



## Handbook for Parents

**Welcome!**

**The staff of Needham Preschool would like to take this opportunity and welcome you and your children to a “Home Away From Home.” Needham Preschool has been serving the needs of Halifax and neighboring communities since 1983. Since April of 1999, we have become a Not for Profit Organization governed by a Board of Directors. We are fully licensed by the Department of Community Services to offer QUALITY child care to children aged three through to twelve years old. We strictly adhere to the stipulated regulations of Nova Scotia’s Day Care Act to ensure our centre meets the necessary requirements regarding staffing, programming, nutrition and equipment.**

**Choosing a Day Care Centre for your children will be one of the most paramount decisions you will make in your child’s life. At Needham Preschool we recognize the importance of making such a decision and suggest that you take the time to become acquainted with our Centre, and the Preschool Staff. We recognize the importance of having staff that are trained, loving, respectful and friendly. Our teaching staff have their Early Childhood Education (ECE) Certification. All staff and substitutes have current CPR and First Aid training and have been screened through Nova Scotia’s Provincial Child Abuse Register and a clear Criminal Record Check.**

#### **Our Philosophy**

**Needham Preschool and Daycare offers a high quality early learning program that promotes healthy development, by creating a safe and inclusive environment. We provide learning opportunities for social, emotional, physical and intellectual development and believe that children “learn through play”.**

#### **Our Mission**

**We, firmly believe in offering an inclusive child care program that promotes healthy development and diversity, in an environment that is welcoming to children of all abilities and their families, as their “Home Away from Home”.**

#### **Inclusion Statement**

**Needham Preschool values diversity, and realizes the important impact it has on the lives of children. While recognizing the confines of our facility, we are committed to providing an inclusive, developmentally appropriate program that ensures the value systems of each child and their family are recognized and respected.**

**We welcome, at any time, comments you may have on our program content, structure, schedule or any other matter. Our ‘Open Door Policy’ allows us to maintain a strong, positive line of communication that is open between your home and the centre. Your parental participation and input are the most invaluable tools we have as child care advocates. So, please feel free to voice your concerns and suggestions, as well as visit our website: [WWW.NEEDHAMDAYCARE.COM](http://WWW.NEEDHAMDAYCARE.COM) .**

**Janessa R. Williams BAA CHYS  
Executive Director**

**Please note that the following are posted at our centre either on the bulletin board as you enter the preschool or the programming board located directly across from our Kitchen: A copy of the Day Care Act Regulations, our Parent Handbook, the License of our centre, our most recent inspection from Community Services, our Behaviour Guidance Policy, our current menu, a copy of our Daily Program Plan and Routine, Parent Committee Members and Recent Parent Committee Minutes, any Funding provided by the Minister (Regulation 44-2)**

## **The Program: What We Are All About**

Needham Preschool offers three distinct, quality programs. We offer two 'Preschool Programs' that are developed according to the developmental capabilities of three to five year old children. We offer a 'Morning Preschool Program' that creates part time flexible care for families only requiring part day care. Our second 'Preschool Program' offers full day care on a full time and part time basis, but all seats are full day care. Once children become of school age we offer a more challenging program known as the 'School Age Program'. The maximum age of a 'School Age' child is twelve years of age. All of our programs are reviewed by the Director and the Department of Education and Early Childhood Development Services on a regular basis. We always appreciate having parental feedback on our programs.

## **Behavior Guidance Policy**

Prior to working directly with the children in our care, all staff at Needham Preschool and Daycare will be trained in our Behaviour Guidance Policies. The staff of Needham Preschool use preventive measures by anticipating potential problems and creating solutions to prevent these problems. Consequently, we are able to eliminate most obvious opportunities for inappropriate behaviour. Needham Preschool facilitators regularly implement various effective methods of encouraging acceptable behaviour by:

1. Providing a sufficient number of activities that interest, stimulate and challenge the children's abilities.
2. Providing ample opportunities for children to independently make their own choices, and problem solve on their own.
3. Setting CONSISTENT, clear boundaries according to behaviour and classroom rules.
4. Setting appropriate expectations for the child's developmental level.
5. Listening to the child's feelings and offering suggestions to deal/solve the problem.

