

# Langley Schools JB4 “Just Be 4” Licensed Preschool Program

We are working to nurture the gifts of all learners on the unceded ancestral and traditional territories of the məθxʷey (Matsqui), ǫʷa:ńłəń (Kwantlen) ǫícəy (Katzie) and səmyəmaʔ (Semiahmoo) First Nations.



Just B4 is a school-based pre-kindergarten preschool that supports children in developing positive attitudes and beliefs about learning and is guided by the Ministry of Education’s Early Learning Framework.

The program is 2 hours each day and is based on the Living Inquiries of the Ministry of Education’s Early Learning Framework. The four living inquiries are:

- Well-being and belonging
- Engagement with others, materials, and the world
- Communication and literacies
- Identities, social responsibility, and diversity

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## **SECTION 1: PROGRAM AND STAFF INFORMATION**

### **1.1 OUR STAFF**

Our staff have training and experience in providing quality childcare which includes maintaining valid First Aid Certification. We meet every requirement outlined by the Childcare Facilities Licensing Regulations of British Columbia.

Our staff, substitutes and volunteers complete and renew the Criminal Record Search process prior to starting at the JB4 Program in accordance with the Childcare Licensing Regulations and the Langley School District 35 Procedures.

### **1.2 HEALTH AND SAFETY**

The JB4 Program was carefully designed to ensure it is a safe, comfortable environment that will accommodate all children's abilities.

#### **a. PLAYGROUND INSPECTION**

The playground equipment will be inspected daily by the Educator for any hazards such as loose or falling parts of the equipment. Any areas that need addressing will be reported to the school Principal and Manager. A more comprehensive inspection will be conducted annually with the School District's Manager of Maintenance Planning & Improvements or designates to ensure safety for the children. The Early Childhood Educator will keep daily inspection notes in the Just B4 logbook.

#### **b. EMERGENCY PREPAREDNESS**

In the event of fire and other disasters, all staff are trained and regularly practice emergency preparedness, including with the kit's contents and use. Staff will relocate children, if necessary, to the nearest safe location and remain with them until picked up by a parent/guardian or authorized contact.

#### **c. EMERGENCY PLAN AND PROCEDURES**

Our program will follow the safety procedures of the school. An emergency kit containing first aid, food, water, a flashlight, and emergency contact information (including a photo) for each child will be kept by the outside door.

#### **d. EMERGENCY DRILLS**

Emergency drills provide students and staff with time to practice their roles in emergency management. Through these drills, students and staff acquire the knowledge required to respond quickly and confidently in an emergency. In addition to all school preparedness procedures, each year the preschool schedules and conducts the following emergency drills:

- Ten fire drills
- One earthquake drill

### **HOW PARENTS CAN HELP**

Parents play a key role in supporting our Emergency Planning and Procedures. They can assist by:

- Ensuring that they are aware of the School Emergency Response Plan
- Providing up-to-date information regarding contact medical, and student release information.
- Following the guidance provided when an emergency is taking place.
- Participating in drills or exercises related to emergency preparedness (including student release drills), when invited to do so by the principal.
- Encouraging their child to take drills seriously.
- Assisting with the acquisition and organization of emergency supplies.

### **WHEN AN EMERGENCY IS OCCURRING**

**Please do not go to your child's school unless requested to do so.**

Although your instinct in an emergency may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation.

Going to the school may interfere with emergency and school personnel efforts to address the situation. Extra vehicles and people arriving on-site make the task more difficult. Please follow the instructions provided to you through the communication channels outlined below.

#### **e. CLOSURE OF JB4 PROGRAM**

In the case of fire, extended power or heat failure, extreme weather, or evacuation due to the facility's safety, the JB4 Program may have to close. The staff will care for children until parents/legal guardians/emergency contacts have picked them up. Evacuation Procedures as posted at the exits will be followed.

If school is closed early during school hours due to extreme weather or other events, and parents/legal guardians are notified to pick up their children from the school, the JB4 Program will **NOT** be open. Please follow direction from the school regarding pick-up and contact the school office with any questions.

