same time learn educational concepts such as letters and numbers.

Playschool Teacher Responsibilities:

1. To make sure the daycare and play areas are safe for children.
2. To make sure the program helps children to stay healthy.
3. To make sure children are supervised at all times.
4. To notify parents of any health or other problems noticed about the child.
5. To call the parent, or if necessary, and ambulance, if a child is suddenly ill or injured.
6. To be able to handle injury, emergency or fire in a safe way.
7. To make sure that all other adults in the daycare have had a Criminal Record Check. In addition, first aid certificates for substitute Teachers and other employees.
8. To notify parents of the name of the substitute Teacher that may be used.
9. To have a written discipline policy that is acceptable under the Child Care Regulations, and follows this policy.
10. To keep confidential all information received about a child or a family.

Parent Responsibilities:

1. To bring and pick-up children on time.
2. To let the Teacher know if the child will be late or not coming; or will be picked up late.
3. To give all the information needed to care for the child by filling in the registration form and other forms, completely and accurately.
4. To keep the child home if he/she is ill, or to pick them up if they become ill at the playschool.
5. To let the Teacher know if the child has a communicable disease, or has been in contact with a communicable disease.
6. To let the Teacher know if there are any major changes in the child's life (separation/moving/death/new additions to the family etc.)
7. To bring the child's food.
8. To bring extra clothes.
9. To pay the fees on the first day of playschool.
10. In case of accident or illness I authorize the Teacher to contact a physician and/or an ambulance if parent/guardian cannot be reached immediately.

I have read and understand the responsibilities of both the Teacher and the parent. I also accept the policies of the preschool and give my consent to enroll my child at the Rutland Senior Playschool.

Parent Signature: _____ Date: _____

DATES – SEMESTER ONE

Day	Date		Time	PLAYSCHOOL
THURS	OCT	1	9:45-11:45	1st Day of Playschool!
WED	OCT	7	1:15-3:15	
				Closed for School Base Implementation Day
TUES	OCT	13	9:45-11:45	
THURS	OCT	15	9:45 -10:45	1 hour only ****EARLY DISMISSAL
WED	OCT	21	1:15-3:15	
				Closed for Pro D Day
WED	OCT	28	9:45-11:45	
FRI	OCT	30	9:45-11:45	Trick or Treating at RSS
TUES	NOV	3	1:15-3:15	
THURS	NOV	5	1:15-3:15	
	NOV	11		Closed for Remembrance Day
THURS	NOV	12	9:45-11:45	
WED	NOV	18	1:15-3:15	
FRI	NOV	20	1:15-3:15	
TUES	NOV	24	9:45-11:45	
THURS	NOV	26	9:45-11:45	
WED	DEC	2	1:15-3:15	
FRI	DEC	4	1:15-3:15	
TUES	DEC	8	9:45-11:45	
THURS	DEC	10	9:45-11:45	
WED	DEC	16	1:15-3:15	
FRI	DEC	18	1:15-3:15	Santa Visit at RSS
				Closed for Winter Break
TUES	JAN	5	9:45-11:45	
THURS	JAN	7	9:45-11:45	
WED	JAN	13	1:15-3:15	
FRI	JAN	15	1:15-3:15	
TUES	JAN	19	9:45-11:45	
THURS	JAN	21	9:45-11:45	*Last day of semester 1!

DATES – SEMESTER TWO

Day	Date		Time	PLAYSCHOOL
TUES	FEB	23	9:45-11:45	
THURS	FEB	25	9:45-11:45	
WED	MAR	3	1:15-3:15	
FRI	MAR	5	1:15-3:15	
TUES	MAR	9	9:45-11:45	
THURS	MAR	11	9:45-10:45	EARLY DISMISSAL *** 1 hour only ****
				Closed for Spring Break
TUES	MAR	30	1:15-3:15	
THURS	APR	1	1:15-3:15	
WED	APR	7	9:45-11:45	
FRI	APR	9	9:45-11:45	
TUES	APR	13	1:15-3:15	
TURS	APR	15	1:15-3:15	
WED	APR	21	9:45-11:45	
FRI	APR	23	9:45-11:45	
TUES	APR	27	1:15-3:15	
THURS	APR	29	1:15-3:15	
WED	MAY	5	9:45-11:45	
FRI	MAY	7	9:45-11:45	Mother's Day Tea at RSS
TUES	MAY	11	1:15-3:15	
THURS	MAY	13	1:15-3:15	
WED	MAY	19	9:45-11:45	
FRI	MAY	21	9:45-11:45	
WED	MAY	26	1:15-3:15	
FRI	MAY	28	1:15-3:15	
TUES	JUNE	1	9:45-11:45	
THURS	JUNE	3	9:45-11:45	
WED	JUNE	9	1:15-3:15	
FRI	JUNE	11	1:15-3:15	
TUES	JUNE	15	9:45-11:45	Playschool Graduation at RSS
THURS	JUNE	17	9:45-11:45	Ben Lee Water Park *Last Day!