In the event that a situation cannot be handled by the child being spoken to in a group situation, then the inappropriate behaviour is dealt with on an individual basis. The behaviour is discussed with the child and his/her energy is "Redirected" to another activity or location. By Redirecting, the child no longer plays at the first chosen activity, but still has the opportunity to continue to interact rather than sitting in a "Time-Out" situation. Needham Preschool does not believe in "Time-Outs". However, in some cases children may need to have some time away from others in order to calm themselves and regain their composure. Needham Preschool and Daycare PROHIBITS the following when guiding children's behaviour under any circumstances:

- (1) use of corporal punishment, including:
  - (a) striking a child directly or with any physical object, and

- (b) shaking, shoving, spanking and other forms of aggressive physical conduct;
- (2) require or force a child to repeat physical movements;
- (3) use harsh, humiliating, belittling or degrading responses of any form, whether verbal, emotional or physical;
- (4) confine or isolate a child;
- (5) deprive a child of basic needs, including food, shelter, clothing and bedding.

(Daycare Regulation 19.1)

Staff, volunteers and care providers will not offer food to reinforce positive behaviours and will not withhold food as a consequence for inappropriate behaviours. Additionally, food will not be used as a reward for completing a task or finishing a meal (e.g. dessert will not be withheld if the child does not finish the main meal). (Food Safety Standard, 11.1).

Further, when a child's team (which may include staff, external professionals and the child's parents/guardians) has determined that food is the most appropriate and natural way to reinforce desired behaviours and support the child's development, then a routine-based plan (RBP) must be developed for the child. The RBP must include a plan for replacing and/or reducing the use of food as a motivator. (Food Safety Standard, 11.2).

Dealing with inappropriate behaviour is a complex matter as every child brings new life experiences, cultural backgrounds and personalities. We encourage you, as parents/guardians, to share your own behaviour venues so that we can make more meaningful interactions with your children. Teachers will always inform parents/guardians of any behavioural concerns. If necessary, a meeting will be scheduled so parents and teachers can share information and form a consistent behaviour management plan.

## **Our Educators**

At Needham Preschool we are able to guarantee Quality child care by employing appropriately qualified, educated and trained experienced facilitators. Each facilitator is chosen on their ability to meet the high standards in which Needham Preschool expects of their employees. Emphasis is placed on the person's ability to love, care and respect each child. Each facilitator has their Early Childhood Education certification, current first aid and CPR training, and are continually advancing their education by attending various child care oriented work shops. Our substitute teachers are expected to meet these standards as well. All staff are screened through the Child Abuse Registry and must have a clear Criminal record Check.

## **Hours of Operation**

Needham Preschool opens at 7:30 a.m. and closes at 5:30 p.m. We ask that your child arrive by 9:00 a.m. to ensure full participation in our programming and outings. If your child is going to be late or will not be attending, please let us know so that scheduled programming is not held up, especially on days when outings are planned. To speak with a staff person call 490-4595, or to leave a message on voice mail call 490-4638. As a gentle note, please be aware that your child has a full and active day with us. It is our experience that a nine hour day is long for our children. If you know that you require care for a longer duration, please discuss this with the Executive Director.

## **Arrival & Departure**

To ensure the safety of your children, you must accompany your children to the preschool upon your arrival.

It is strictly forbidden for parents to leave their children unattended anywhere in the recreation centre. Our educators will ensure that your child will be signed in and out on the appropriate attendance sheet. Please ensure that anyone transporting your children to and from the preschool knows that the children must be signed in and out on the attendance sheet. It is the responsibility of the parent/guardian to remove any necessary outdoor clothing and put on indoor clothing.

**NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN YOU OR A DULY AUTHORIZED PERSON WITHOUT PROPER NOTIFICATION.** For obvious safety reasons, we require that authorized person’s names are recorded on the “Pick Up Authorization” form in advance. We will accept verbal and written authorizations on a day to day basis also. Verbal authorizations must be made by the sole parents/guardians. The authorized person must be prepared to show identification upon demand. By law, we are not allowed to release a child to an unauthorized person, or make arrangements for such services as a taxi to deliver the child home, without an authorized adult.

### **Late Fees**

If you are going to be late picking up your child from the centre the following applies: It is understood that there are occasions where pick up may be delayed due to weather or traffic. A courtesy call to the Centre to express your delay is expected and appreciated, however, late charges still apply.

