



ASPENGROVE
SCHOOL

**EARLY LEARNING CENTRE HANDBOOK
2026-2027**

ADDENDUM: JK/OSC PROGRAM POLICIES & INFORMATION

JUNIOR KINDERGARTEN & OUT OF SCHOOL CARE PROGRAMS

At Aspengrove School we pride ourselves on being a close-knit, supportive community. For such a community to thrive, strong communication is vital. This addendum to the Aspengrove School Handbook has been carefully crafted in order to provide all members of the community with necessary information about the day-to-day operation of the school and Early Learning Centre (ELC). It is intended to be a useful tool to which all members can refer to throughout the year should clarification on any aspect of the school/ELC operation be required. All members of the community are encouraged to become familiar with the contents of the Aspengrove School Handbook and corresponding addendum (for ELC & OSC families) to facilitate ease of understanding and communication.

Aspengrove School's Junior Kindergarten (JK) and Out-of-School Care (OSC) Programs are governed by the Vancouver Island Health Authority. We are authorized to operate our licenced facility #LSHP-6SQPKW under the provisions of the Community Care and Assisted Living Act and Regulations in the Province of British Columbia.

In order to maintain compliance with our governing agencies we have created an addendum to the Aspengrove School Handbook describing our program-specific policies and information.

Every effort is made to ensure the accuracy of information provided at the time of publication. This is, however, a working document and as such is subject to change as circumstances dictate. Members will be informed of change(s), should that be necessary.

**An electronic version of this handbook will always be available through the school website. After reading this handbook, please sign the Early Learning Centre Handbook agreement through your MySchool account. Thank you!*

GENERAL INFORMATION

ADDRESS

Aspengrove School
7660 Clark Drive
Lantzville, B.C.
V0R2H0

WHO TO CONTACT: ROOM AND TELEPHONE NUMBERS

Junior School Principal & Director of ELC (206)

Mrs. Susan Riordan
[250.933.8024](tel:250.933.8024)

Junior Kindergarten Classroom (120)

Mrs. Jessica McRae & Mrs. Danielle Fourchalk
[250.933.8036](tel:250.933.8036)

Junior Kindergarten/Out-of-School Care Classroom (123)

Ms. Yuko Ishii & Mrs. Jessica Huxter
[250.933.8113](tel:250.933.8113)

Kindergarten - Grade 5 Out of School Care Classroom (114)

Ms. Theresa Shortridge-Tsuchiya
[250.933.8104](tel:250.933.8104)

EMAIL FOR ASPENGROVE STAFF

Type the first initial of their first name, plus their full last name @aspengrovechschool.com
Ex. jdoe@aspengroveschool.com

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WELCOME

We warmly welcome you to the JK and OSC programs at Aspengrove. We look forward to working with you to provide the highest quality of education and care for your child(en) in a safe and nurturing environment.

OUR STAFF

Our educators are qualified, experienced and trained as Early Childhood Educators. They maintain valid first aid certificates, criminal record checks, and participate in regular IB and early years professional development training.

Qualified substitute educators will be called in when regular educators are absent.

If you have any questions, concerns or suggestions, please feel free to speak with our Junior School Principal and/or educators.

Head of School

Gary Kern

Junior School Principal & ELC Director

Susan Riordan

Director of Enrollment Management

Nicole Carpenter

Junior Kindergarten IB Educator/EYPYP

Jessica McRae

Junior Kindergarten IB Educator/EYPYP

Yuko Ishii

Junior Kindergarten Support Educator

Danielle Fouchalk

JK Out-of-School Care Program Educator & PE Specialist

Jessica Huxter

K-5 Out-of-School Care Program Educator

Theresa Shortridge-Tsuchiya

School Librarian

Nicole McDaid

Junior Kindergarten French & Music Teacher

Cathryn Gunn

OUR PHILOSOPHY

Aspengrove School JK and OSC programs focus on the whole child, while offering a variety of early learning experiences in a secure, positive and nurturing environment.

We believe that children:

- learn through play;
- need to be in an environment that supports their exploration and discovery;
- need to feel safe, secure and comfortable to be able to learn and grow;
- require support in their overall growth.

Educators will advocate for students, ensuring that all of their needs are met. By doing this, we create an environment where children are supported and accepted as valued members of their community.

OUR PROMISE

We will:

1. provide exceptional care, ensuring each child is known and supported;
2. provide quality education, encouraging every child to develop their curiosity and love of learning;
3. model and encourage appropriate behaviours within our programs;
4. provide opportunities to increase each family's knowledge of children's health and development by inviting participation in specific aspects of the program;
5. support families in meeting their responsibilities to their children;
6. effectively liaise and work with community agencies, individuals and organizations that are essential to the well-being of each child and family;
7. increase the awareness and utilization of community resources as needed.