Playschool Expenses

Playschool does not receive a district or school budget. Therefore all expenses incurred must come from the children's fees. Here is a list of items that **may be** purchased or paid for using the playschool funds for 2026-2027. Thank you for your support!

ITEMS THAT MAY BE PURCHASED FOR PLAYSCHOOL:

- Outside and inside play items
- Toys/Puzzles/Games/ Centers
- Literacy materials
- Extra snacks/Food
- Items to enhance themes or concepts being taught
- Craft supplies
- Christmas supplies
- Decorations for themes
- Room decorations
- Photo processing
- Replacement of items
- Books
- Resources and educational kit

FIELD TRIPS:

- Pumpkin Patch
- Eco Center
- Byland's Garden Center
- Don O' Ray
- Kangaroo Farm
- Safety Village
- Library
- Gymnastics
- Ben Lee

ACTIVITIES:

- Halloween Trick or Treating/Loot Bags
- Christmas Holiday party
- Mother's Day Tea
- Easter
- Valentine's Day
- St Patrick's Day
- Father's Day
- End of year graduation celebration

ITEMS THAT ARE NEEDED FOR LICENSING PURPOSES:

- Criminal Record Check Processing Fee
- First Aid Certification
- Food Safe

ADDITIONAL PURCHASES AND/OR EXPENSES:

- End of term luncheon for the grade 12's
- Professional Development Courses in the Summer and throughout the year
- Outside and inside maintenance
- Laminating and photocopying
- Subsidy to cover cost for CEA

RSS Playschool Registration

Playschool Dates: To be Announced
2 classes each week
2 hour per class

Start date: _____

End date: _____

Children should be 3-5 years old. Must be toilet trained to enroll.

First 16 to register will be accepted.

Fee: \$400.00 (payable to RSS Playschool on registration day)

Signed Forms to be returned on registration day.

Child's Full Name: _____

Gender: M F Birthday: _____

Parent(s) Names: _____

Address: _____

Email: _____

Phone: _____ (home) _____ (cell / work)

Medical concerns: (allergies, etc.)

Do you have any concerns about autism?:

Goals for your child in this playschool:

How did you hear about the playschool:

Has your child participated in any other activities out of the home? (Daycare, gymnastics, etc)

Parent Signature: _____ Date: _____

Emergency Card

Name: _____ Birthdate: _____

Physical Identifying Features: (Hair Colour, Eye Colour, Birthmarks, Piercings)

Care Card #: _____

Medical Conditions: _____

Allergies: _____

Physician: _____ Physician's Ph #: _____

Permission to call Physician/Ambulance: Yes () No ()

Parent Name: _____ Work: _____

Home Address: _____ Ph #: _____

Email: _____ Cell #: _____

Parent Name: _____ Work: _____

Home Address: _____ Ph #: _____

Email: _____ Cell #: _____

Emergency Contact (Different than above):

Name: _____ Ph #: _____

Email: _____ Cell #: _____

Substitute Caregiver Information

The Provincial Child Care Facilities Licensing Board states that a licensee shall obtain in writing from a parent of a child the name of each person authorized to remove the child from the playschool.

The licensee has the right to confirm the appropriateness of the release by a telephone inquiry or by otherwise checking with the parent.

The licensee will not release a child to an adult who appears to be intoxicated and will immediately telephone the parent to discuss this situation.

