

Course Outline

Course Objective:

Students will become aware of the tasks involved in planning and operating a playschool. They will understand the physical, emotional, social and intellectual development of the preschool aged child.

Texts: The Developing Child.

Teacher Expectations:

1. Attendance: I expect all 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 make arrangements with your group to cover the work.**
- Operating the playschool is a “job” and should be treated as such. It is essential that you are a reliable worker (ie. be there and be on time!!) because several other students depend on you.
- **Failure to attend class will result in a zero and probable cause for immediate removal from class.**

2. Assignments/ Projects

Must be completed on time!!!

3. Equipment:

- 3 ring binder
- writing utensils
- no cell phone

4. Instructional Format:

field trips, group work, individual projects for playschoolers, notes, videos, and power points

5. Evaluation:

1. Plan and Operate the Playschool 70%
2. Participation 30%
 - Activity sheets
 - Day planner

Course Outline Content

1. Organize, plan and operate a playschool.

- You will be assigned specific dates, days and times.
- Planning day every Monday.
- Operating times: 9:30 – 11:30 a.m. or 1:00 – 3:00 p.m.
- You must give up your break on these days
- Planning time will be given in class

2. Physical Development from Three to Six

- Fine and gross motor skills
- Types of play
- Plan appropriate meals for children
- Desirable characteristics in children's clothing
- Changes in height, weight, posture and proportion.
- Dental Care

3. Emotional and Social Development from Three to Six

- General patterns of this development at this age level.
- Common emotions/behavior
- Types of play and interaction
- Importance of a positive self-concept
- Effective discipline techniques
- Personality

4. Intellectual Development from Three to Six

- Speech patterns
- Methods of learning
- Development of intelligence
- Learning disabilities
- Gifted and talented children

5. Health and Safety

- Accident prevention / handling emergencies / first aid
- Childhood diseases and immunization

6. Skills for Effective Parenting

- A learning process
- Nurturing children
- Importance of play
- Guiding behavior
- Providing substitute care
- Special parenting situations

7. Problem Situations for Children

- Challenged children
- Child abuse
- Family stresses

8. Careers Relating to Children

- Interests and Values
- Education and Experience
- Careers related to the care of children
- Babysitting

9. Operation of a Child Care Facility

- Licensing requirements
- Staff requirements
- Facility requirements
- Policies
- Observing and evaluating
- Programming
- Child readiness
- Choosing a facility

Rutland Senior Playschool Introduction

Welcome to the Rutland Senior Playschool. I am very excited about starting this session and I hope that your child is too.

I was certified by the Provincial Child Care Facilities Licensing Board in June 1993 and I was re-certified in February 2002 due to a maternity leave. My goal, as well as, the grade 12 students is to offer a safe and enjoyable program for your son or daughter.

Unfortunately, with all this "legal stuff comes mounds of paper work that I need you to fill out and return to the playschool on the first day of class.

I'm sorry for the inconvenience but this is required by law and I will be checked periodically throughout the operating of the playschool to see if everything is in order.

In the package that I have sent, you will find the following information that I would encourage you to read and fill out the required documents as best as possible.

1. Course Outline of the class that I teach and the expectations of the grade 12 students.
2. Course Outline Content – topics that the students will learn about and discuss.
3. Playschool Notice outlining items that the preschooler needs.
4. Playschool Expenses
5. Two handouts on snack and nutrition.
6. Dates of the Playschool.
7. Playschool Policy (please read and sign this policy)
8. Registration Form (please complete in full and return)
9. Emergency Card (please fill out and return)
10. Substitute Caregiver Release Form (only fill out when someone else will be in charge of dropping off/picking up your child. This form should be given to the teacher prior to the day of the substitution.)
11. Discipline Policy (please read and sign this policy)
12. Illness Policy (please read and sign this policy)
13. Intoxicated Parent Policy (please read and sign this policy)
14. Refund Policy (please read and sign)
15. Suspected abuse/ Neglect Policy (please read and sign)
16. Immunization Form (please read and sign this policy. A photocopy of your child's immunization record book is required.)
17. Emergency and Evacuation Procedures (please read and sign)
18. Lockdown Policy
19. Medication Form, if needed
20. Consent for Field Trips

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 call me at school at 250-870-5110 or at home 250-861-2927.