CODE OF ETHICS

Early Childhood Educators of British Columbia (ECEBC)

At Aspengrove School our JK and OSC educators follow the Early Childhood Educators of British Columbia Code of Ethics:

- Principle 1** We promote the health and well-being of all children in our care.
- Principle 2** We provide high-quality early care and learning environments for all children by drawing on specialized knowledge, education, and diverse perspectives.
- Principle 3** We demonstrate caring and compassion for all children through responsive and reciprocal relationships.
- Principle 4** We work in partnership with families, supporting them in meeting their responsibilities to their children.
- Principle 5** We establish and maintain respectful partnerships with colleagues, allied professionals, community partners, and decision makers to support the well-being of children and their families.
- Principle 6** We work in ways that affirm and enhance human dignity, respect fundamental human rights, and celebrate difference and diversity.
- Principle 7** We maintain the knowledge, skills, and self awareness needed to be professionally competent.
- Principle 8** We prioritize our personal health and well-being.
- Principle 9** We demonstrate integrity and respect in our professional relationships.
- Principle 10** We advocate that our profession is vital to establishing healthy and resilient communities.

OUR PROGRAMS

INTERNATIONAL BACCALAUREATE PROGRAMME ***JUNIOR KINDERGARTEN***

EARLY YEARS

The International Baccalaureate (IB) curriculum framework provides a transdisciplinary programme of international education which is designed to foster the development of the whole child (academic, social, physical, emotional, and cultural needs). Our JK Programme focuses on several main concepts that build the foundation of independence, cooperation, curiosity and confidence.

LEARNER PROFILE

Throughout the school year our JK students are introduced to the Learner Profile attributes: Inquirers, Communicators, Caring, Balanced, Knowledgeable, Principled, Open Minded, Reflective, Risk-Takers, and Thinkers.

SPECIALIST TEACHERS

The JK Program offers: French, Music, Phonics, Art, Dramatic Play, Library, Outdoor Education and PE. Our specialist teachers are introduced to the children as another member of our classroom community. In addition, children will participate in a weekly school assembly where they will have opportunities for public speaking throughout the year.

KINDERGARTEN READINESS

Aspengrove School is committed to a JK program that is intellectually stimulating for each child with a curriculum rooted in the Primary Years Programme of the IB. Our educators are responsible for providing a program that will focus on each child's needs and in response, developing the whole child. This will include a variety of opportunities, stimulating experiences, and a safe, healthy environment.

When our children set off to our Kindergarten program, they are more prepared to ask meaningful questions and go deeper into their inquiries. They are familiar with

using the language of an IB learner and are able to see themselves as agents of their own learning. They are equipped with confidence when faced with conflict and use appropriate language to find solutions.

For more information and enrollment in our JK programs, please contact Ms. Nicole Carpenter at 250-390-2201 or email ncarpenter@aspengroveschool.com.

JUNIOR KINDERGARTEN

Your child's teacher will send a Welcome Package to you before the beginning of each school year. The Welcome Package will include all the details you need in order to feel prepared for the year. Below is a brief overview of the basic items your child will need for the school year.

To fully participate in the program, your child will require the following:

PLEASE LABEL EVERYTHING! Labeling helps to prevent lost and missing clothing!

- Nutritious snacks, daily (1 for half day students, 2 for full day students)
- A water bottle
- Comfort Item(s) for rest time (full day students only). This may include a blanket, small pillow and/or small stuffed animal
- Indoor/PE shoes to change into when they arrive (these may be worn outside during fire drills, so rubber sole bottoms are best)
- Two complete sets of spare clothing
- Seasonal items such as: muddy buddies, boots, hats/mittens, sunscreen, sun hat, etc.

OUT-OF-SCHOOL CARE PROGRAMS (OSC)

Aspengrove School is committed to OSC Programs that are developmentally appropriate and engaging for each child. This will include a variety of opportunities, exciting experiences and emergent play in a safe and healthy environment. The programs offer time for an after-school snack, outdoor activity, baking, art and free play time. Older students may work on homework during this time as well.

Our OSC programs will follow the regular school schedule and will therefore be closed for recognized statutory holidays. We will provide care for scheduled

professional development days* and school holidays* . You will need to register for these days in advance and there will be an extra fee. These spaces will be filled as they are received.

*** Some exclusions apply; please see school calendar for more details**

JUNIOR KINDERGARTEN OSC HOURS AND RATES

The JK OSC program will begin at 3:15 pm Monday through Friday and will end at 5:00 pm daily. Please be sure to send your child with extra food when they attend the OSC Program.

Please note: During school closures, the hours of operation for our OSC Program are 8:15 am-4:15 pm.

- **Monday - Friday** **3:15 pm - 5:00 pm** **\$24/Day**
- **School Closure Days** **8:15 am - 4:15 pm** **\$57/Day**

KINDERGARTEN TO GRADE 5 OSC HOURS AND RATES

The K-5 OSC program will begin at 3:15 pm Monday through Thursday and at 12:35 pm on Fridays. The program ends at 5:30 pm daily. Please be sure to send your child with extra food when they attend the OSC program.

Please note: During school closures, the hours of operation for our OSC Program are 8:15 am-4:15 pm.