The licensee (Mallory Wightman) is hereby enclosing consent forms that must be filled out in order for the child to be released into the care of another adult from Rutland Senior Playschool.

SUBSTITUTE CAREGIVER CONSENT FORM

I _____ (parent name) hereby give consent for
_____ (substitute caregiver) to drop off and/or pick up
_____ (child's name) from the playschool.

Parent signature _____ Date _____

SUBSTITUTE CAREGIVER CONSENT FORM

I _____ (parent name) hereby give consent for
_____ (substitute caregiver) to drop off and/or pick up
_____ (child's name) from the playschool.

Parent signature _____ Date _____

SUBSTITUTE CAREGIVER CONSENT FORM

I _____ (parent name) hereby give consent for
_____ (substitute caregiver) to drop off and/or pick up
_____ (child's name) from the playschool.

Parent signature _____ Date _____

Guiding Behaviour Policy for Rutland Senior Playschool

Philosophy:

Children need adults to teach, guide, and support them as they grow and learn. Child care providers play an important role in guiding children's behavior in positive, supportive, and age-appropriate ways. The most appropriate ways to guide behavior may differ from child to child and will depend on the child's age and developmental abilities and needs.

Guidance provides children with appropriate and positive models of behaviour and helps them to develop respect, self-regulation, self-confidence and sensitivity as they learn and grow. Guidance is needed while appropriate behaviour is happening, as well as before, during, and after inappropriate behaviour is displayed

Guidance Strategies:

Prevention

- Set Clear, Consistent, & Simple Limits
- Give Easy to Understand Explanations for Limits
- Say Limits in a Positive Way, Rather Than in a Negative Way
- Focus on the Behaviour, Rather Than on the Child
- Say What is Expected, Rather Than Ask
- Provide Choices
- Give Children Enough Time to Respond to Expectations
- Ignore Minor Incidents
- Reinforce Appropriate Behaviour, With Both Words and Gestures
- Encourage Children to Use Teacher as a Resource
- Be Alert
- Proximity/Nearness

Intervention

- Get a Child's Attention in a Respectful Way
- Use Proximity and Touch
- Reminders
- Acknowledge Feelings Before Setting Limits
- Redirection
- Offer Appropriate Choices
- Use Natural and Logical Consequences
- Limit the Use of Toys/Equipment
- Model Problem-Solving Skills
- Provide Opportunities for Children to Make Amends

Challenging Behaviours

Time away

- Time away is a redirection strategy for caregivers to direct a child away from an over stimulating activity or environment to a more calming area. Time away is not a punishment - but rather an opportunity for the child to develop self-regulation and regain control of their emotional and physical state.

Holding/restraint

- Holding or restraining a child is a serious issue and must only be used as a last resort; after all other strategies and techniques have been unsuccessful. It may be necessary to protect a child by using a restraint if a child has lost self-control, placing themselves or others at risk of imminent serious physical harm. A restraint of this nature would be considered an emergency restraint.
- Adults and children can benefit from a debrief after a restraint has been used, to understand the reasons for the restraint, why alternatives strategies and techniques were unsuccessful and if an assessment of the child or reassessment of the child's care plan is needed to prevent a repeat occurrence.

I have read and agree with the above policy

Signature: _____ Date: _____

Illness or Injury Policy

If a child becomes ill or injured while at playschool:

- The parent will be contacted to pick up the ill or injured child; if the parent can not be reached we will try the emergency contact
- The child will be kept in a quiet area accompanied by one of our caregivers until the child can be picked up
- If more immediate medical attention is deemed necessary we will contact our medical emergency team, your family doctor or the ambulance
- The parent agrees to keep the child home if he/she is ill and to pick them up if they become ill at playschool

Immunization Guidelines

- Students attending RSS Playschool are required to have up-to-date immunizations
- When you submit your completed registration package, please bring you child's immunization passbook, a photocopy of the record or a printed hardcopy from the health unit that can be accessed online
- If you are a conscientious object, or have not had your child immunized for some reason, your child may still attend playschool but you may be asked to keep your child home if a disease outbreak occurs. Please provide a letter, in writing, that states that your child has not been immunized.