#### **f. CUSTODY AND ACCESS – SAFE RELEASE OF CHILDREN**

If parents/legal guardians live separately, JB4 expects that the information provided by the enrolling parent/legal guardian is accurate. Without a custody agreement or court order on file with JB4, staff cannot deny access to the non-enrolling parent/legal

guardian. If one of the parents/legal guardians is not authorized, the policy on unauthorized persons will be followed. If custody has not been legally determined and conflict between the parents/legal guardians and/or their family members is evident, JB4 may not be able to care for the child unless both parents/legal guardians and/or family members sign a written agreement confirming details re: authorization for pick up and access to information about the child. If parents/legal guardians have a custody agreement or court order, a copy must be provided and placed in the child's file.

#### **g. VISITORS**

As the safety and security of children, families and staff is critical, visitors need permission from the manager prior to visiting JB4. Community resources/partners and immediate family members of children enrolled are welcome to visit, however, arrangements must be made in advance. Unauthorized visitors will be asked to leave the premises.

#### **h. UNAUTHORIZED PERSONS**

If an unauthorized person arrives to pick up your child, the child will remain under the supervision of JB4 staff. JB4 will explain the policy that written authorization from the enrolling parent/legal guardian is required to release a child. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child, other children, and the staff. If necessary, the police will be called for assistance.

#### **i. SUSPECTED CHILD ABUSE**

The Child, Family and Community Service Act states that all children in the Province of B.C. "are entitled to be protected from abuse, neglect and harm or threat of harm". The Act also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry for Children and Families. If you have any questions, or would like more information, we invite you to talk to the manager.

#### **j. APPREHENSION BY THE MINISTRY FOR CHILDREN AND FAMILIES**

The Child, Family and Community Service Act defines when a child needs protection. Decisions related to when, how, and where the Ministry for Children and Families can apprehend a child, rests with the Ministry. When a social worker from the Ministry for Children and Families intends to apprehend a child from JB4, the manager will be responsible for responding to the situation. Before the child is removed, the manager will verify with a ministry supervisor that the social worker is authorized to apprehend the child. It is the responsibility of the Ministry to make all reasonable efforts to notify the family of the apprehension.

### **1.3 HOURS AND DAYS OF OPERATION**

JB4 will be closed for all statutory holidays and Winter, Spring and Summer Breaks according to the Langley School District 35 Calendar.

Please note: the Program will not run on non-instructional days.

The program will run Tuesdays and Thursdays 12:30-2:30pm

#### 1.4 SAMPLE SCHEDULE

12:30—1:00 Welcome, Wash Hands, Exploration Centers

1:00---1:20 Circle, Storytime, Book Time, Puzzle Time

1:20 – 1:45. Play

1:45---2:00 Wash Hands, Snack

2:00---2:30 Outdoor time

2:30 Parent/Guardian Pickup

#### 1.5 GUIDANCE

Each child will be encouraged and supported to develop positive adult and peer relationships. Our goal is to provide a safe and healthy learning and living environment in which each child can feel secure, learn friendship and social skills.



Parents/legal guardians can expect the JB4 staff to:

- Promote the development of positive social skills including self-esteem, self-control, and safety
- Demonstrate appropriate, respectful behavior
- Encourage children to understand/follow rules and positive expectations
- Always supervise children

JB4 staff will strive to:

- Establish clear, consistent, and simple expectations and implement appropriate consequences if required. This may include alternate activities, redirection, or contact with parents. This will not include physical contact, isolation or raised voices.
- Discourage aggressive play and assist the children to learn and practice resolving conflict in non-violent ways.
- Acknowledge children's feelings and seek their input.
- Offer choices that are developmentally appropriate.
- Demonstrate respectful affection and caring to each child.
- Give verbal direction and redirection as the main way of guiding children.

