

## **TREE OF LIFE NATURE PLAYSCHOOL POLICIES AND PROCEDURES**

Dear Parent/Guardian,

Thank you for your interest in Tree of Life Nature Playschool. I, Kate Lawes, owner/operator, am a graduate from the West Coast Institute in Early Childhood Waldorf Education. I also have my BC Early Childhood Education Certificate from Pacific Rim Early Childhood Institute and my Forest Nature School Practitioners Certificate from Child and Nature Alliance of Canada. My licensed Childcare Facility will allow for a total of 10 children at the Silver Bow Studio located in Esquimalt. I also have a background in Social Services, Theatre, Wood Work and love singing, dancing and backpacking!

This Policies and Procedures Handbook was prepared to provide you with information to help you learn a little about the care that I am providing for your child. Included are such topics as:

- General philosophy and programming/scheduling
- Hours of operation
- Fee schedule and withdrawal policy
- Safety, illness and health policies
- Guiding behaviour policy
- What to bring

**It is important that all information is read and understood before signing the contract.** I'd be happy to discuss any parts of my program.

I look forward to welcoming you and your child to Tree of Life Nature Playschool.

Warmly,  
Kate Lawes

PS For more basic information on Waldorf Early Childhood Education, Forest Nature School, Place Based Education and Bioregionalism please see below **Appendix #8 page 32**

I would like to acknowledge and thank the Lkwyen People, also known as the Songhees, Esquimalt, and Beecher Bay First Nations communities, for allowing us to live, work and play on their lands. We also give thanks to the ancestors, supernatural ones, hereditary leaders and matriarchs, creatures big and small for looking after the rich resources and cultural teachings of this beautiful land. <http://ipsociety.ca/about/territory-acknowledgement/>

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## **PHILOSOPHY, IDEAS AND IDEALS**

I choose to take care of children as my job for a myriad of reasons ... foremost, because I believe in the precious and magical time that is childhood and find great joy in being part of nourishing their growth and development and based education is an essential part of this. The well being of your children is at the heart of my business and service. I believe ...

- children learn through imitation, therefore I strive to be a role model worthy of this imitation.
- daily, weekly and yearly rhythm, support a child's life, learning and sense of security (rhythm, repetition, regularity are fostered through music & song, movement games, practical activities i.e. sewing, bread-making, painting, gardening and a consistent routine balancing rest and activity)
- play is children's work (I provide a balance between playing out their own initiative and working together as a group guided by the teacher/caregiver)
- in toys chosen for their open ended uses, possibilities and fantasy. Our toys are often handmade (sometimes by ourselves), good quality natural materials for a child's developing senses
- in time out of doors everyday regardless of the weather. Nature provides nourishment for the senses.
- seasonal celebrations
- children deserve spaces that are beautiful, orderly, clean and as free from toxic substances as possible
- in mutual home/daycare support. Creating a bridge between home and playcare through a variety of means of communication including monthly parent connections
- that a well planned and supplied indoor environment and a safe outdoor environment can provide a child with all the opportunities needed for a child to thrive and develop mentally, physically, socially, emotionally, and spiritually.
- in the power of singing, working with natural materials, stories and humour
- in allowing time for children to create art and introducing the joy of hand work
- in community connection by enjoying places, spaces and the people that enrich them
- in creating a healthy and supportive environment for the educators that care for your children
- In respect for the First Nations People and their land we play and stay on each day

## **DAILY RHYTHM (this is guideline)**

9:00 Children arrive/good morning circle

9:15 Go to morning park location\*

9:30 Free Play

10:00 Morning Snack

10:20 Free Play

11:30 Circle

12:00 Lunch

12:30 Pick Up Time for Half Day

12:30 Free Play and art activities

2:00 Puppet play and Rest Time

2:30 Afternoon Snack

2:45 - 3:00 Pick Up - our day together end

**We go outside to a local park everyday. We get to the parks by walking, by bus or organized field trips where parents will drop off and pick up.**

## **WEEKLY RHYTHM**

### **Open Monday to Friday 9:00 to 3:00**

Monday - Baking Day

Tuesday - Sewing

Wednesday - Woodworking

Thursday - Felting

Friday - Painting

## **POLICY ON GUIDING CHILDREN'S BEHAVIOUR**

Tree of Life Play School is a safe and secure place for all children, where everyone is respected. Positive guidance strategy encourages self-guidance and is based on the belief that children can learn impulse control to develop responsibility, respect, self confidence and sensitivity in their interactions with others. It is something that is done for a child and with the child, rather than to simply stop them from behaving in undesirable ways.