Habitual and frequent lateness is not acceptable. The following is our Board Approved Late Fee Policy:

Time	Charge
5:30-5:45 pm	\$10 (PER CHILD)
5:45-6:00 pm	\$20 (PER CHILD)
6:00 – 6:05 pm	\$20 plus \$5 for every subsequent minute after 6:05 pm (PER CHILD)

- \_ If pick up has not occurred by 5:45 pm, staff will attempt to communicate with the parent/guardian.
- \_ If pick up has not occurred by 6:00 pm and attempts to communicate with the parent/guardian have been unsuccessful, staff will communicate with the emergency contact person.
- \_ If pick up has not occurred by 6:30 pm, by either the emergency contact or the parent/guardian, staff will communicate with Children’s Aid and request instructions from them. This action could result in the child being taken into protective custody until contact can be established with the parent/guardian/emergency contact. This action will only be undertaken by staff as an absolute last resort and in consultation with Janessa and the Board.

Late fees will be calculated by the staff member kept late and submitted to the Executive Director. The late fee will be applied to your account and distributed to the staff member by the Centre.

Needham Preschool & Daycare staff will not release a child into the care of an individual who appears to be under the influence of alcohol or drugs. If this situation were to arise, staff will communicate with another responsible adult on the child’s contact list to facilitate pick up.

If a child were to be removed from the Needham Preschool & Daycare Centre against the advice of staff,

the police will be contacted.

We appreciate your understanding and observance of our late pick up policy. As always, if you have any questions or concerns, please do not hesitate to speak to our Executive Director or a member of the Board. *(amended July 25, 2011)*

## **Your Child's First Day**

Prior to your child joining our program, an application form, medical permission slip, pick up authorization form and a parent handbook agreement must be completed. Please note it is a Day Care Regulation that we have exact immunization dates prior to the child starting our programs.

Two 'Transition Times' are encouraged prior to your child's first day. These transition times are to be coordinated with the Director and are of no additional cost. By definition a, 'Transition Time' is a period where you and your child become familiar with our staff, children and daily routine. This period will ease your child's physical and mental well being, while feeling more secure about spending their days at Needham Preschool. The first transition time we recommend that you, the parent/guardian, spend a half day with your child and participate in the program. The second transition time we suggest that you, the parent/guardian, stay for a short period and then leave the child for two to three hours.

## **Daily Schedules**

The following schedules are provided as outlines as to what takes place during the course of a day. These schedules are not meant to be set in stone, and unfold in a flexible, positive and leisurely manner. For special occasions such as special visitors, events or outings the schedule will change. As of July 1, 2011 the Standards for Daily Programs in Licensed Child Care Facilities have changed.

Specifically, Standards for Practice, 4.0 Daily Routines & Transitions, 4.3 states "Free play activities occur for a minimum of 1/3 of the total daily operating hours". Further, "A minimum of 45 minutes of uninterrupted free play occurs in the morning [and afternoon] when the majority of the children have arrived in the morning or before the majority [majority means 80% of the children expected in attendance] of children have left in the afternoon" *(Page 2, Standards for the Daily Program in Licensed Child Care Facilities)*

### **Preschool:**

#### **Morning:**

Arrival/Free Play

Open snack

Gross Motor (Swim, Gym, outing or playground)

Circle Time

#### **Afternoon:**

Lunch  
Rest Period  
Free Play/Table Tops  
Open Snack  
Gross motor ( swim, gym, or playground)  
Departure

**Morning Preschool:**

Arrival/Free Play  
Snack Time  
Table Top/Planned Activity  
Gross Motor (walk, gym or playground)  
Lunch  
Circle time  
Free Play/Departure

**School Age:**

**Morning:**

Free Play  
Walk to School  
Playground Time until bell rings

**Afternoon:**

Lunch  
Playground (weather permitting) until bell rings  
back to school  
Afternoon snack  
Walk to Needham  
Free play  
Playground/Departure

**Rest Period**

The Nova Scotia Day Care Act stipulates that children under the age of five must have a rest period in their educational programs. Rest period at Needham Preschool begins at 1:00 p.m. and ends approximately at 2:30 p.m. The children are not required to sleep, but are given the opportunity for some quiet time in their day, (i.e., lay down and look at books). The rest period is meant as a rejuvenation time to prevent fatigue and the development of illness.

**Definition Of Care - Child Care Fees**

All child care fees will be discussed during the initial orientation with the Executive Director. Fees are reviewed annually and remain subject to change. Parents will be notified of such changes. Full Time Preschool and School Age Care constitutes attendance from Monday through to Friday and enrolled for more than four consecutive weeks. Part Time Preschool Care constitutes attendance of at least two days per week, and these days being the same days each week. In addition, any child enrolled

five days a week, but less than four consecutive weeks is considered part time. Part Time School Age Care constitutes attendance from Monday through to Friday for lunch and after school services. We do not offer rotational/flex time or drop in service.