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

Sincerely: e


Brenda Appel

Playschool Notice

Dear Parents:

I would like to take this time to welcome you to our Rutland Senior Playschool. My name is Brenda Appel and I will be teaching the students who will be in charge of your children in the playschool. The playschool that is operated at R.S.S is licensed for occasional child care (service type 300). 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.

“Studies find that preschool education produces persistent gains on achievement test scores along with fewer occurrences of grade retention and placement in special education programs. Other long-term benefits from preschool education include increased high school graduation rates and decreased crime and delinquency rates.”(Barnett and Hustedt 55).

So what does all this mean? I am really going to focus on learning through play and introducing books and reading to the children. They will not know how to read but they should recognize at least 10-13 letters before they enter kindergarten and be able to recognize and print their names.

I will now outline some of the information that you, the parents, need to know:

1. Due to the semester system at R.S.S. the playschool will operate various days of the week. A schedule is enclosed in this package. The cost will be \$300.00 for this session (approx. 25-28 classes).

2. Due to the varied dietary needs and desires of the students we would like the parents to please pack a **NUTRITIOUS** snack for their child to have mid-way through the two hour program. Please print your child's name on the pack. I am providing two handouts in this package pertaining to good nutrition and healthy snacks.

The healthy schools initiative started January 2008 so we will be focusing on good nutrition. The parent must supply a snack for the preschooler everyday that will only take the preschooler 10-15 minutes to eat **MAXIMUM**. This could consist of one or two of the following: fruit (peeled and quartered if possible), crackers and cheese or crackers and peanut butter, muffins, cookies, veggies and dip or a sandwich along with a drink etc. It is advised not to send yogurt or milk because of the possibility of contamination when exposed to room temperature for a long period of time.

3. We will be going outside on a regular basis (weather permitting) therefore we would like the children to have two pairs of shoes to wear each day. The children should have an indoor pair of shoes or slippers that they can leave at the playschool in a basket. They can change into these shoes when they arrive before they enter the main playschool area. If we go outside during the class, they can change into and out of their outdoor shoes, thus keeping the playschool free from dirt etc. The children will play in the enclosed area just outside the playschool room. We have 12-16 students and 2 adults supervising the children at all times. The licensing officer requested that this be brought to your attention and if you have any concerns please discuss them with the teacher.

4. I would also recommend that you supply an extra change of clothing for your child, as well as, an old shirt for painting. An ice-cream bucket is an excellent container for storage. If you have one, please label it with your child's name and bring it the first day of playschool.

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

- a) name of student
- b) name of medication
- c) dosage
- d) procedure to administer
- 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. Thank you for your understanding and cooperation regarding the above concern.

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

Sincerely;

Brenda Appel

PLAYSCHOOL EXPENSES

Here is a list of items that may be purchased or paid for using the playschool funds for

2019-2020 FIELD TRIPS:

- Pumpkin Patch plus pumpkins
- Eco Center
- Energyplex admission plus food
- Swimming
- Arion Farms
- Safety Village
- Library
- Gymnastics
- Ben Lee
- Other

ACTIVITIES:

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

ITEMS THAT MAY BE PURCHASED FOR TEACHING PURPOSES:

- Books
- Educational kits
- Educational reading material
- Scholastic books
- Resources and DVD's
- Props and examples
- Practise Materials

ITEMS THAT ARE NEEDED FOR LICENSING PURPOSES:

- Criminal Record Check Processing Fee
- First Aid Certification
- Food Safe
- Fee for Doctor's Notes

ITEMS THAT MAY BE PURCHASED FOR PLAYSCHOOL:

- Electronic Equipment
- Outside play items
- Inside play items
- Toys/Puzzles/Games/ Centers etc
- Literacy materials
- Extra snacks/Food
- Items to enhance themes being taught
- Teaching supplies for themes or concepts
- Craft supplies
- Other supplies
- Xmas supplies
- Halloween supplies
- Easter supplies
- Decorations for themes
- Room decorations
- Photo Processing
- Photo Albums/DVD'S
- Replacement of items

ADDITIONAL PURCHASES AND/OR EXPENSES:

- Gift for CEA for Xmas and/or End of year to show appreciation for their extra time and commitment in the preschool
- Small Gifts for grade 12's to show appreciation for all their hard work and dedication
- End of term luncheon for the grade 12's
- Photo albums/DVD'S for the grade 12's
- Professional Development Courses in the Summer and throughout the year
- Outside Maintenance
- Inside Maintenance
- Laminating
- Photocopying

BURSARY

A Bursary in the amount of \$250.00 per student is given to graduates from Rutland Senior who attended the RSS Playschool Program when they were four years old, or to students who are graduating from KSS.