We encourage parents/legal guardians to ask about guidance and discipline methods in the orientation and as any questions arise. We are committed to working with families and to enhancing knowledge of child development and approaches to child rearing practices. Please be proactive and provide us with relevant information about your child. Parents/legal guardians are sometimes reluctant to share information about issues, diagnoses, or challenging behaviours in their children, however, providing our staff with this information allows us to better meet your child's needs in a supportive manner.

#### 1.6 NUTRITION

Please provide a small nutritious snack. One will be provided if you are unable to do so. Please bring a water bottle with your child's name printed on it to class each day. It should be a reusable water bottle, taken home daily for washing and brought back full the next day. Special treats: Please discuss with the educator if it is your child's birthday. There are many ways to celebrate that do not involve food. At this time, no food from home will be brought to the classroom.

### **1.7 PHOTO TAKING**

With your written permission, photographs of your child may be taken to be used at JB4 for the enjoyment of families and staff. As part of the Langley School District 35, parents have completed a Media Release Form, which will guide photo-taking practices within the JB4 Program.

### **1.8 CLOTHING AND POSSESSIONS**

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather. Please label everything.

- Rainy days: boots and rain gear, change of clothes
- Winter: mitts, hat and warm outdoor clothes, extra layers
- Spring: hat, extra layers
- Summer: hat and sunscreen, water shoes

## **SECTION 2: ADMINISTRATIVE AND ENROLLMENT INFORMATION**

### **2.1 ENROLMENT AND PAYMENT INFORMATION**

#### **a. ENROLMENT PROCESS**

We are licensed to provide programming and care for 10 children at a time, on a first-come, first-served basis. Ensuring the best possible care for your child means building strong relationships with both the child and you, the parent/legal guardian, from the very beginning. To ensure the best start into the program, we have a multi-step registration, payment, and date-selection process.

#### **b. REGISTRATION PROCESS**

Registration packages are available in the School office and the registration process must be completed prior to any child attending the JB4 Program.

Please read the Parent/Guardian Handbook, then complete and return the following to the school office or registrar:

1. Signed & completed Registration Form
2. Current photo (a clear headshot of your child is required, which can be e-mailed to the Registrar)
3. Immunization information

After the registration documents have been received, the Registrar will inform JB4 staff who will then contact you to provide some options for you and your child to visit the program for a 30-minute orientation. This will happen during the program and will allow you and your child to:

- meet the other children and staff,
- see some of the activities, and
- give YOU a chance to check us out and ask any questions you might have about our policies and procedures.

#### **c. FEES AND PAYMENT**

To guarantee your spot(s), your requested dates and payments are due by the 15th of the month before the preschool month of attendance. The date-selection calendar will be open between the 1<sup>st</sup> – 15<sup>th</sup> of the month prior and parents are encouraged to visit [www.schoolcashonline.com](http://www.schoolcashonline.com) early to select and pay for upcoming care. Once the spot has been paid for, it is confirmed, and will only be changed by the Registrar, as needed.

#### **d. CANCELLATIONS AND CREDITS**

Due to the increased staff time required to process cancellations and changes to schedules, JB4 does not provide credits for cancellations except in the event of:

- i) a closure due to weather, facility closure, or circumstances beyond our control where we are unable to provide service; or
- ii) an unforeseen family crisis which results in a child being unable to attend the program.

#### **e. MINISTRY SUBSIDY/AFFORDABLE CHILDCARE BENEFIT (ACCB)**

Parents may qualify for a subsidy. Please contact the Registrar for more information.

#### **f. IMMUNIZATION**

As immunizations are one of the most effective ways of preventing the spread of communicable diseases, we recommend that all families have their child's immunizations brought up to date prior to starting at JB4. As per SD35 Administrative Procedure 312 – Vaccination Records\*:

- “The District believes that promoting students’ health is a responsibility shared with parents, the health sector, and the community.
- The District is concerned about the potential spread of communicable diseases to unvaccinated children in schools.
- The District requests parents provide proof of immunization of their children upon registration in the District. The District will work collaboratively with parents and community health partners to provide information on vaccinations.”