At Needham Preschool we offer a family discount if more than one child is registered. The daily rate will be full fee for the first child and reduced by \$2.00 for each subsequent child. All children must be enrolled for the same days in order to have the discount applied. Receipts will only be issued by request. An official tax receipt will be dispersed in February of each year for the previous tax year.

To enrol in our School Age Program for the School Year, a deposit of the entire first month of child care fees is due upon Registration or June 30<sup>th</sup> of the preceding School Year. For example, if your child(ren) are already enrolled in our School Age Program and you would like to secure their seat the following year, you need to pay in full by June 30. We have 30 seats available and first choice is given to children already enrolled in our preschool programs.

**Please Note:**

**Parents are required to pay for all statutory holidays as well as absences due to illness, injury and vacation. While we realize that family situations change, we operate to provide continuity in our excellence of service and our expenses remain the same. Consequently we do not allow make up days when regular days are missed.**

**Payment Policy**

**Invoices for childcare fees are produced three months in advance and then placed in your child's mailbox for pick up. Upon Registration, a void check is required with the Signed Pre Authorized Debit Agreement. You will have the option to pay your child care fees on the first or the fifteenth of each month. There is a \$30.00 NSF charge for any fees returned. If an account has two returned "NSF," then a payment must be made in either cash or by money order, until further notice. Needham Preschool will reissue a bill with the outstanding amount including an NSF charge of \$30.00.**

**To encourage timely payment for services rendered, Needham's "Late Payment Policy" stipulates that once an account is in arrears past the 5th of the month, the Executive Director will speak with you and provide a late payment slip. You must arrange a payment date with the Executive Director within 2 days of the late payment slip. Your account, at this point, will be referred to our Board of Directors for review. If you do not provide a payment date within the 2-day period, your childcare will be removed on the 10th day of the month. If you have stipulated a payment date and payment is not received in full, by the last day of the month, childcare services will be withdrawn immediately.**

**If your family leaves the center, but pays your outstanding balance in full, and would like to return to Needham Preschool your account will be monitored closely. In addition, Payment for childcare must be made in full on the 1st of each month with either cash or money order.**

(Amended, February 23, 2016)

**Holidays**

Needham Preschool will be closed on all Statutory Holidays, i.e., Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, New Years Day, Family Day, Good Friday, Victoria Day, Canada Day and Labor Day. We will

also be closed on Natal Day and Easter Monday. On Christmas Eve and New Years Eve we will close at 12:00 p.m.

## **Storm Days/Unforeseen Circumstances**

Upon closure of Needham Recreation Centre, due to poor weather conditions, Needham Preschool and Day Care will also close. If we are awoken to miserable weather conditions, to find out whether or not Needham Preschool will be open for business that day check our Facebook page (<https://www.facebook.com/needhamdaycare>) or call 490-4638 by 07:00 a.m. and the voice message will specifically state whether or not the centre is open. If a storm comes upon us during operating hours Needham Preschool will remain open. However, we reserve the right to close the centre in case of power disruption for over an hour or if less than 10 children attend because of hazardous weather/road conditions. Parents will be notified by phone if the centre has to be closed for any reason. For the safety of you and your children, we encourage early pick up on stormy days.

For any circumstance out of our control, that puts the safety and well-being of your children at risk, we reserve the right to close.

Needham Preschool, on the 4th day after three consecutive full business days of closure, parents will not be required to pay for child care fees and staff will not be paid after the third consecutive day of closure.

- A business day falls on Monday to Friday Inclusive.
- A Friday closure and a Monday closure would not be considered consecutive days.
- A full day means the centre has been closed for the entire day, i.e., not opened at all.  
(amended, September 14th , 2015)

## **Nutrition**

On July 1, 2011 New Standards were implemented by the Department of Community Services for Food Nutrition in regulated child care settings. The selection of food and beverages served in regulated child care settings must be based on Eating Well with Canada's Food Guide and complying with the Food and Beverage Criteria for Regulated Child Care Settings. Eating Well with Canada's Food Guide outlines recommendations for a pattern of eating that supports healthy growth and development for children who are two years of age and older. Needham Preschool and Day Care follows all standards set out by licensing. We encourage to read further about these new standards at:

[http://www.gov.ns.ca/coms/families/provider/documents/Manual-Food\\_and\\_Nutrition.pdf](http://www.gov.ns.ca/coms/families/provider/documents/Manual-Food_and_Nutrition.pdf)

Our menus are posted by our kitchen for your information and have been approved according to all Food and Nutrition Standards. Any substitutions for our menu will be posted in the current week's menu and recorded in our Substitution Binder. The substitution will be from the same food group and of equal nutritional value. Discussing what your child ate during his/her day is a wonderful way to generate meaningful conversation.