*****IF YOU HAVE ANY QUESTIONS AND/OR CONCERNS PLEASE DO NOT HESITATE TO TALK TO ME

Thanks so much for your support


Brenda Appel

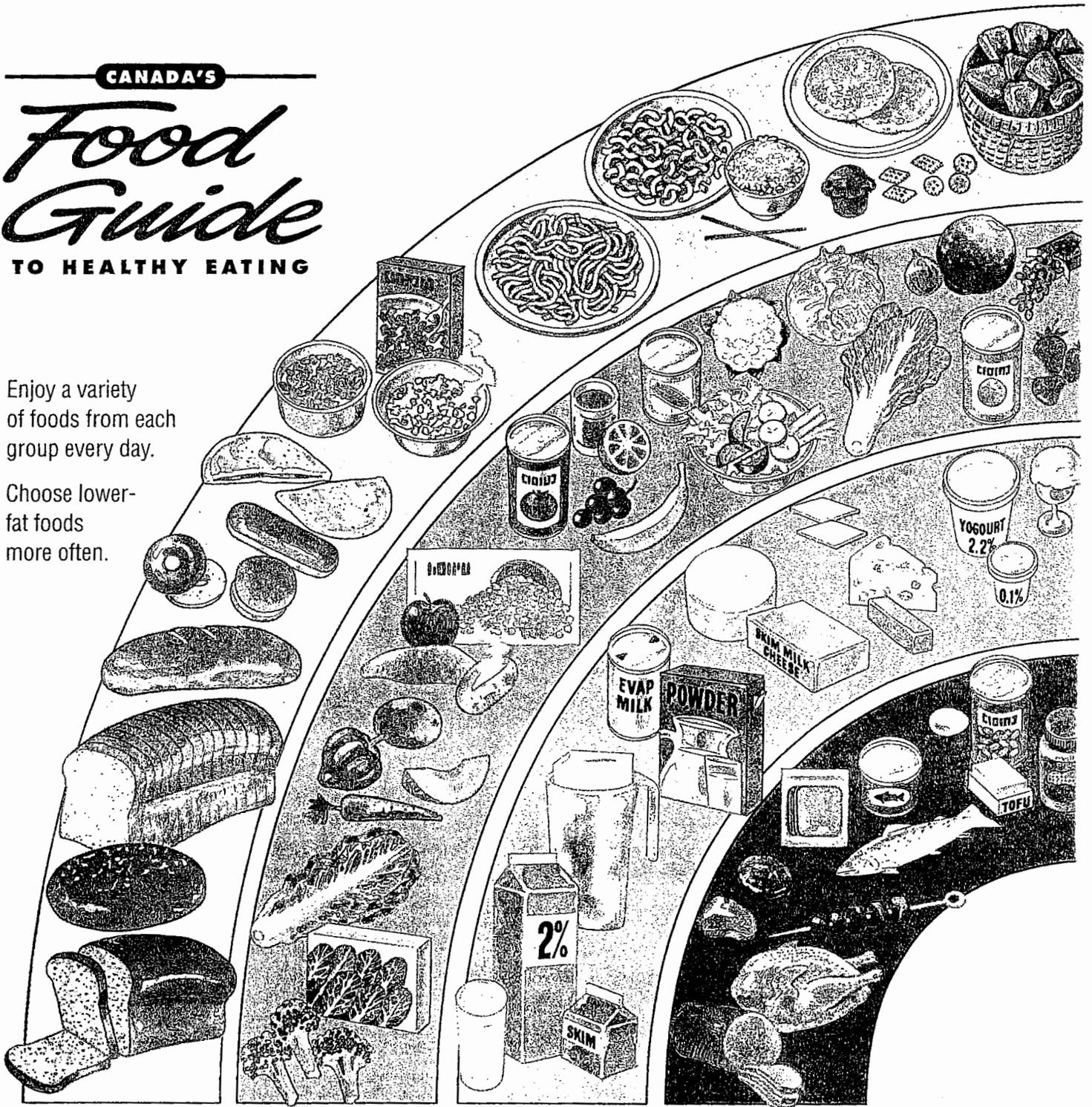
CANADA'S

Food Guide

TO HEALTHY EATING

Enjoy a variety
of foods from each
group every day.