- **Monday - Thursday** **3:15 pm - 5:00 pm** **\$24/Day**
- **Friday** **12:35 pm - 5:00 pm** **\$36/Day**
- **School Closure days** **8:15 am - 4:15 pm** **\$57/Day**

Aspengrove School is an eligible provider and qualifies for the Child Care Fee Reduction Initiative. Child Care Fee Reduction Initiative credits will be applied to the monthly OSC invoicing.

The Affordable Child Care Benefit subsidy is accepted from eligible applicants. Please contact Ms. Karen Webber at kwebber@aspengroveschool.com and she will assist with your subsidy application process.

OSC CLUBS AND ACTIVITIES POLICY

During the school year, children registered in our K-5 OSC program may be involved in school clubs or activities. If your child(ren) is registered for the OSC program on a day(s) that they are attending an Aspengrove club or activity, Aspengrove staff will escort them from their club or activity to the OSC program.

HOUSEKEEPING ITEMS

OPEN DOOR POLICY

We believe children, parents and educators are all working together to create, provide and promote a positive learning experience. We would like your time at Aspengrove to be a positive experience for you and your child. Our educators are open to your feedback and comments regarding your child's development and our program. Our educators welcome suggestions and will be available for questions, concerns or issues if they arise. Please understand that the children are our main priority during class hours and an appointment outside of class time may need to be arranged for further discussion or questions as to not disrupt our program quality.

HOURS OF SERVICE

Our doors are open from 7:45 am to 5:00 pm Monday to Friday. JK class times are as follows:

Junior Kindergarten Half-Day Programme	8:15 am - 11:15 am
Junior Kindergarten Full-Day Programme	8:15am - 3:15 pm

FOOD POLICY

The Early Learning Centre has partnered with Nanaimo Foodshare for the 2025-2026 school year. This is a pilot project aimed at providing healthy lunch options for our youngest students.

A variety of lunches made from local sustainable foods will be provided to all students registered in our JK Program (**at no additional cost to you**). Please see a sample of the menu items below:

- **Sandwiches or Wraps**
 - *ham, chicken, vegetarian, egg salad, tuna salad*
- **Salads**
 - *pasta salads, green salads, vegetable salads*
- **Soups**
 - *are all vegetarian based: tomato, potato leek, bean, carrot apple ginger*
- **Baked Goods**
 - *breakfast cookies (whole wheat-based, bananas or apple mains, raisins, coconut, flax for eggs, and low sugar) and muffins (apple, carrot, banana, citrus berry, zucchini)*

You can read more about Nanaimo Foodshare and their programs at <https://nanaimofoodshare.ca/programs/school-meals/>

Please note: Nanaimo Foodshare provides nut-free meals. At this time, they are unable to accommodate other allergies and/or exclusively vegan/vegetarian meals. If your child has allergies, is a picky eater or your family follows a special diet, please pack alternative lunch options.

Please provide your child with two healthy snack options each day that include food items from at least two food groups. Main lunches will be provided from September to June. Please do not send your child with juice, candy or chocolate. We will provide your child with water for their water bottles.

CARE PLAN

If your child requires extra care while at school regarding any diagnosed illness, allergies, medical conditions or if medication is to be administered while at school, you are required to complete a 'Care Plan' form. The care plan must be signed off by a parent/guardian, doctor (if required), classroom teacher and the director.

ACTIVE PLAY POLICY

Aspengrove Early Learning Centre recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care and assists in establishing positive lifestyle habits.

Active play is physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them "huff and puff" such as running or jumping. Active play may include playing on the playground, going for walks on the property and/or playing on the school fields.

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross motor and fine motor skills. Active play also helps to promote children's confidence, improves concentration as well as thinking and learning skills and provides opportunities to develop social skills and make friends.

Our daily indoor and outdoor active play policy:

- Ensure that children in the half day Junior Kindergarten or the K-5 Out of School Care program receive a minimum of 30 mins of active outdoor play time per day
- Ensure that children in the full day Junior Kindergarten program receive a minimum of two 30 min active outdoor play times per day
- Provide a designated safe outdoor area for students
- Provide a variety of outdoor play materials including bikes, balance beams, balls and loose parts
- Provide active outdoor play opportunities in a variety of settings
- Provide opportunities for fundamental movement skill development during each Guided Inquiry/Circle Time
- Ensure that children in the half day Junior Kindergarten or the K-5 Out of School Care program receive a minimum of 30 mins of indoor Independent Inquiry/Free play time per day
- Ensure that children in the full day Junior Kindergarten program receive a minimum of two 30 min indoor Independent Inquiry/Free play times per day
- If weather limits outdoor time, active indoor play time will be increased accordingly.

SCREEN USE POLICY

Aspengrove Early Learning Centre strives to build curriculum and daily routines that promote physically active play, cognitive and social development. Electronic devices (tvs, laptops, tablets, phones, etc) may be used for instructional or physical activity purposes for a maximum of 60 minutes per week and never longer than 20 minutes each time.