## **Meal & Snack Times:**

At mealtimes, we encourage children to try new foods and endeavor to choose menu items that are "child preferred". Under no circumstances do the staff force children to eat "un-preferred" foods because we respect that individual tastes exist as well as children will not be forced to finish food that has been served (Food Safety Standard 8.5). Staff will create an atmosphere that is relaxing and an enjoyable eating experience and program transitions to snack and meal times (Food Safety Standard 8.1) Parents are responsible to inform staff of any allergies and the reaction to these foods if consumption takes place.

Food substitutions will be discussed at the time of registration with arrangements made between the cook and the family. Please note that all staff will remain sensitive and responsive to children's cues of hunger and provide snacks and meals to the children outside of regular schedule. (Food Safety Standard 7.2)

## **Outside Food Policy:**

**We do not allow any outside food or drink** to come into the centre due to the presence of life threatening allergies in our classrooms. We are a NUT FREE centre. We have ample breakfast foods on site that are available to children who have not had opportunity to eat breakfast before coming to school that day. Please inform staff upon arrival that your child would like to have breakfast. All food and drink will be denied at that door. Please note that for your child's birthday we do not allow for birthday cakes, cupcakes or cookies to come into the centre due to allergies and our Nutrition Policy. We appreciate your flexibility and understanding on this very important matter.

Please note that Needham Preschool and Day Care follows all Food Safety Regulations. If a child requires food to be brought from home based on medical, religious and/or cultural beliefs. The food must be labeled with the child's name and staff made aware if refrigeration is needed. (Food Safety Standard 5.4) Food from home **MUST NOT** contain nuts.

Additionally, as a regulated child care centre who holds a Food Establishment Permit we can only purchase food or receive donations of food or beverage in accordance with the Department of Agriculture Food Safety Regulations (Food Safety Standard 5.4)

## **Breastfeeding Policy**

Nova Scotia has a Provincial Breastfeeding Policy that promotes, protects and supports breastfeeding. Providing a supportive environment in regulated child care settings is essential to promote continued breastfeeding. At Needham Preschool and Day Care we welcome mothers to breastfeed anywhere in our program space. We have a quiet space in our Office that mothers can use if you prefer to not be in our busy programming spaces. (Breastfeeding Standards 3.1 and 3.2)

## **Personal Possessions**

Children love to play, and the program at Needham Preschool encourages activities that generate high levels of learning, even if that learning creates a huge mess. We ask that your children be dressed in simple, comfortable and durable clothing that is washable and weather appropriate. Sneakers are the safest and most comfortable shoes for your child to enjoy him or herself. For your child's safety, we discourage the use of sandals during the warmer months. The items your child will need while attending Needham are as follows ( please label all of your child's belongings):

- ✓ A complete change of clothing that is labeled and left in the child's back pack.
- ✓ Indoor and outdoor footwear for the season.
- ✓ Toothbrush (Optional)
- ✓ Blanket, crib sheet for mat and cuddly friend for rest time.
- ✓ Bathing suit, towel and flip flops or slip on sandal for swims (in a reusable bag).
- ✓ Sunhat
- ✓ Snowpants and/or Splash Pants

We have an abundance of toys at Needham Preschool. We suggest that toys be left at home or in the car to avoid loss or damage. However, if a toy is the means to making the trip to preschool that much easier we do make exceptions. Parents should know that home toys are only permitted out in the classroom during early morning free play, and will be put into the child's bag if conflict arises about sharing. Of course toys are always welcome on 'SHOW and SHARE' days.

## **Medication**

**Needham Preschool staff are authorized to administer medication to children after a written letter has been submitted by parents/guardians or the child's pediatrician.**

A) Prescribed Medication: May be administered as ordered by the physician, and as stated on the prescription container for the child, once a Medicinal Permission Form is submitted by the parent/guardian authorizing Needham Preschool staff to administer the medication. The following details must be filled out on the form: date, stated medication by name, the proper dosage and time of dosage.

B) Non-prescribed Medication: The parent must submit a completed Medicinal Permission Form that is dated, stating the medication by name, the proper dosage and time of dosage. We CAN NOT give out medication that is not in the original container.