\*[https://www.sd35.bc.ca/wp-content/uploads/sites/2/2020/12/AP\\_312\\_Vaccination\\_Records.pdf](https://www.sd35.bc.ca/wp-content/uploads/sites/2/2020/12/AP_312_Vaccination_Records.pdf)

## **2.2 SUSPENSION OR TERMINATION OF SERVICE**



Outstanding balances must be paid by the 15<sup>th</sup> of each month to prevent the suspension of service. The Registrar will work with families to accommodate payment plans, but in the event of repeated outstanding balances, failure to communicate with staff or follow through with payment agreements, suspension or termination of service may occur.



**a. SUSPENSION OF SERVICE**

In the event of suspension, parents will receive:

1. e-mail notification,
  2. verbal notification in person or by phone/voicemail,
- and**
3. a letter advising of service suspension.

Service will be reinstated, if space is available, once the account is paid up to date.

**b. TERMINATION OF SERVICES BY JB4 ADMINISTRATION**

JB4 staff are committed to providing a caring and supportive environment for all families. However, termination of services may be required if:

- Parents/legal guardians consistently fail to adhere to policies and procedures, especially regarding the respectful treatment of staff and children, health and safety, facility hours, etc.
- Fees for services are not paid and suitable arrangements cannot be agreed upon, or
- JB4 staff are unable to satisfactorily resolve an issue with the enrolling parent/legal guardian using the conflict resolution steps.

If JB4 plans to terminate service, the program manager will give one month's written notice to the enrolling parent/legal guardian or refund fees for the current month in lieu of notice.

**c. TERMINATION OF SERVICES BY PARENTS/LEGAL GUARDIANS**

Parents/legal guardians are required to provide one month's written notice if they plan to permanently discontinue participation at JB4.

## **2.4 INCLUSIVE EDUCATION**

The District celebrates the diverse abilities of each student and is committed to nurturing their abilities through quality education. The District believes in the inclusive delivery of education services that provide opportunities for all students to develop personal and District goals in all aspects of their education. The District supports early identification and intervention, promotes equitable access to appropriate educational assessments, programming, and resources, and recognizes that all students benefit from universally designed curriculum, instruction, and environments. Some students may benefit from adapted programming. The District acknowledges the key role of the parents/guardians/caregivers in their child's education and will provide information and opportunities for ongoing consultation regarding their child's educational program.

## **2.5 CONFLICT RESOLUTION**

Parents/legal guardians are encouraged to discuss questions or concerns regarding any aspect of JB4 with the manager. If an issue arises, the goal is to resolve differences of opinion and conflict in a peaceful way and find solutions that everyone can accept.

The steps outlined will be followed:

- Step 1: The enrolling parent/legal guardian and the JB4 manager will meet to define the issues, state their points of view, and agree on the problem. This is best done at a time other than pick up at end of day.
- Step 2: Solutions and/or resources will be identified whenever appropriate.
- Step 3: A plan will be agreed upon by the enrolling parent/legal guardian and the manager.
- Step 4: Once the plan is enacted, the enrolling parent/legal guardian and manager will check in to ensure it is working. If it is not, they will return to Step 2. If no plan can be agreed upon by all parties, using the conflict resolution procedure, other arrangements may be required.

## **2.6 COMMUNICATING WITH SCHOOL STAFF**

JB4 Before & After School Care Program is a Langley School District 35 program and seamless childcare is built into the design of the program. Early Childhood Educators overlap during the school day to ensure effective communication between teaching staff and Early Childhood Educators. This schedule is designed to provide the highest standard of care for each child.

## **2.7 COMMUNICATING WITH FAMILIES**

For sharing information about JB4, we use an email bulletin distribution list. We look forward to communicating frequently, setting goals and if needed, solving problems together with each family in the best interest of the children. If you have any questions, concerns, or suggestions, please speak with the JB4 staff or manager.