Our daily screen time policy:

- Screen time (TV, computer, electronic games) will be limited to 60 mins per week
- Screen time will be used for the purpose of supporting the curriculum, including Units of Inquiry and/or fundamental movement skill development
- All attempts will be made to avoid exposing children to marketing and advertising
- Sitting activities (Guided Inquiry, Table Activities. Library, Music, French and Assemblies) will be limited to 30 minute time blocks with “brain breaks” and/or movement activities incorporated within them
- Employees will demonstrate appropriate modeling of active play activities and screen time use

ZERO WASTE - "REDUCE, RE-USE, RECYCLE"

Aspengrove strives to support the sustainability of the planet as much as possible and so we try to minimize waste. Please send your child's food in reusable containers that can be taken home daily. This is an initiative that we believe acts as a great teaching tool for our children, from our school to your home. We are committed to fostering awareness and respect for our environment.

SIGN-IN

Each program has a sign-in and out form that educators complete daily to ensure your child's attendance is recorded accurately. It is very important that you check in with your child's teacher at drop-off and pick-up times to ensure your child is signed into and out of the program each day. This form is used for attendance and for any emergency evacuations that may occur.

SPECIAL CELEBRATIONS

Parents are welcome to bring a special snack to celebrate a special occasion. Please check in with our educators regarding any food allergies in your child's class. We ask that any individual gift-giving be done outside of school. If you would like to provide gifts for the entire class (ie. goodie bags) please discuss this with your child's teacher. **Please do not put any edible items into student's cubbies.**

STUDENT RECORDS

Upon acceptance in Aspengrove School's JK and OSC programs, a registration package must be completed. These forms are required before your child's participation in the program. Your child's records will be kept strictly confidential. Child Care Licensing Regulations require that each child's registration be reviewed by their guardian/parent once a year.

CRIMINAL RECORD CHECK

All educators, substitutes and volunteers 12 years and older, are required to complete a Criminal Record Check process prior to starting work at Aspengrove School in accordance with Child Care Licensing Regulations.

PHOTO TAKING

Aspengrove staff, parents and the media may photograph individual students and groups of students to commemorate events and to promote various educational, sports and cultural events taking place on campus. While photographs add to the community life of our school, they are not required for educational purposes. Students' photographs, comments and/or name may be published in the school newsletter, yearbook and, on occasion, the school's annual report, in the news media, or in advertising media and marketing publications designed to showcase the Aspengrove School experience.

To give consent for staff, parents and the media to photograph your child during school programs, visit your child's MySchool account and complete the 'Media Consent' form.

To protect our students' right to privacy, we ask that all parents who take any photos that include a child other than their own, agree NOT to post these pictures on Facebook, X, YouTube, Instagram or any other social media, nor any and all future social media which shall exist hereafter.

STUDENT PORTFOLIO

A student portfolio will be started when your child begins the JK program. Educators will add to them throughout the year as your child continues to learn and grow. It is valuable to see our children's growth as they move through our IB programmes. We record, document and showcase their accomplishments and developmental milestones and highlight how they are growing within the IB Learner Profile.

"The Learner Profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose. Underlying the three programmes (PYP, MYP and DP) is the concept of education of the whole person as a lifelong process. The learner profile is a profile of the whole person as a lifelong learner."

Sited from the Introduction to the IB learner Profile, IBO 2008

ENROLLMENT

Junior Kindergarten Program

To register for the JK Program, your child must be three years old on or before December 31st of their first JK year. Registration is done through the main school office. Please contact our Director of Enrollment, Ms. Nicole Carpenter, at ncarpenter@aspengroveschool.ca or 250-390-2201.

Out of School Care Programmes

Registration for our JK OSC Program can be done at enrolment, on your child's JK Choice Form, or through CampBrain at <https://aspengroveschool.campbrainregistration.com/Household>.

Registration for our K-5 OSC Program can be done through CampBrain at <https://aspengroveschool.campbrainregistration.com/Household>

When you enroll your child in our OSC programs, for budgeting and scheduling purposes you are required to commit to your assigned space for the school year. If your child will be leaving the program, we will require 1 month's notice. There will be no refund for sick days, family holidays, or school closures due to snow or emergencies.

Registration for OSC at the time of enrollment may be paid in monthly installments with the JK or K-5 tuition. For drop-in days, OSC will be invoiced monthly in arrears with payment due within 15 days.

REFUND

Junior Kindergarten

Enrollment for Junior Kindergarten is for the full year and parents are expected to be responsible for the full year's tuition. If they withdraw their child mid-year for any reason there will be no refund given. It is, however, understood that every situation is different and that situations could arise when a student must leave the school before their academic year has been completed and that this could lead to financial difficulties for both parent or guardian and the school.

In the event of an unexpected withdrawal that is beyond the parents' control, an application for tuition refund may be made to the Head of School. There will be NO refund provided for student withdrawal or dismissal as a result of the following conditions:

1. Withdrawal or dismissal caused by any governmental order directed to the student;
2. Destruction of any school facility due to any cause whatsoever;
3. Inability of the school to operate and provide formal academic instruction, including closure for any reason;
4. Temporary non-medical absence or suspensions for any reason are not bases for claims.

Note: Any refund will be net of monies owing by the student to the school (e.g. balances owing from the previous year or term).