NOTE: DO NOT LEAVE medication of any kind in your child's backpack or cubby.

## Emergencies

In case of minor accidental injury or illness, first aid will be administered by Needham Preschool Staff. Each member of the Needham Preschool staff has emergency first aid and CPR training. In the event of a serious accidental injury or illness, we will make an immediate call for an ambulance, and then attempt contact in the following order:

- A) Parents/Guardians
- B) Designated Emergency Contact Person
- C) Child's Pediatrician

Your child will be taken to the IWK Grace Hospital. Whomever is contacted, initially, must proceed to the hospital immediately to authorize treatment of the child. It can not be stressed enough to regularly keep the centre up to date on current phone numbers, special emergency and contact numbers, custodial arrangements, schedules and any other additional pertinent information.

## Photographs & Media

Needham Preschool will often capture the precious, meaningful moments that take place from day to day at the centre with a camera. Photographs will also be taken once a year by a professional photographer. We, additionally, receive occasional requests from the media for photographic, audio or video tape material of our programs and activities. Please discuss with the Director, any concerns or reservations you may have about your child being photographed or included in any of the above media activities.

## Withdrawal / Termination

At least four weeks, or one month, written notice is required for withdrawal of your child from Needham Preschool. If withdrawal is immediate, parents are responsible for payment of four weeks fee in lieu of notice. The centre reserves the right to terminate service at any time at the centre's sole discretion.

## Health Policies

Needham Preschool promotes healthy development in every aspect of our program. To maintain this goal we ask you to follow a basic guideline if you are wondering whether you should send your child to preschool or not; if your child is too ill to participate in ALL aspects of the daily schedule, then your child should be at home. Staying at home will reduce the chance of other children contracting the illness and will make your child feel more comfortable. We reserve the right to call parents to take their child home in the event of sickness, and may ask

for a doctor's note before re-admitting the child to our program. Where we swim three days a week we ask families that do not wish their child to participate in swim to pick up prior to swim or drop off after swim is over. Children are not permitted to sit and watch swim. We do not have the extra staff to watch children out of the pool and the children in the pool. If your child does not have appropriate swim gear we will call to pick up, and if we are unsuccessful, we will put extra clothes on your child to swim.

We have provided a chart of "Common Childhood Diseases" as a quick reference for families. Please adhere to the return date stipulated if your child/children develops any of the symptoms/diseases listed below. If you know that your child/children have been exposed to an infectious disease, please inform Needham Preschool staff so that a "Health Alert" can be posted for all families.

### "No Nit" Policy

Due to the wide spread outbreaks head lice can create, we cannot accept any children who have live lice or nits. Children are to be kept home until they are "nit free". If your child is in our care and we find any lice or nits, you will be contacted and asked to come pick your child up. Lice can be spread through water and because our programs swim twice per week, we cannot take the chance of spreading the infestation to others.

*(amended October 20, 2016)*

## Needham Preschool and Daycare's Weekly Swim Routine

### Tuesday's Swim (10:00 am-11:00 am)

- ➔ The Morning Preschool Class and Junior Preschool Class will swim together from 10:00 am -10:30 am.
- ➔ The Senior Class swims from 10:30 am - 11:00 am
- ➔ The children will get ready in the classroom (swim gear on and bubbles) and head down to the pool, after doing a BUBBLE check.
- ➔ The teacher takes all of the towels down in a basket for the children at the end of swim.
- ➔ The children will take off their footwear in the locker room, prior to showering before entering the pool area.
- ➔ The children will follow the teacher across the pool deck and sit on the pool side until the teachers get into the water.
- ➔ **ALL CHILDREN ARE REQUIRED TO BE DRESSED AND SWIM-** if you do not want your child to swim on this day, you will have to arrange to be here or pick them up during this time, as our teachers are in the pool.
- ➔ We ALWAYS have two life guards on duty while our children are in the pool.
- ➔ After swim, the children follow the same out routine, sitting on the pool side and waiting for a teacher to call them over to line up to go to the locker room.
- ➔ The teachers help to rinse the children of chlorine water from the pool in the shower area and give the children their towel to dry off and ask them to get their footwear on.
- ➔ After all of the children have been rinsed, the teachers will do a head count and head up to the bathroom.
- ➔ After the children have used the bathroom, they will go into their classrooms to get dressed.

### THURSDAY SWIM (4:00 pm - 4:30 pm)

- ➔ The Junior Preschool Class and the Senior Preschool Class get dressed in their classrooms and do a bubble check to ensure all children are wearing the correct number of bubbles.