Choose lower-
fat foods
more often.



Grain Products

Choose whole grain
and enriched
products more
often.

Vegetables & Fruit

Choose dark green and
orange vegetables and
orange fruit more often.

Milk Products

Choose lower-fat
milk products more
often.

Meat & Alternatives

Choose leaner meats,
poultry and fish, as well
as dried peas, beans and
lentils more often.

CANADA'S

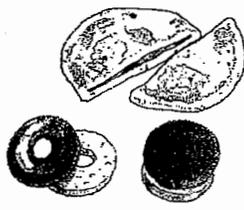
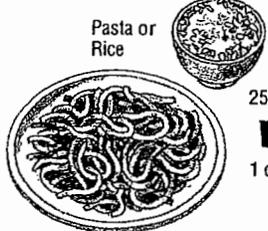
Food Guide

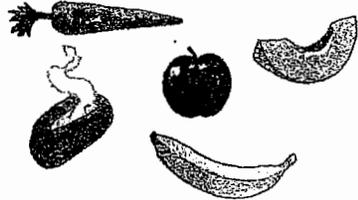
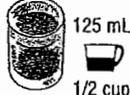
TO HEALTHY EATING

FOR PEOPLE FOUR YEARS AND OVER

Different People Need Different Amounts of Food

The amount of food you need every day from the 4 food groups and other foods depends on your age, body size, activity level, whether you are male or female and if you are pregnant or breast-feeding. That's why the Food Guide gives a lower and higher number of servings for each food group. For example, young children can choose the lower number of servings, while male teenagers can go to the higher number. Most other people can choose servings somewhere in between.

Grain Products 5-12 SERVINGS PER DAY	1 Serving  1 Slice  Cold Cereal 30 g  Hot Cereal 175 mL 3/4 cup	2 Servings  1 Bagel, Pita or Bun  Pasta or Rice 250 mL 1 cup
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Vegetables & Fruit 5-10 SERVINGS PER DAY	1 Serving			
	 1 Medium Size Vegetable or Fruit	 Fresh, Frozen or Canned Vegetables or Fruit 125 mL 1/2 cup	 Salad 250 mL 1 cup	 Juice 125 mL 1/2 cup

Milk Products CHILDREN 4-9 years: 2-3 Youth 10-16 years: 3-4 Adults: 2-4 Pregnant & Breast-feeding Women: 3-4	1 Serving			
	 250 mL 1 cup	 Cheese 3"x1"x1" 50 g	 2 Slices 50 g	 YOGURT 175 g 3/4 cup

Meat & Alternatives 2-3 SERVINGS PER DAY	1 Serving			
	 Meat, Poultry or Fish 50-100 g	 Fish 1/3-2/3 Can 50-100 g	 Beans 125-250 mL	 TOFU 100 g 1/3 cup  Peanut Butter 30 mL 2 tbsps

Other Foods

Taste and enjoyment can also come from other foods and beverages that are not part of the 4 food groups. Some of these foods are higher in fat or Calories, so use these foods in moderation.



Enjoy eating well, being active and feeling good about yourself. That's VITALIT².

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 a fully legal and qualified playschool as determined by the rules and regulations set out by the Ministry of Health.

1. Playschool Information:

Rutland Senior Playschool Caregiver in Charge: Brenda Bulach-Appel
705 Rutland Road N
Kelowna, B.C.
Phone: 250-870-5110 ext. 2289
Hours: 9:30 – 11:30 and 1:00 – 3:00
Fees: \$300.00 per session
Dates: as per schedule

2. Statement of Philosophy for the Rutland Senior Playschool:

At our playschool the number one objective is to provide a safe and warm 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, crafts, games and/or physical activities, snack time, and finally playtime.

This schedule enables children to interact socially, practice good listening and cooperating skills and at the same time learning educational concepts such as letters and numbers.

3. Caregivers 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 certificate for substitute caregivers and other employees.
8. To notify parents of the name of the substitute caregiver 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.