Policy on Being Picked Up By An Intoxicated Person

If the person who picks up a child appears to be intoxicated:

PARENT:

- The other parent will be contacted to pick up the child themselves or make other arrangements
- If this is not possible, other alternatives will be offered to the intoxicated parent, such as having a friend give them a ride home, calling a taxi or a staff member giving them a ride home.
- If the intoxicated parent insists on driving the child home, we will inform the police of this situation

OTHER THAN THE PARENT:

- The parent will be contacted to pick up the child themselves or make other arrangements

- We can offer alternatives, as mentioned above, to ensure that the child arrives safely into the care of a parent or responsible adult
- A child will not voluntarily be released into the care of an intoxicated person, unless the parent has given permission
- If the intoxicated person takes the child away the police will be contacted immediately and informed of the situation

Parental Access

- The caregivers agree to provide opportunities for the parent(s) to observe/participate in the playschool if they choose to do so.
- The parent agrees to make prior arrangements with the playschool when they wish to observe/participate.

Refund Policy

- The cost for each session/semester is \$200. Session One runs October to January and session two runs February to June.
- Refunds will be pro-rated based on the total of classes per session and the number of classes that your child attended.
- If you withdraw from the program, I require notice of 2 weeks before your child's last day. This will allow our office time to process your refund in the form of a cheque.

I have read and agree to the above policies.

Signature: _____ Date: _____

Reporting Suspicion/Disclosure of Child Abuse

Parents Please Note:

- Staff who have reasonable grounds to believe that a child under 19 years of age is in need of protection, are required by law to report their suspicions to a social worker at the Ministry of Social Services. A child in need of protection is one who is physically, emotionally or sexually abused; physically neglected; abandoned; deprived of necessary care, medical attention or supervision.
- Failure to report abuse can result in a prosecution under the Family and Child Service Act.
- We are NOT permitted to contact the parent, unless specifically directed to do so by the Ministry of Social Services or the RCMP.
- Reporting procedures are designed to protect the child.
- Our responsibility is to report suspicions/disclosures, NOT determine if abuse has occurred.
- It is the responsibility of the Ministry of Social Services to investigate and decide if the child is in need of protection.
- **Our concern is the safety and well-being of the child.**

I have read and agree to the above policy.

Signature: _____ Date: _____

Process for reporting incidents in the facility that might be considered abuse or neglect:

1. Contact an administrator or counselor immediately
2. Report to social services immediately
3. Report to licensing officer

What will happen if there is an allegation against the facility and/or staff

1. Report to licensing officer
2. Report to principal

If CEA: Bring another "responsible adult" until the investigation is complete

If MANAGER: Close the down the playschool

If STUDENT: Remove from class immediately until the investigation is complete

Record of Persons Not Permitted to Access Child

The Provincial Child Care Facilities Licensing Board states that a licensee shall abstain in writing from a parent of a child the name of each person NOT permitted access to the child.

The licensee will not release a child to an adult on this list and will immediately telephone the parent to discuss this situation.

The licensee (Mallory Wightman) is hereby enclosing consent forms that must be filled out in order to protect the child.

Person Not Permitted to Access Child:

Name: _____

Physical Identifying Features: _____

Name: _____

Physical Identifying Features: _____

Name: _____

Physical Identifying Features: _____

**Immunization Control Form
(Child Care)**

See 'The Guide' to Applying for a Child Care Licence

Applicants must complete and submit this form to Licensing Direct with their application for a licence.

This document may also be used at the time of initial employment to record compliance with the British Columbia immunization and TB control program for employees, volunteers and others working in the child care facility. Staff immunization is not mandatory in community care facilities however it is strongly recommended as a best practice to protect staff and persons in care. Licensees must keep a record of each employee's immunization history even if the immunization is incomplete.

References: Child Care Licensing Regulation Section 19 (1) (f) and Section 21

I have read the recommended immunization schedule (on the back) and to the best of my knowledge my immunization history is:

☐ **Complete**

☐ **Incomplete**

I am aware that I may be asked to remain absent from the facility in the event of a disease outbreak.