- ➔ The teacher takes all of the towels down in a basket for the children at the end of swim.
- ➔ The children will take off their footwear in the locker room, prior to showering before entering the pool area.
- ➔ The children will follow the teacher across the pool deck and sit on the pool side until the teachers get into the water.
- ➔ **ALL CHILDREN ARE REQUIRED TO BE DRESSED AND SWIM-** if you do not want your child to swim on this day, you will have to arrange to be here or pick them up during this time, as our teachers are in the pool.
- ➔ We ALWAYS have two life guards on duty while our children are in the pool.
- ➔ After swim, the children follow the same out routine, sitting on the pool side and waiting for a teacher to call them over to line up to go to the locker room.
- ➔ The teachers help to rinse the children of chlorine water from the pool in the shower area and give the children their towel to dry off and ask them to get their footwear on.
- ➔ After all of the children have been rinsed, the teachers will do a head count and head up to the bathroom.
- ➔ After the children have used the bathroom, they follow the teachers to the BACK classroom to get dressed. Parents are NOT permitted into this classroom while the children are dressing. If you would like to take your child to dress them, you can knock on the door and a teacher will gladly assist you. 😊
- ➔ Once the children are dressed, they will make their way out to the main classroom to play and wait for mom or dad.
- ➔ If you come to pick up your child and are looking for their clothing, they will ALWAYS be in the blue bucket near the back classroom door.
- ➔ Friday's swim in a FAMILY SWIM DAY. If you would like to join your child for the swim on this day, all family member are welcome. While you are swimming with our program you will be required to follow the same rules as the group. Please see attached swim rules.

### School Age Swim Times (Thursday 4:30 pm - 5:00 pm)

- ➔ The School Age Children will have their afternoon snack at the School before heading back to Needham. This give the children some time to play on the playground too!
- ➔ The boys and girls are divided up between Sherry and Emma and given their bubble if they require them.
- ➔ The girls take their gear down to the locker room with one of the teachers to get dressed there.
- ➔ Because female teachers are NOT PERMITTED in the men's locker room, the boys dress up stairs in the bathroom of the daycare.
- ➔ The boys leave their swim gear on the hooks in the daycare bathroom.
- ➔ The teacher will head down to the pool area once all of the boys are dressed.
- ➔ The boys will enter through the locker area where they leave their footwear and towel and shower before heading to the pool area.
- ➔ The School Age children wait on the bench on the pool deck until the preschoolers are out of the area and the teachers call them to the pool.
- ➔ The children wearing bubbles are REQUIRED to swim on the shallow end of the pool.
- ➔ One teacher will be in the water with the children using bubbles in the shallow end of the pool at ALL TIMES.
- ➔ The second teacher will be standing on the pool deck on the deep end of the pool while the children are in the water.
- ➔ There will ALWAYS be two life guards on the pool deck while the children are in the pool.
- ➔ After swim, the girls will be with one teacher getting dressed in the locker room.
- ➔ After swim, the boys will enter through the locker room, to rinse off, grab their towels and

head up stairs to the daycare bathroom to get dressed with the other teacher.

**Please read the following pool rules in regards to the Needham Preschool and Daycare Swim Times. 😊 😊**

- Any child wearing any form of life saving device, i.e. bubble/back float/belt will not be permitted in the deep end of the pool with a parent or not. If a life saving device is required it is clear that the child is not an independent swimmer and should not be in the deep end of the pool
- Children will not be allowed swimming from the shallow end of the pool to the deep end of the pool. Children will either swim in the shallow end of the pool or the deep end of the pool. IF in the deep end the child must be an independent swimmer without any form of flotation device attached to their person.
- Our staff, in the pool, are to have children within “ARMS REACH” at all times.
- The slide will not be used as this requires one full time staff to be monitoring and staff have stated they feel the slide is unsafe and takes away supervision from the other children.
- School Age Staff, on the side of the pool deck while supervising children, during our swim times will be monitoring the pool and will not be able to have conversations with the parents that may be watching the swim inside the pool space. This will ensure full attention to the safety of our children.
- Children will be allowed to use flutter boards, pool noodles and diving rings.
- If for any reason, our Needham Preschool Staff feel the swim had become unsafe, swim will be discontinued. HRM also has the right to discontinue swim should on guard life guard staff feel the swim to be unsafe. Both parties will respect one another. Should a decision be made to stop a swim, all involved understand it is for the best interest and safety of the children. If a swim was to be terminated, we would quickly regroup and discuss what can be done to eliminate the issue(s) for future swim experiences.
- If your child is still in the “potty training” process and you or any of our teachers feel it is possible they could have an accident while swimming in the pool, they are required to wear a little swimmer (pull up for the pool). If an accident occurs while we are swimming, ie: vomit or bowel movement, the pool is to be evacuated immediately and will be shut down. Please help us to ensure this does not occur.