4. Parent Responsibilities:

1. To bring and pick-up children on time.
2. To let the caregiver 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 caregiver know if the child has a communicable disease, or has been in contact with a communicable disease.
6. To let the caregiver 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 caregiver 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 caregiver and the parent. I also accept the policies of the playschool and give my consent to enroll my child at the Rutland Senior Playschool.

Parent Signature: _____ Date: _____

R.S.S.
Playschool Registration

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

Children should be: 3-5 years old
First 16 to register will be accepted.
Fee: \$300.00 (payable to R.S.S. Playschool on registration day
Signed Forms to be returned on registration day.

Name: _____

Gender: M F Birthday: _____

Parent's Names: _____

Address: (mailing) _____

Address: (street) _____

Postal Code : _____

Email: _____

Phone: _____ (home) _____ (work)

In case of emergency contact:(must be different than names above)

Phone: _____ (home) _____ (work)

Medical concerns: (allergies, etc.)

Goals for your child in this playschool:

Parent Signature: _____

Date of Application: _____

Start date for playschool _____

End date for playschool _____

Emergency Card

Name: _____ Birthdate: _____

Physical Identifying Features: _____

Care Card #: _____

Medical Conditions: _____

Allergies: _____

Physician: _____ Physician's Ph. #: _____

Permission to call physician/ambulance: Yes () No ()

Parent(s) Name (s): _____

Address (home): _____ Ph. #: _____

Email: _____ Cell #: _____

(Mom work): _____ Ph. #: _____

Email: _____ Cell #: _____

(Dad work): _____ Ph. #: _____

Email: _____ Cell #: _____

Emergency contact:

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 (Brenda Appel) 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 hereby give consent for _____ to drop off and/or pick up _____ from the playschool.

Parent signature _____

Date _____

I hereby give consent for _____ to drop off and/or pick up _____ from the playschool.

Parent signature _____

Date _____

I hereby give consent for _____ to drop off and/or pick up _____ from the playschool.

Parent signature _____

Date _____

Discipline Policy for Rutland Senior Playschool

Philosophy:

Discipline is a continuous process of guiding behavior to assist children in developing self-control, self-confidence and self-discipline. The major concern is for the safety and well-being of each child. Using this approach, discipline should be age appropriate. Our policy includes different plans, as no one way works all the time or for every child. We will always use a positive approach because we must be able to both prevent and deal with the children's behavior.

At the start of each session the caregiver will:

- Set clear and simple limits
- State what is expected instead of asking questions
- Reinforce appropriate behavior
- Ignore minor things

For dealing with children's behaviors the caregiver will use:

- Diversion or distraction (change in their activities)
- Natural or logical consequences
- Choices
- Modeling (set good examples)
- Redirection (change in their activities)
- Time outs (one minute for each year of the child's age is suggested, and in a comfortable place)

Any form of discipline, which could harm a child in any way, physically or emotionally, is unacceptable. This could be shaking, striking, pinching, rough handling, force feeding, ignoring a child, embarrassing or making fun of a child, or for leaving a child alone. Physical restraint is not allowed but gentle holding may be used if a child has lost control and there is a concern for the child's safety or that of other children at the preschool.

I also need names of any person not permitted access to your child as per Section 57 of the Child Care Licensing Regulation.

Name of person(s) _____

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 injures child; if the parent cannot 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 your child's immunization passbook, a photocopy of the record or a printed hardcopy from the health unit that can be accessed on line.

-If you are a conscientious objector, 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 anyway, the police will be contacted immediately and be informed of the situation.

PARENTAL ACCESS

The caregivers agree to provide opportunity 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 is \$300.00. Session one runs October to January and session two runs February to June.

If you must withdraw from the program, I require notice of 5 classes before your child's last day. Refund will be pro rated based on the total of classes per session and the number of classes that your child attended.

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 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 the Principal

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

If MANAGER: Close 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 obtain 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 (Brenda Appel) is hereby enclosing consent forms that must be filled out in order to protect the child.

Persons Not Permitted to Access Child:

Name: _____

Physical Identifying Features: _____

Name: _____

Physical Identifying Features: _____

Name: _____

Physical Identifying Features: _____

Child Care Emergency Procedures

Fire Alarm Procedures – RSS (playschool)

1. An alarm will sound throughout the building.
2. Staff should stop all activities, gather all children and account for all of them.
3. Staff should start exiting via closest exit (across hallway to exterior exit).
4. If needed, recruit assistance from administration and maintenance staff to carry children to designated area - each staff responsible for 1 or 2 playschoolers.
5. When outside, turn left and follow sidewalk, turn left on laneway, turn left again at Dodd Road, meet at arena entrance.