PROFESSIONAL DEVELOPMENT DAYS AND SCHOOL HOLIDAYS

We offer OSC for students on many professional development days and school holidays. OSC spaces are available at an extra charge, on a first come first serve basis. If you would like to have your child attend the OSC program, please register through CampBrain at <https://aspengroveschool.campbrainregistration.com/Household> Please note: we have the right to cancel the OSC program in the event of low registration. The decision to cancel a program will be made within two weeks of the date of program delivery.

OSC is offered during Parent-Teacher Conferences, but not offered for Early Dismissal Days. Please plan accordingly.

The hours of operation of our OSC program during professional development days and school holidays are 8:15 am - 4:15 pm. **Please provide your child with two nutritious snacks, a lunch and a water bottle for full days in the OSC programmes.**

CLOSURES

SCHOOL CLOSURE

In the event of school closure (for example, as a result of snow) families will be informed by one or all of the following methods:

- **The emergency text messaging system will be initiated**
- **A message will be posted to the school's social media channels confirming the closure**

This procedure will be followed each day of a school closure.

In the event of snow or a power outage leading to a school closure during school hours, students will only be dismissed if a parent or guardian has been contacted.

Because conditions can vary from area to area, please use your discretion and do not come to school if conditions in your area are dangerous.

IN THE EVENT OF A MAJOR DISASTER

To ensure the safety of students and staff at Aspengrove, in the event of a major disaster, we have an Emergency Preparedness Plan, and drills are practiced regularly.

In the event of such a situation:

- **DO NOT Telephone the School**
 - Lines must be open to call ambulance and fire trucks
- **DO NOT Immediately Drive to the School**
 - Our access routes must remain open for emergency vehicles and roads may not be safe

PARENT INVOLVEMENT

During our school year we invite parents to be involved in their child's learning and our community by participating in a variety of school events. Please read the weekly communications from your child's classroom teacher as well as our whole school eNews. Information about our whole school community events can also be found on our school calendar.

If you are interested in becoming part of the Aspengrove Parents' Association, please contact: chair.aspengroveparents@gmail.com.

STUDENT REPORTS

Student interim and formal reports as well as Parent-Teacher Conferences are provided throughout the year. Specific dates concerning the reports and interviews are published on the school calendar. These reports and conferences foster healthy communication between home and school and contribute to the student's academic success.

UNIFORM CLOTHING

The uniform represents our unique West Coast environment. At Aspengrove School, students are required to wear a uniform and expected to wear it with a sense of pride. School uniforms have been shown to contribute to a more focused learning environment and can also be an important part of inclusion at Aspengrove, as the goal for our students is to strive to be their best based on their actions rather than their appearance.

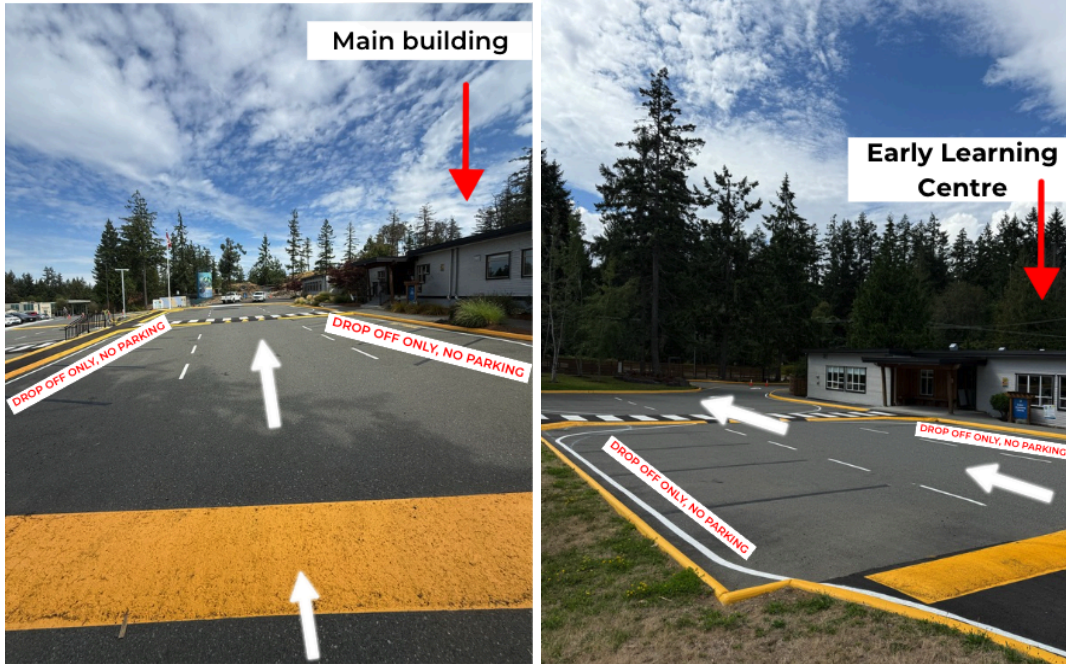
The Aspengrove School's Uniform Handbook outlines the uniform requirements.