Child's Printed Name:

Facility Name: RUTLAND SENIOR PLAYSCHOOL

Parent Signature:

Date (dd/mm/yyyy):

Recommended Immunization Schedule

Recommended vaccines for health and childcare workers are identified in the *Communicable Disease Control Immunization Program: Section III Immunization of Special Populations* available from the BC Centre for Disease Control website at <http://www.bccdc.ca>. Please check this site to verify the most current information.

Recommended vaccines for health and childcare workers	
All routine vaccines	• Tetanusdiphtheria (Td), varicella, MMR • Meningococcal C conjugate for those born on or after January 1, 1988
Polio vaccine	• Primary immunization is recommended for all health care workers (HCW). • Administer a single booster dose 10 years after primary series • Those who have not completed a full primary series should have the series completed, regardless of the interval since the last dose. • Provided free.
Hepatitis B vaccine	• Recommended and provided free by employers for: • HCWs who may be exposed to blood or body fluids, or who may be at increased risk of sharps injury, bites, or penetrating injury • Not recommended for child care workers except in exceptional circumstances where direct contact with infected blood or body fluids is a likely and ongoing risk. • BC Ministry of Health provides free vaccines ~~students~~ of health care professions. Refer to BC Communicable Disease Control Manual, Chapter 2, Section VII Biological Products
Influenza vaccine	• Immunize yearly. • Provided free.

¹ For specific vaccine schedule information, refer to *BC Communicable Disease Control Manual, Chapter 2, Section VII Biological Products*

Source: BC Centre for Disease Control. *Communicable Disease Control Immunization Program. Section III Immunization of Special Populations*. July 2009. p. 46.

Emergency Policies

When considering for emergencies, it is important to be able to: prepare for, mitigate, respond to and recover from such events.

FIRE DRILL PROCEDURES

Prepare for:

- Practice monthly fire drills with the children
- The Playschool has a map posted on the wall with the nearest fire exits and escape routes.
- Staff should familiarize themselves with the escape route for any rooms in which they may be working.

Mitigate:

- Ensure exits are clear and not obstructed
- Emergency binder is complete with children records, emergency policies, and accessible to staff

Respond to:

- At the sound of the fire alarm, one staff will collect the emergency binder for the group and walk to the door and lead the children out of the building. The group will walk down the alley, beside the school, to Rutland Arena.
- The Teacher (Mallory Wightman or TOC) will collect the attendance sheets, check the Center and the bathrooms for children and then proceed outside to join the children and staff member.
- Once outside, attendance will be taken. When all the children and staff are accounted for and the drill has ended (wait for the all-clear signal), everyone may re-enter the building.

Recover from:

- Sit in the circle area and discuss the drill with the children – what went well and what was forgotten.
- The drill will be recorded on the Fire Drill forms which are posted in the classroom. One person will fill out the information for every group that was present during the drill.

EMERGENCY EVACUATION PLAN

Prepare for:

- Practice evacuation drills once per year with staff and secondary students. Review the plan, check alternate locations are available and the supplies are up to date.
- The Playschool has a map posted on the wall with the nearest fire exits and escape routes.
- Staff should familiarize themselves with the escape route for any rooms in which they may be working.

Mitigate:

- Ensure exits are not obstructed
- Emergency binder is complete with children records, emergency policies, and accessible to staff

Respond to:

- At the sound of the fire alarm, one staff member will walk to the door and lead the children out of the building.
 - The group will walk to the Rutland Arena and wait for the other children and staff to join them.
- One staff member will stand by the door and send children outside to join the group.
 - Any other staff, if present, will assist in getting children into the line up and walk outside with the line.
- When the children have left the building, the staff by the door will go outside to join the group.
- The Teacher (Mallory Wightman or TOC) will collect the attendance sheet and the emergency binder, check the Center and the bathrooms for children, and then proceed outside to join the children and staff.
- Once outside, attendance will be taken.
 - When all the children and staff are accounted for, the group will walk over to The Rutland Arena.
- The Fire Department will be called by the school
- Parents will then be called to pick up their children at The Rutland Arena

Recover from:

- Upon returning back to school, children will sit on the carpet to talk about the experience. The teacher (Mallory Wightman or TOC) will answer any questions and hold space for any feelings that have come up as a result of the event.