## **2.8 PROGRAM EVALUATION**

Your feedback is important to us. The JB4 manager will encourage ongoing feedback and give you opportunities to share comments/ suggestions. Your response to our

program evaluation helps us to develop programming policies and procedures and to provide childcare that meets family and community needs.

Please contact us if you have any questions, concerns, or need clarification about our program and policies. We welcome curiosity and dialogue, and value clear communication.

## **SECTION 3: DAILY OPERATION INFORMATION**

### **3.1 ATTENDANCE POLICY**

#### **a. ABSENCES**

If your child will not be attending the program for any reason (illness, change in work schedule, family vacation or sporting event), please contact the Elementary School Office and leave a message so that staff are not worrying or looking for your child.

#### **b. DROP-INS**

We will not be able to accommodate care on a drop-in basis.

#### **c. DROP-OFF/PICK UP**

Parents/legal Guardians or authorized contact must sign “In” and “Out” daily. It is the responsibility of the Parents/legal Guardians to call and inform the Elementary School Office if the child will not be attending school and/or if the child will be picked up early from school.

A parent/legal guardian or authorized contact is expected to bring the child into the classroom and ensure that the child is under direct supervision of JB4 Staff, before leaving the premises. When picking up the child, a parent/legal guardian or authorized contact must ensure that the JB4 Staff are aware of the child’s departure. When the child is not under the direct supervision of the JB4 staff, the parent/legal guardian or authorized contact is responsible to supervise the child while on the school grounds.

Please inform JB4 Staff if you have arranged for another authorized person to pick up your child. If an emergency arises during the day, please leave a message at the school Office at 778-726-5555. If the authorized person picking up your child is not known to the Manager or Facilitator, we will need information from you about the person (their name, address, phone number and physical description). The person will be asked to show identification to JB4 Staff and is expected to sign out your child on your behalf.

At pick up time, please speak to JB4 Staff before signing out your child and find out about their day. **Please sign out using your full name** versus “Mum,” “Dad” etc. Permission will not be given by JB4 Staff for your child to make any alternate arrangements without your prior permission.

#### **d. LATE PICK UP**

If you have not picked up your child or called the JB4 manager by 2:45 p.m., all authorized contacts will be contacted to request to pick-up your child. If no authorized contact is unavailable, and you have not contacted JB4 by 3:00pm, we are required by licensing to notify Emergency Services of the Ministry for Children and Family Development at 1-800-663-9122.

### 3.2 SAFE RELEASE OF CHILD

Any parent, legal guardian or authorized person picking up a child from JB4 that is suspected of being under the influence of drugs or alcohol will be asked to call a relative, friend or taxi to drive them home. Refusal to wait for another driver and to get into their car to drive, will result in JB4 Staff calling the police immediately, as legally required.

### 3.3 ILLNESS

If your child is ill, please use alternate care in consideration of other children, staff, and parents as we are not equipped to look after sick children.

If your child becomes ill while at JB4, you will be called to pick him/her up. If a parent/legal guardian cannot be reached, an authorized contact will be notified. In the meantime, the facility will provide a quiet, supervised area for a child while waiting for parent/legal guardian/authorized contact to arrive. You will not be called if the illness appears mild and not contagious. It is advisable to keep (or take) a child home when he/she is suffering from one or more of the following symptoms and is not well enough to take part in the regular program of the facility.

- Pain – complaints of unexplained or undiagnosed pain.
- Acute cold with fever, runny nose, and eyes, coughing and sore throat.
- Difficulty in breathing – wheezing or a persistent cough.
- Acute, unexplained fever.
- Sore throat or trouble swallowing.
- Severe itching of body and scalp, infected skin or eyes or an undiagnosed rash.
- Headache and stiff neck (should see doctor).
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- Children with known or suspected communicable diseases.

**Parents/legal Guardian will ensure that the child is free from symptoms for 36 hours before returning to the facility.** In the case of a communicable disease, the facility may require medical approval for the child to return to the facility.

Parents/legal Guardians will provide information on the care of a recuperating child when the child returns to the facility, providing that the child can continue with the program.