[View the 2026/2027 Uniform Handbook here.](#)

ARRIVALS AND DEPARTURES

TRAFFIC AND PARKING

The traffic flow is designed to support safety and ease congestion. The campus has two entrances along Clark Drive. The first entrance is designated as a quick drop-off and pick-up roundabout only. To help ease traffic on Clark Drive, all cars using this entrance must follow the quick drop-off/pick-up routine by pulling off the centre line, either to the left or right, in a longitudinal stop, parallel with the traffic before continuing through the roundabout. Please note that parking is no longer permitted in the upper or lower lots located in front of the Main School Building or the Early Learning Centre.



[For new to Aspengrove Families, please watch this short video of our drop-off/pick-up parking lot.](#)

For families or visitors who wish to park and stay longer on campus, or accompany their child into the Early Learning Centre, please **use the second entrance further along Clark Drive**. This entrance leads past the Ravens Nest Athletics Centre, where you may park in the designated visitor lot located beside the small field.

[For new to Aspengrove Families, please watch this short video of our visitor parking lot.](#)



Please note there is **no longer vehicle access across campus between the Main School Building and the Ravens Nest**. Instead, a dedicated pedestrian crosswalk with road barriers has been added to ensure student safety.

We sincerely appreciate your patience and understanding as our school community becomes familiar with the updated traffic flow and parking procedures.

Speed Limits:

Clark Drive: **30 km/h**

Aspengrove School Grounds: **10 km/h**

****Please DO NOT park on the campus roadways or in prohibited spaces on Clark Drive****

DROP OFF AND PICK UP

Always make sure an educator knows of your child's arrival, and has signed them in before you leave.

If a child will be late or absent from school, an email to attendance@aspengroveschool.com is required as early as possible.

We ask that you are punctual when picking up your child. Our educators are wonderful, caring people who also have families at home. At 5:00 pm our building closes. **If your family has an end of the day pick-up, please ensure you arrive prior to 5:00pm so that our educators can lock up and depart for home.** Thank you.

If an emergency situation arises and you will be late, please advise the school as soon as possible by calling 250-390-2201. If you are unable to pick up your child, the school must be informed of the alternate authorized person (listed on your registration form) who will be picking up your child. The person picking up the child

MUST be on the registration form under "Persons authorized to pick up child." If this person is a new face to the educator, our educators will ask for photo identification. Please DO NOT remove a child from the school property without an educator's knowledge.

LATE PICK-UP FEE

We understand that sometimes things come up and delays happen. If your child is not picked up by the end of their scheduled program time, a late fee will apply. A fee of \$1.00 per minute will be charged for every minute after the program ends. For example, if the program ends at 3:00 p.m. and you arrive at 3:04 p.m., a \$4.00 late fee will be added to your account.

The staff member present at pick-up will kindly ask you to sign a late pick-up slip, and the fee will be invoiced accordingly.

In the event of a late pick up, an educator will try to contact you immediately. If we are not able to contact you we will contact the alternative person/s from the authorized pick up list (completed by each family upon enrollment) to pick up your

child. If that person is unavailable, and you have not contacted the school we are required to notify Emergency Services of the Ministry for Children and Families.

Thank you for helping us ensure smooth transitions and timely care for all children.

UNAUTHORIZED PERSON

If an unauthorized person arrives to pick up your child, the child will remain under the supervision of the educators. The educator will explain our policy to the unauthorized person. We require written authorization from the enrolling parent/guardian in order 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, an educator may need to call the police for assistance.

INCAPABLE OF PROVIDING SAFE CARE

If the parent/guardian or authorized care provider requesting the release of a child appears incapable of providing safe care (i.e. severely ill, emotionally distraught,

apparently impaired by alcohol, drugs, medication, etc.) the program educator will offer to call a relative or friend to pick up the parent/guardian and the child and will inform the parent/guardian that if he/she chooses to get in the car with or without the child, the educator will notify the police immediately and call the Ministry of Children and Families. The educator will then document the events and maintain a copy in the student's file.

GUIDANCE AND DISCIPLINE

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

Families can expect our educators to:

1. Model appropriate, respectful behaviour at all times;

2. Promote the development of positive social skills including self-esteem and self-control;
3. Encourage children to understand and follow simple rules; supervise the children at all times.

Educators will strive to:

1. Establish clear, consistent and simple expectations;
2. Offer straightforward explanations for limits;
3. State limits in a positive way, rather than in a negative way;
4. Focus on the behaviour, rather than on the child;
5. Acknowledge children's feelings;
6. Offer choices that are developmentally appropriate;
7. Allow time for children to respond to expectations,
8. Demonstrate respectful affection and caring to each child;
9. Reinforce appropriate behaviour, with both words and gestures;
10. Give verbal direction and redirection as the main way of guiding children.

We encourage families to ask about guidance and discipline methods during their orientation and as any questions arise. We are committed to working with families and to enhancing knowledge of child development.