The "guider of children" takes into consideration what's typical at a child's age and stage of development, individual temperament, knows that environment (people, place and things) influence children and that children are influenced by the adults who care for them.

We work with a structured rhythm of activities to our day so the children are familiar and comfortable with the routine. This is essential to preventing discipline problems.

Providing an aesthetic, adequately sized, organized play space both indoors and out will allow children to play in a relaxed manner and avoid some conflicts.

We use an approach of Loving Firmness when dealing with inappropriate behaviour getting down to a child's level, eye contact, a quiet, firm tone of voice is used when the behaviour is such that it:

- would hurt the child
- hurt someone else
- damage property
- or support is needed to encourage a respectful interaction

The child is redirected in a positive way. At no time is a child isolated or confined, and neither is physical or emotional punishment used.

- Children are encouraged to share, take turns and to develop self-discipline
- Clear, consistent and simple limits are set and quietly enforced. E.g. "Hands are washed before we eat"

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- Limits are stated in a positive way focusing on what to do instead of what not to do. E.g. "It's time to put the blocks away" instead of "Don't leave the blocks on the floor"
- Focuses on the behaviour not the child in order to maintain integrity and dignity. E.g. "When you grab the truck, it makes Sam angry" rather than "You should be ashamed for grabbing that truck"
- Offering straight forward explanations for limits helps children follow them. E.g. "The sand stays down low so it doesn't get into people's eyes".
- Positive/desirable behaviour is reinforced with a smile, gesture or words.

In some situations it may be necessary to bring observations of the child's behaviour to the attention of the parents. If, after a reasonable amount of time, a child is not adjusting well to the program this will be discussed with the parent. Ideas and suggestions will be shared, implemented and further observations made. Possible suggestions to be made might be to have the child come for a shorter part of the day or enlist child support services. In rare instances, we may recognize that we are not able to work with a child within the framework of our program.

This program is suitable for children 2 years and 9 months to 5 years of age.

## **FOOD and DRINK**

Sitting together at meal times serve as an important learning and social activity. It is here that important social graces are learned. The table is set with a table cloth outside and, when inside, stoneware dishes are used. This is a great opportunity for more focused yet relaxed conversation. The mealtime has a clear beginning and ending with a song and verse.

Mealtimes are one of my favourite parts of the day and I try to put some special effort into each mealtime. If there are any dietary restrictions please let us know in detail what they are on the intake form. Monday and Friday all food is supplied. On Tues/Wed/Thur morning snacks and lunches and afternoon snack must be provided by parents. This is a way to have children and parents get familiar with how to supply their child with an organized well balanced lunch. Lunch kits should be small and easy to open. Compartmentalized lunch boxes work well. Limited use of pre packaged snack are not encouraged.

Food provided is balanced and wholesome, often organically grown low in sugar and refined products. Emphasis is on nuts, grain varieties, cheeses, all varieties of fruits and vegetables, and are offered at every meal. The Canadian Food Guide is followed.

Water bottles are to be provided by the family Monday to Friday. Water is always available and accessible.

To involve children in learning about food and contributing to meals I also have a program called **Snicker Snack**. Snick Snack is a small character that goes home in a basket each weekend

with a different child. The child, with the parents help, will choose fruit and flowers to share for the week filling the basket up and returning it on Monday.

**New Covid19 policy - please see new Health and Wellness Policy in a response to Covid19**

**See attached Appendix #1 SNICKER SNACK for more information**

## **TOYS**

There will be no special toys coming to Playschool. Toys, stuffed animals and treasures sometimes come to Playschool. They are better kept at home since they may become lost or damaged and are often hard to share. If there is a special toy or treasure that your child would like to bring please just send one and make sure it can fit in their back pack as this is where it will sleep for the day but it is better if these toys stay at home.

**New Covid19 policy - please see new Health and Wellness Policy in a response to Covid19**

## **DRESS CODE**

In the interest of providing an environment that most supports the young child's development and growing imagination, we adopted the following dress code to the best of your ability. Clothing should be:

- free of media characters or caricatures, advertisements and writing.
- no lights on shoes.
- indoor shoes must be supplied that can be left at Playschool

## **OUTDOOR CLOTHING**

We play outdoors twice every day except in extreme wind or rainstorms. Proper dress is essential and warmth is of utmost importance. Please supply complete body covering from head to toe, with consideration to waterproofing and mud-proofing. From April to October hats and sunscreen must also accompany your child. **Please label ALL your child's clothing.**

**There is no bad weather only bad clothing choices**

Warmth is of greatest importance to the healthy development of the young child. Your child will need warm clothing for inside and out.