NOTE: Evacuation is the priority. No attempt should be made to fight the fire or re-enter the building.

Children should be taught to stay where they are until help arrives.

- * False alarm is determined only by accident during the course of evacuation.
- ** Remember in an evacuation of any kind, children will be looking for direction from staff. We must act as leaders and carry out our duties in a calm, confident and friendly manner.
- *** Evacuate building to the entrance of the Rutland Arena
- **** Evacuate area to Athens Pool foyer (if necessary)

Power Failure Procedure – RSS (playschool)

1. Staff will recognize situation by the lights going out!! Emergency lights should come on, where necessary.
2. Staff should stop any activities, gather all children and account for all of them.
3. 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.
4. No child should be allowed to leave the group unless accompanied by a staff leader.

Gas Leak Procedure – RSS (playschool)

1. Staff should stop any activities, gather all children and account for all of them.

2. Staff leaders can call office for more information and possible evacuation assistance from administration and maintenance staff.
3. Staff should start leading children through fire exit, recruiting help, if necessary, from staff to take children outside.
4. A second roll call of all children should be done! If necessary transport children to Springvalley Middle School.
 - If outside, doing out-of-facility activities on fields around the school, staff should still gather children. Make sure to stay well clear of the building and send another staff to inform the office of whereabouts.

LOST CHILD PROCEDURE – RSS(PLAYSCHOOL)

This is a worst case scenario but the staff person(s) responsible must follow procedure in proper order.

1. Playschool staff would recognize a child missing by performing periodic head counts.
2. Staff responsible shall then check/search most dangerous areas and/or most likely areas first, ex. Washrooms, playground, hallways.
3. Staff should then inform office/administration of 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 other searchers.
6. If still not found, police should be informed and the parents/guardians should be notified.

AREA EVACUATION –RSS(PLAYSCHOOL)

1. Children will be taken to the nearest emergency shelter. Staff will stay with the children
2. Parents (or emergency contacts) will be contacted as soon as possible to notify parents where their child(ren) can be picked up.

I HAVE READ AND AGREE TO THE ABOVE PROCEDURES

SIGNATURE _____

DATE _____

EMERGENCY EVACUATION PLAN

1. At the sound of the fire alarm, one staff 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.
2. One staff 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.
3. When the children have left the building, the staff by the door will go outside to join the group.
4. The supervisor 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.
5. Once outside, attendance will be taken.
When all the children and staff are accounted for, the group will walk over to The Rutland YW/YMCA.
6. The Fire Department will be called.
7. Parents will then be called to pick up their children at The Rutland YW/YMCA

Emergency Policy

FIRE DRILL PROCEDURES

1. 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.
 2. The supervisor will collect the attendance sheets, check the Center and the bathrooms for children and then proceed outside to join the children and staff member.
 3. 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.
 4. Sit in the circle area and discuss the drill with the children - what went well and what was forgotten.
-
- 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.
 - 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 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:

1. Follow the emergency evacuation plan.
2. The General Manager will allocate children and staff to available vehicles.
3. If necessary call Kelowna Cabs (250-762-2222) and request transportation for the children and staff.
4. Call SpringValley Middle School (250-862-3274) on Ziprick Rd, inform them that there is an emergency evacuation required.
5. Relocate the children to Spring Valley Middle School.
6. Call the children's parents and request that they pick up the children immediately.

Lockdown Procedure for Playschool

- 1. The students are locked down in the playschool room.**
- 2. The teacher will follow the protocol as outlined in the handout**
- 3. The students will remain in lockdown until notification has been given that all is clear**
- 4. The teacher has emergency lockdown kits with snacks, activities etc for the playschoolers**
- 5. The teacher will have access to a cell phone with all contact numbers**
- 6. Contact phone number 250-212-8987 (Cell)**

Lockdown Procedure Checklist for Staff Member

SITUATION A: IN BUILDING DURING SCHEDULED CLASS TIME

On Hearing This Signal Over the PA: "External Threat, Secure Building and Lockdown", or "Internal Threat, Lockdown now"