~ Common Childhood Diseases Referral Chart ~

<b><u>Disease</u></b>	<b><u>Symptoms</u></b>	<b><u>Return Date</u></b>
<b>Chicken Pox</b>	Very itchy rash starts with pink bumps. Watery discharge.	5-6 days after rash appears or when all Chicken Pox are scabbed over
<b>Colds</b>	Stuffy or runny nose, sneezing, watery eyes.	When the child can actively participate in all parts of the program.
<b>Diarrheal Diseases</b>	Abnormal loose stool, cramps.	Diarrhea can be infectious. Children should be kept at home until the diarrhea stops and bowel movements return to normal.
<b>Fever</b>	The degree of fever is not as important as the child's behaviour (cranky, fussy, irritable, lethargic). Look for rash or other signs of illness. If the fever exceeds 39C or 102F the child should see his/her pediatrician.	When the child can actively participate in all parts of the program.
<b>Fifth Disease</b>	Mild fever, body aches, rash, cheeks looked flushed. Rash progresses to a red raised lace on arms, legs, trunk and buttocks.	Once rash appears, the child is no longer contagious.
<b>Flu</b>	Sore throats, muscular aches, fever, chills, vomiting, and diarrhea can be involved.	When the child can actively participate in all parts of the program.
<b>German Measles</b>	Fever, cold-like symptoms followed by a bright red rash, swollen glands behind the ears.	5 Days after rash appears.
<b>Hand, Foot &amp; Mouth</b>	Sores inside the mouth, fluid filled "bumps" on hands and feet.	When the child can actively participate in all parts of the program.
<b>Head Lice</b>	Severe itchy scalp, eggs or nits which are tiny pearly white objects that stick to the hair shafts. <b>Please check other children and family members.</b>	Day after treatment begins. <b>Nit Free</b>
<b>Hepatitis</b>	Viral infection of the intestinal tract. Causes fatigue and nausea, flu-like symptoms.	One week after illness appears.
<b>Impetigo</b>	Spreading sores which can develop golden color crusty areas. Little dot-like sores spread around the original sores. Can appear on face, hands, legs, feet and buttocks.	48 hours after antibiotic treatment.
<b>Meningitis</b>	Fever, headache, neck pain or stiffness, vomiting (quick onset). Flu-like symptoms.	When a physician gives a clear medical report.
<b>Mononucleosis</b>	Rash, infected tonsils, headache, extreme fatigue and loss of appetite, sore throat, swollen glands.	When child is feeling better and will not become overtired.
<b>Pink Eye</b>	Tears, redness of the eye lid lining, irritation followed by swelling and discharge.	48 hours after treatment has begun IF discharge has ceased.
<b>Pinworm</b>	Itching in groin area, unable to sit without moving.	Once treatment has begun.
<b>Red Measles</b>	Fever, cold-like symptoms followed by a bright red rash from hairline down, reddened eyes, sensitive to light.	5 days after rash appears.
<b>Ringworm</b>	Small blister which spreads to a large ring shaped patch. Patch is scaly and the outside may be spongy to touch.	Not until treatment begins or with doctor's approval.
<b>Scabies</b>	Intense itching which is often worse at night. May appear as a rash or small bumps that resemble insect bites. Most often seen between fingers, wrists forearms, arm pits, groin area, and waist.	After treatment has been completed with a doctor prescribed medicated cream.
<b>Strep Throat</b>	Red and painful throat. Fever, swollen neck glands, white patches on tonsils.	48 hours after antibiotic treatment.
<b>Whooping Cough</b>	Intermittent spasms of coughs that lead to choking and/or vomiting, causing reddening of the face.	5 days after antibiotic treatment.

**~ Parent Handbook Agreement ~**

**I have reviewed Needham Preschool's Parent Handbook concerning the day to day policies and procedures of the Early Childhood Programs of Needham Preschool and Day Care.**

**I understand and agree to abide by these policies and procedures.**

**Signature:**

**Parent(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This form must be signed by both parties, and in the child's file prior to the official start date.**