EMERGENCY RELOCATION PLAN

Should an incident occur in the vicinity of the Center making it necessary to relocate the children to another area of town, the following procedures will be in effect:

Prepare for:

- Staff will review the evacuation plan one time per semester (twice per year)

Mitigate:

- An emergency kit will be kept in the classroom with water, snacks and activities for the children
- Emergency binder is complete with children records, emergency policies, and accessible to staff

Respond to:

- Follow the emergency evacuation plan.
- Follow the directions given by the emergency personnel and the school administrators
- Bring emergency kit and binder
- The Teacher (Mallory Wightman or TOC) will allocate children and staff to available vehicles.
- If necessary call Kelowna Cabs (250-762-2222) and request transportation for the children and staff.
- Neighbourhood evacuation:
 - Call Springvalley Middle School (250-862-3274) on Ziprick Rd, inform them that there is an emergency evacuation required.
 - Relocate the children to Springvalley Middle School.

- Call the children's parents and request that they pick up the children immediately.
- Community evacuation:
 - Call MNP place [\(250\) 764-6288](tel:2507646288) on Gordon Ave, inform them that there is an emergency evacuation required.
 - Relocate the children to MNP place
 - Call the children's parents and request that they pick up the children immediately.

Recover from:

- Upon returning back to school, children will sit on the carpet to talk about the experience. The teacher (Mallory Wightman or TOC) will answer any questions and hold space for any feelings that have come up as a result of the event.
- Review emergency relocation plan with staff and make any necessary changes

POWER FAILURE PROCEDURE

1. Follow directions from school administration.
2. Staff will recognize the situation by the lights going out. Emergency lights should come on, where necessary.
3. Staff should stop any activities, gather all children and account for them.
4. If there is more than one staff person, then a staff member can then locate the flashlight and try to get more information, eg: evacuate, time frame.
5. No child should be allowed to leave the group unless accompanied by a staff leader

GAS LEAK PROCEDURE

1. Follow directions from school administration.
2. Staff should stop any activities, gather all children and account for all of them.
3. Staff leaders can call the office for more information and possible evacuation assistance from administration and maintenance staff.
4. Staff should start leading children through fire exit, recruiting help, if necessary, from staff to take children outside.
5. A second roll call of all children should be done. If necessary, follow emergency plan for relocation.

LOST CHILD PROCEDURE

1. Playschool staff would recognize a missing person by performing periodic head counts.
2. Staff responsible shall then check/search most dangerous areas and/or most likely areas first, eg: washroom, playground, hallways
3. Staff should then inform the office/administration of the situation followed by a description of the child.
4. Staff should then perform a search of the facility and an outside search. (recruit other staff to assist)
5. Office/administration should be kept informed and information should be passed along to other searchers
6. If still not found, police should be informed and the parents/guardians should be notified.

LOCKDOWN PROCEDURE

1. The playschoolers are locked down in the playschool washroom.
2. The teacher (Mallory Wightman or TOC) will follow the protocol as outlined in the school policies. All school staff receive these policies each year.
3. The playschoolers will remain in lockdown until notification has been given that all is clear
4. The teacher (Mallory Wightman or TOC) has emergency kits with snacks, activities etc for the playschoolers
5. The teacher (Mallory Wightman or TOC) will have access to a cell phone with all contact numbers
6. Contact phone number School Phone: (250) 870-5110

I have read and agree to the above procedures.

Signature: _____ Date: _____

Medication

- No medication will be given to any child in care without the written consent of the child's parent or guardian.
- Medication is to be provided to you by parents in the original labeled container.
- When giving prescription medication, the date, time and amount of medication should be recorded and initially given.

Permission to Administer Medication(s)

I authorize the caregiver to administer to my child ONLY medication(s) as prescribed by my physician, or provided by me with the written instructions and provided in the original labeled container.

Parent's Signature

Date

Special Instructions for Medication:

When will your child require medication?

What signs and symptoms might your child experience or display when they are requiring medication?

Medication Log

[illegible]

Rutland Senior Secondary School

705 Rutland Road N., Kelowna, B. C. V1X 3B6
Phone (250) 870-5110 Fax (250) 870-5010

Dear Parents,

This year we will be going on several field trips and the students and staff frequently take pictures of activities that your child will be participating in. There may be times that the establishments that we are visiting want to post pictures on their websites or the "Big Buddies" may take pictures and share them with other students. We also have a yearbook and School News that will sometimes want to use our pictures. Below is the Freedom of Information and Protection of Privacy Form that all parents/guardians must sign. Please read it carefully, sign and return to me as soon as possible.