DO NOT ALLOW ANYONE TO ENTER OR LEAVE A SECURED AREA DURING A LOCKDOWN

- MOVE TO SAFE ZONE** - Usher any nearby students into a safer area.
- SECURE ALL ACCESS POINTS.**
- DIRECT STUDENTS to**
 1. move away from areas of visibility,
 2. duck down and cover head with arms, and
 3. remain in that position until directed otherwise
- If any injuries, make an attempt to mitigate them
- TAKE ATTENDANCE** - Do an attendance check remembering to record any unscheduled visitors.
- CONTACT COMM. CENTER** - Use your classroom phone to convey situation and list of occupants to the command center (local 7513). If the line is busy, keep trying until you get through (see over for reporting script).
- MAINTAIN SITUATION, AWAIT FURTHER INSTRUCTIONS** - Remain in lockdown mode until your hear an "ALL CLEAR" announced, or receive other instructions from the command center.

SITUATION B: OUTSIDE BUILDING DURING SCHEDULED CLASS TIME

On Hearing This Signal Over the PA: "External Threat, Secure Building and Lockdown", or "Internal Threat, Lockdown now"

NO ONE WILL BE PERMITTED TO ENTER OR LEAVE A SECURED AREA DURING A LOCKDOWN

- DIRECT STUDENTS TO OFF-SITE GATHERING AREA** - Gather all nearby students and direct them to proceed immediately to the designated report zone. Rutland Secondary School Zones are: Rutland Middle School, Rutland Elementary School, AthAns Pool, & Rutland Arena
- Accompany students and attempt to calm and reassure them.
- REPORT SITUATION** - On arrival at the designated safe zone, inform someone there of your situation and request the use of a telephone.
- TAKE ATTENDANCE** - Do an attendance check and list of any students, staff, or visitors who may not have been scheduled to be with you.
- CONTACT S.B.O.** - Call the School Board Office (860-8888) and report who is with you and how you can be contacted.
- MAINTAIN SITUATION, AWAIT FURTHER INSTRUCTIONS** - Keep students at the designate safe zone until you receive further instructions from the school communication center (**always remember to leave a contact number when checking in**).

SITUATION C: INSIDE BUILDING, NO SCHEDULE CLASS

On Hearing This Signal Over the PA: "External Threat, Secure Building and Lockdown", or "Internal Threat, Lockdown now"

NO ONE WILL BE PERMITTED TO ENTER OR LEAVE A SECURED AREA DURING A LOCKDOWN

- ASSESS AND ACT** - Do a quick scan around the area you are in and direct any nearby students into the closest room.
- SECURE ALL ACCESS POINTS** - Attempt to secure all area access points
- If you have gathered others with you, direct students to
 1. move away from areas of visibility,
 2. duck down and cover head with arms, and
 3. remain in that position until directed otherwise
- Attempt to mitigate the situation for anyone injured.
- TAKE ATTENDANCE** - If you are not alone, make a list of everyone that is with you:
- CONTACT COMM. CENTER** - If you have access to a phone, contact the school communication center and report your location, situation, and list of all persons with you. Don't tie up the line by asking a lot of questions. You will be given information as it becomes available.
- MAINTAIN SITUATION, AWAIT FURTHER INSTRUCTIONS** - Remain in lockdown mode until you hear an "ALL CLEAR" announced, or receive other instructions from the command center.

SITUATION D: OFF CAMPUS

NO ONE WILL BE PERMITTED TO ENTER OR LEAVE A SECURED AREA DURING A LOCKDOWN

- DETERMINE SITUATION** – Check to determine if school is in Lockdown. Indicators: groups of students being ushered away from property, red card visible in entry window (front and rear).
- DO NOT ATTEMPT TO ENTER THE BUILDING.**
- PROCEED TO DESIGNATED OFF-SITE REPORTING AREA** - If you are not alone, make a list of everyone that is with you.
- CONTACT S.B.O.** - Call the School Board Office (860.8888). Inform them that you are a staff member at RSS, give your current location and a contact number.
- MAINTAIN SITUATION, AWAIT FURTHER INSTRUCTIONS** – Remain where you are until you receive further instructions from the school communication center (**always remember to leave a contact number when checking in**).

FRUIT AND VEGGIE PROGRAM

BC School Fruit and Vegetable Nutritional Program



**BCSFVNP
+ MILK**

aitc.ca/bc



I, _____ agree / do not agree for my child to participate in the fruit
and vegetable program