- waterproof boots
- rain pants and rain coat
- several pair of mittens
- a change of clothes in a small bag or backpack
- plain shoes for indoors that fit well and can be put on by your child
- sunhat April to October
- warm hat November to March

- **everything labeled please**

When arriving at the beginning of the day all back packs will be checked for proper supplies. If clothing, lunch or water bottle is missing children may be sent home with parents to retrieve missing articles. Retrieval of back packs at the end of the day are parents responsibility.

**See attached Appendix #2 GEAR LIST for more information**

**PARKING and ENTRANCES**

When at Tree of Life Nature School in door space, Silver Bow Studio #15-1182 Colville Rd, there is a great amount of on street parking. Please be considerate to our neighbours and do not block any drive ways. Bikes can park in the parking spaces directly out front of the studio. Please do not allow your children to play out front of the studio as it is a high traffic area and not a safe place to roam.

Drop off for field trips will be at parks like Saxe Pt, Macaulay Park, Highrock Park, Gorge Park Esquimalt. We will visit these parks on Tuesday, Wednesday and Thursday's. On Mondays and Friday we will visit [Lugrin Place Park](#)

All Parks are mentioned here - <https://www.esquimalt.ca/parks-recreation/parks/park-descriptions> and <http://www.saanich.ca/EN/main/parks-recreation-culture/parks/parks-trails-amenities/signature-parks/gorge-waterway-park.html>

**See attached Appendix #3 PARK LOCATIONS for more information**

**INCLEMENT WEATHER**

In case of extreme weather days we would not go outside. This would include high winds, large amounts of snow and heavy rain fall.

**EMERGENCY PROCEDURES**

When in local parks an outdoor learning environment creates a unique set of potential joyful adventures but it also has risks and emergencies not typically associated with being located in a building. Tree of Life Nature School has prepared a comprehensive guide for Emergency Procedures and these are outlined here.

**Types of potential emergencies:**

- Tsunami
- Fallen Tree
- Drowning  
(secondary drowning)
- Gas Leak
- Windstorm
- Forest fire
- Wildlife encounter  
(deer)
- Hydro Line down
- Dog attack
- Critical injury
- Dangerous person

A copy of our emergency assessment flow chart will be located in the first aid kit along with other emergency supplies.

In the event that any of the actions included in this policy must be enacted the childcare director will restock any and all supplies used immediately after the event and a review of the policies and procedures will take place on the Friday afternoon following the event. The childcare manager will contact parents in person to provide counsel and guidance to aid their family through recovery if needed.

**\*See attached Appendix #4 EMERGENCY PROCEDURES for more information**

## **CHILD SUPERVISION**

At Tree of Life Nature School we want your children to reach their highest potential and we take our role of providing supervision seriously. Supervision is one of the essential requirements in the prevention of accidents and injury in any program. All staff have the skills required to assess potential risks and be able to implement changes to supervision to avoid accident or injury.

We are deeply aware of child development and have an appreciation for the unique place in which a preschooler finds themselves. Our staff are trained to observe, support and guide each child according to their individual ability. **Caregivers are seen as the loving authority who is ever present, always watching.**

## **HOURS OF OPERATION, DROP OFF and PICK UP**

The day begins at 9:00AM. Circle is sung at 9:00. After this we leave on our morning walk. If parents are going to be arriving after 9:10 please let us know with a quick text or email. We will not answer back until we have reached our destination for our morning outing which can take 15 minutes to half an hour.

The facility is open from 9:00am to 3:00pm. Drop off is between 8:45 and 9:00 and pick up is between 2:45 and 3:00. If a child will be arriving later than 9:15 or will be picked up after 3:00 a text to both myself and my co-teacher is required. **Your child will experience a wonderful, secure feeling when you drop them off on time and are present at the end of the day.**

Half Day pick up best made by 12:30 for an easier transition but any early pickups can be arranged.

A late fee of \$10 will be levied for each additional 15 minutes of care after 3:15. Chronic late pick up will be grounds for termination of contract.

**For Covid19 Safety Protocol for pick up and drop off please see separate document.**

## **RELEASE OF CHILD FROM FACILITY**

To insure the safety of all children, we will only release a child to their parent or to an authorized person who has been given written permission to pick up.

If an unknown person arrives to pick up the child, the child will not be released without written permission. A personal email with an unexpected last minute pick up will be acceptable. That person will be asked for ID to prove they are who they say they are.