Thank you,
Mallory Wightman

Freedom of Information and Protection of Privacy

The Freedom of Information and Protection of Privacy legislation came into effect for schools in the fall of 1994. To ensure that the School District complies with the legislation, we ask that you please read the following information carefully, complete and return this form:

On occasion our school would like to have contact with parents to consult with them directly about school issues or meetings, or to plan school related activities. The school will normally make your name, home address and phone number as well the child's name and grade available, on occasion, to Parent Advisory Councils (PAC), PAC members or others responsible for organizing these types of activities. Your personal information will not be disclosed directly to anyone for business or commercial purposes.

To the release of my personal information to the PAC, PAC members or others responsible for school related activities. (check one only)

- ☐ I agree
☐ I do not agree

The School District has traditionally allowed district staff and the media to photograph individual students and groups of students to commemorate events and to promote various educational, sports and cultural events taking place in the School District. On occasion pictures may be used in print and electronic media to acknowledge successes or make the text information more enjoyable and personal. While photographs add to the community life of our school, they are not required for education purposes. Students' names, photographs and comments may be published in the school yearbook, newsletter or webpage, and on occasion, in the School District calendar, annual report, brochures or webpage, as well as in the news media. Parents must provide the School District with permission to allow the publication of your child's full name or photograph.

To the publication of my child's name, photograph and comments for purposes consistent with the above. (check one only)

- ☐ I agree
☐ I do not agree

Parent Signature: _____

Date: _____

Student Name: _____

Child Development 12

Course Outline for Secondary Students

Welcome to Child Development 12! I am very excited you have chosen to learn about preschool aged children and be involved in the exciting opportunity of the RSS Playschool.

Learning Outcomes:

Upon successful completion of this course, the student will have reliably demonstrated the ability to:

- Plan and operate the Playschool
- Understand the physical, emotional, social and intellectual development of preschool aged children.
- Explore career options in the child care field

Expectations:

1. Attendance is mandatory. I expect students to attend all classes.
 - If class must be missed due to extreme circumstances, the student must notify the school prior to your absence and must contact me to notify me.
 - Operating the Playschool is a job and should be treated as such. It is essential that you are a reliable worker (be there and be there on time) because other students are depending on you.
 - Failure to attend class will result in a zero.
 - 3 unexcused absences will result in removal from the class.
2. Assignments
 - To be completed on time to the best of your ability
3. Cell Phones
 - No cell phones during Playschool
4. No break on Playschool days
 - Playschool will run 2 days a week either from 9:45-11:45 am or 1:15-3:15 pm. During this time you will not be permitted to leave during break time as you will be supervising the children. You are welcome to bring a healthy snack to eat during snack time.

Course Content:

1. Play and Operate the Playschool
2. Physical Development of Preschool Aged Children

3. Emotional Development of Preschool Aged Children
4. Social Development of Preschool Aged Children
5. Intellectual Development of Preschool Aged Children
6. Discuss Career options
 - Early Childhood Educator
 - K-12 Educator
 - Educational Assistant
 - Social Worker
 - Pediatric Nurse
 - Speech Language Pathologist
 - Recreational Therapist

Assessment:

All assignments for this course must be completed to the best of the student's ability. Assignments criteria and assessment rubrics will be posted on Google Classrooms. Please submit assignments in a timely manner with respect to the due dates.

- 70 % Plan and Operate the Playschool
- 30 % Assignments

Attendance/Punctuality

Attendance is mandatory for this course unless you have an excused absence for illness or extenuating circumstances. If you are away it is your responsibility to get yourself caught up! Please arrive to class on time.

Phones

No phones during Playschool. Use your technology appropriately during planning periods. Phones may be used as a tool for learning but if they become a toy or distraction they will be confiscated. No headphones during instructional time or class discussions.

Parent/Guardian: Please review this form

Student Signature: _____

Parent/Guardian Signature: _____