The purpose of the guidance and discipline sections of this handbook is to ensure that children in Aspengrove programs are safe and secure at all times while at school.

Educators, students and volunteers will NOT:

1. Physically harm a child by spanking, hitting, shaking or any other kind of physical punishment;
2. For the purpose of punishment, restrain a child;
3. Talk disrespectfully or in a way that would humiliate or undermine a child's self esteem;
4. Deprive a child of necessary use of the bathroom and/or food;
5. Confine, or without adult supervision, set apart from other children.

Educators, students and volunteers are expected to provide positive prevention and intervention guidance strategies as outlined in "Guidance and Discipline for Young Children" published by the Ministry of Health.

The intention of discipline is to help children become self-disciplined as they learn appropriate and acceptable behaviour patterns. Discipline involves a continuous process of guiding behaviour and is offered while appropriate behaviour is occurring, as well as before, during, and after inappropriate behaviour is displayed.

The goal is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others.

The following Intervention Strategies will help ensure that guidance is supportive, rather than punitive:

1. Gain a child's attention in a respectful way (state individual name, establish eye contact, use calm controlled voice);
2. Use proximity and touch;
3. Use reminders to clarify and reinforce limits;
4. Acknowledge feelings before setting limits;
5. Redirect or divert when appropriate;
6. Model problem solving skills (acknowledge problem, pose helpful questions, state a solution or physically demonstrate, summarize solution);
7. Offer appropriate choices and use natural and logical consequences;
8. Limit the use of equipment if necessary;
9. Provide opportunities for children to make amends;
10. Encourage the child through praise and positive reinforcement.

HEALTH AND SAFETY

Our classrooms have been carefully designed to ensure a safe and comfortable environment that will accommodate the abilities of all of the children. Our goal is to promote good health, safety and nutrition by providing the children with a clean, well-maintained, safe environment.

ALLERGIES / MEDICAL CONDITIONS

Exposure to certain foods, including peanuts and nut products, can have very serious, and sometimes, fatal consequences for those who have allergies. At Aspengrove, we promote a safe environment for all members of the community. Therefore we ask all families to be vigilant in monitoring the food items that they send to school. **No foods with peanuts, peanut butter, peanut oil, or any other nut products are to be sent to school at any time.**

Please note that whereas Aspengrove School is a nut-aware environment, it is important to keep in mind that it is impossible to guarantee we are nut-free. The school is highly “allergy conscious” and will make every attempt to maintain a safe and healthy learning environment for all students. JK Programs will post specific room food restrictions on each classroom door for all families/staff to adhere to. Our educators follow a strict policy around food allergies and baking in class.

Please inform educators of any food restrictions/allergies or medical conditions your child may have. A care plan will need to be completed and kept on file.

PRESCRIPTION MEDICATION

If you would like the educators to administer prescription or non-prescription medication to your child, Child Care Licensing Regulation requires that we follow specific procedures: (1) medication must be provided in the original container and be labeled with the child's name; (2) a Permission to Administer Medication Consent form must be completed with instructions on administering the medication; and (3) all medication will be stored in a locked container either in the classroom or in a locked container in the refrigerator depending on the storage instructions on the label.

IMMUNIZATION

The Ministry of Health recommends that Children receive their immunizations for Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps and Rubella. Please attach a copy of your child's immunization records with completed Enrollment Form and Student Medical Health Form. Please inform the educators when your child has had a recent immunization, so that we are able to keep our records up to date.

TOILETING

Each child will be assisted whenever necessary with toileting. The educators will involve the child by encouraging him/her to help out as much as possible. They will wash their hands and encourage/assist children to wash their hands; encourage and assist children to undress and dress themselves as they are able; be patient, supportive and understanding during this learning process; and will be respectful of the child's needs.

ILLNESS

While we are sensitive to the stress that illness may cause for families, we are not licensed to care for children when they are ill. You will need to keep your child at home, or make alternate arrangements, if your child:

- Has a communicable disease;
- Is within the first 24 hours of antibiotics. During the first 24 hours of antibiotics your child must be home to make sure of no reaction to the antibiotics and to prevent the illness from spreading to peers. After 24 hours, the medication has had an opportunity to work appropriately and unless your doctor tells you otherwise, your child may return to the child care centre.
- Has a contagious infection, including pink eye (conjunctivitis);
- Has a fever over 38 degrees Celsius or 100 degrees Fahrenheit within the last 24 hours;
- Is vomiting or has diarrhea within the last 12 hours;
- Has a skin infection or an undiagnosed rash;
- Is not well enough to participate in all program activities including outdoor play. For example: listless, not their usual self, very clingy, etc;
- Has a runny nose with green mucus (this is a sign of infection; medical care may be needed).

Please ensure that your child has been fever-free for at least 24 hours before bringing him/her back to school.

Notify Aspengrove School if your child has a communicable disease so that other families and the Vancouver Island Health Authority - Community Health Services can be notified and limit an outbreak or protect those who chose not to immunize.

In the case of a disease outbreak, at the discretion of the facility manager our current policy of 24 hours symptom-free will extend to a 48-hour symptom-free period in order to help break the cycle and protect the health and safety of all of our children in our centre.