### 3.4 MEDICAL EMERGENCIES

See [https://www.sd35.bc.ca/wp-content/uploads/sites/2/2020/12/AP\\_315\\_Student\\_Illness\\_and\\_Injury.pdf](https://www.sd35.bc.ca/wp-content/uploads/sites/2/2020/12/AP_315_Student_Illness_and_Injury.pdf), for full SD35

Student Illness and Injury Procedure (AP 315). If your child is injured or becomes ill at JB4, staff will quickly assess the situation to decide what action/attention is required. If your child becomes ill, caregivers will be contacted immediately.

**If First Aid treatment is required:**

JB4 staff qualified in First Aid will:

- Provide First Aid treatment.
- Acknowledge the child's feelings.
- Provide close supervision to ensure that the child does not require further First Aid or medical attention.
- Complete an Incident Report and process.
- Inform the family when they come to pick up the child.

**If Emergency medical attention is required:**

JB4 or manager will:

- Call and request an ambulance.
- Contact family and/ or emergency contact.
- Ensure other children attending JB4 have qualified care.
- Accompany the child to the emergency facility, if possible.
- Provide information to the doctor and family.
- Support the child and family.
- Complete Incident Report and process.

### **3.5 ADMINISTERING MEDICATION**

If you require JB4 Staff to administer prescription medication to your child, the Childcare Licensing Regulation requires that we have certain information and follow certain procedures. We require that the medication be provided in its original container, with your child's name and dosage information, and a Medical Consent form be completed with instructions on administering the medication. All medication will be stored in a secure, accessible container.

[https://www.sd35.bc.ca/wp-content/uploads/sites/2/2020/12/AP\\_316\\_Administration\\_of\\_Medication\\_to\\_Students\\_at\\_School.pdf](https://www.sd35.bc.ca/wp-content/uploads/sites/2/2020/12/AP_316_Administration_of_Medication_to_Students_at_School.pdf)

**ALL incidents are documented by Staff and incidents in which children receive medical attention are reported to licensing within 24 hours.**

### **3.7 FIELD TRIPS**

We will not plan for children to participate in activities outside of the JB4 premises.

### **3.6 WASHROOM ACCESS**

There is a washroom in the JB4 classroom. Children will have access at any time for toileting needs. In the event of any toileting need, accident or emergency, the JB4 staff can help a child go to the bathroom.

### **3.7 GYM TIME**

Children will be escorted to the school gym by the Early Childhood Educator after lining up in single file. to ensure the safe arrival of all children. The educator will carry a backpack with a First Aid Kit and Emergency cards with phone numbers.

### **3.9 SCREEN TIME**

The Just B4 preschool program will not include screen time. The program is only 2 hours long and as such there is no need for screen time.

### **3.10 ACTIVE PLAY**

Outdoor activities might include planting seeds and bulbs in the garden, playing games with balls, hoops, or the parachute, and free play with outside toys. There are many opportunities that will be planned and provided for the children. Outdoor time will not be limited to these options, but it will be on school grounds. The ECE educator will carry a backpack with a First Aid Kit and attendance sheet to ensure the safety of all children.

Active Play promotes healthy growth and development and supports body movement. It helps to build strong bones and muscles, improve balance, coordination, and the development of gross and fine motor skills. Active play, play which increases heart rate, and includes moderate to vigorous bursts of energy will be a daily component of the program. **A minimum of 30 minutes of outdoor play time will be provided in the 2- hour program.**

The route to the playground from the JB4 classroom is a direct route. Children exit outside the classroom door and turn to the right.

### **3.11 HANDWASHING AND HYGEINE**

Children wash their hands upon entering the classroom, after playing at exploration time, before and after snacking, and after using the toilet.

### **3.12 SNACK AND WATER BOTTLE**

Please provide a small nutritious snack. Please bring a water bottle with your child's name printed on it to class each day. It should be a reusable water bottle, taken home daily for washing and brought back full the next day.