If your child becomes ill while at school, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contact(s). We will provide a quiet, resting area and close staff supervision until you, or one of your emergency contacts, can pick up your child. If the situation becomes urgent, we will follow our emergency procedures.

CHANGES IN HOME ENVIRONMENT

Please inform the educators when your home environment is going through a change. Details are not needed and we respect this may be a difficult time for you. Your child(ren) may exhibit stress from home in a variety of ways and it is important for us to be aware of any changes in your child's behaviour that may arise during this time so we can support your child.

SUN-SMART POLICY

Our Sun-Smart policy has been developed to ensure that all children and staff participating in our programs are protected from skin damage caused by UVA and UVB rays of the sun. This policy is implemented throughout the year, but with particular emphasis from May through September.

Sun-Smart strategies:

- 1.** Encourage staff and children to wear hats with wide brims that protect their face, neck and ears whenever they are outside.
- 2.** Encourage staff and children to wear sun-protective clothing (i.e., tightly woven, loose-fitting, full length, light-colored and light-weight) when temperatures are reasonable.
- 3.** Encourage staff and children to wear sunglasses that block 100 percent of UVA & UVB rays.
- 4.** Provide sufficient areas of shelter and/or trees providing shade on the play yard.
- 5.** Encourage children to seek and use available areas of shade for outdoor play activities.

6. Schedule excursions, and all outdoor activities before 11:00am and after 3:00pm whenever possible. The availability of shade will be considered when planning excursions and outdoor activities during these times. Staff will ensure sunscreen is brought along when going on outdoor excursions over 4 hours.
7. Children will be hydrated and encouraged to drink water before and during prolonged physical outdoor activities in warm weather.

Staff will model sun safety behaviors by: Wearing appropriate hats and clothing when outdoors. Using waterproof broad spectrum SPF 30 or higher. Seeking shade whenever possible. Parents/guardians will provide waterproof broad spectrum SPF 30 or higher sunscreen for children to be used on exposed skin, except eyelids, 30 minutes before exposure to the sun and every 4 hours while in the sun. Whenever possible children will apply their own sunscreen. Directions on the child's sunscreen bottle will be read and applied.

MEDICAL EMERGENCY

If your child is injured or becomes ill while at Aspengrove School, staff will quickly assess the situation to decide what action/attention is required. Outlined below are the procedures that may be followed. Please keep all Medical Records up-to-date and notify the school of any changes in employment, address, or telephone contact numbers.

If First Aid/Medical Attention/Emergency treatment is required, educators qualified in first aid will:

1. Provide first aid treatment;
2. Acknowledge the child's feelings;
3. Inform the family as soon as possible;
4. Provide close supervision to ensure that the child is safe and assess child as to whether further first aid or medical attention is required;
5. Phone for medical attention if needed;
6. Complete an incident report and process any paperwork.

FIRE DRILL EVACUATION

Safety is an on-going part of all programs delivered at Aspengrove School. Fire drill/evacuation procedures (approved by the Fire Marshall) are practiced as posted in the Early Learning Centre. When fire drill/evacuation procedures are initiated, the following will occur:

1. The teacher will ring a bell to gain the children's attention;
2. The children will line up and walk out of the building through the safest door to our designated meeting spot;
3. As they leave, the teacher or designated assistant will pick up the emergency records and first aid kit available by the door, close the door, and conduct a head count to ensure all children are present (if any child is missing it must be immediately reporting to Administration);
4. The class will stay together outside of the Early Learning Centre at the designated safe meeting place until clearance is given by Administration (or authorized fire/emergency personnel) to re-enter the building.

CHILD ABUSE AND NEGLECT

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 a member of the Aspengrove School staff suspects that a child is being abused/neglected outside of the school, by British Columbia law it must be reported directly to the Ministry of Children and Family Development.

Ministry of Children & Family Development

- Toll-Free After Hours:
 - **800.663.9122**
- Helpline for Children:
 - **604.739.5800**

If the suspected abuse/neglect may have occurred at the school, the incident must be reported to the Vancouver Island Health Authority.

Community Care Facilities Licensing Office

- **250-739-5800**

CUSTODY AND ACCESS

If parents live separately, Aspengrove School expects that the information provided by the enrolling parent is accurate. If a family has a custody agreement or court order, a copy must be provided and placed in the child's file. Without a custody agreement or court order on file at the school, staff cannot deny access to the non-registered/enrolling parent. If one of the parents is not authorized, the policy on unauthorized persons will be followed.

If custody has not been legally determined and conflict between the parents and/or their family members is evident, Aspengrove School may not be able to accept the enrollment of the child unless both parents and/or other family members sign a written agreement confirming details regarding authorization for pick up and access to information about the child.

CALENDAR

There are several ways to access the school calendar. **The most current version is always available on the website.** OSC closures are scheduled around statutory holidays, professional development days and school breaks.

Thank you for taking the time to read this handbook addendum. We hope you found it informative and helpful. We encourage you to keep it handy for easy access throughout the year.