If a parent or authorized person should arrive and appear to be incapable of providing safe care for that child, suspect of being under influence of drugs/ alcohol, this facility will call another driver from the contacts list. If this can not be arranged, then the caregiver will offer to call a taxi. Driving under the influence is against the law and puts the child in jeopardy. If the pick-up person were to insist on driving the child the police would be called immediately with the vehicle description and license plate.

**Please keep our records updated for authorized persons.**

## **PRACTICUM STUDENTS/VOLUNTEERS/VISITORS**

Such persons are welcome by this facility provided they meet licensing requirements (First Aid And Criminal Record Check), and will never be left responsible for the children. All parent are welcome to volunteer.

**New Covid19 policy -** There will be no last minute volunteers or children welcome inside at Silver Bow Studio unless they are wearing a mask. Interested visitors will book a week in advance.

## **HOLIDAYS and IMPORTANT DATES:**

The facility will open Tuesday Sept 8, 2020 to June 24, 2021 and reopening for summer camp on July 5, 2021 to August 27, 2021. The facility will be closed on all statutory holidays and closed for 2 weeks at Christmas.

**See attached Appendix #5 HOLIDAYS for more information**

In the event of a caregiver cancellation of a regularly attended day the parent will not be charged and at the end of the year these fees will be pro-rated on the June cheque.

If the facility is closed because of inclement weather there will not be a reimbursement.

In the event of parent holidays, or any temporary absence of the child (for example when the child is ill) space can only be reserved for the child if payment of the full monthly fee is made in advance.

## AGE

Tree of Life Nature Playschool is a program that is suitable to 2 years and 10 months to 5 year old and 10 months. If your child is 3 before Jan 1, 2021 they will be considered for the program with a discussion between parents and educators as to their readiness. Some children start half days in this case and then once they turn three they begin full days.

## FEES

There is a \$50 Initial Intake Form fee that is non refundable.

Fees are due in full on the first of each month of care. If fees are not paid on the first of the month parents will be given a reminder. If fees are not paid by the following week of that month childcare will be terminated.

Fees cover the cost of a well balanced organic snacks including lunch on Mondays and Fridays.

Tree of Life Nature Playschool is part of the [Child Care Reduction Initiative](#) helping reduce fees  
5 days a week \$840 (rate before \$940)  
4 days a week \$735 (rate before \$816)  
3 days a week \$600 (rate before \$660)  
2 days a week \$430 (rate before \$472)  
3 1/2 days a week (Wed/Thurs/Fri) \$ 425 (rate before \$456)

**New Covid19 policy** - there are no drop in or one day spots available for 2020/21

There is also a \$100 fee per month for those who choose to send their children before age three and for those that are still potty training. It is a surprisingly large amount of added work that staff will need to take on to properly support your child in this developmental phase. If you choose to do half days to transition them slowly before they are three and work on potty training at home in the afternoons while they are still potty training then there will not be an added fee but full time fees will be paid to hold a full time spot. This will be determined on a child to child basis.

A one time Supply Fee for artistic materials is \$175. These fees are due beginning of August.

A one time fee of \$100 for our 10 Parent Afternoons held on the 3rd Sunday of every month will be due in August.

Being a licensed facility families can apply for the [Affordable Child Care Benefit](#)

## REFUNDS

- Refunds are not given unless there are extreme circumstances that prevent a child from participating in Tree of Life Nature School. Tree of Life Nature School reserves the right to determine and assess these circumstances on a case by case basis. (see Covid 19 refund)
- If a refund is issued, it will be subject to a \$50 administrative fee.

- Refunds will not be given if a day's program must be cancelled due to inclement weather.
- A full refund will be given in the event that a program is cancelled due to insufficient registration.
- Any person who leaves during the middle of a program due to illness, injury, expulsion, or any other reason will not be refunded a one month portion of the program fees the same as a 19.

**New Covid19 policy** - If children stay home due to symptoms that are outlined in the NEW Health and Wellness Policy in response to Covid19 parents understand that fees will not be refunded.

**New Covid19 policy** - If the facility closes due to Covid19 on or before the 15th half of the months fees will be refunded.

**New Covid19 policy** - If Parents withdraw due to Covid19 they will need to give two weeks notice. On the 1st of the month or the 30th. Fees will not be charged after this and their place will be available for them to return to with two weeks notice on the 15th or the 30th of the Month.

## **WITHDRAWAL/TERMINATION**

At least one month written notice is required for withdrawal of your child from Tree of Life Nature Playschool. If withdrawal is immediate, parents are responsible for payment of one month fee in lieu of notice. The centre reserves the right to terminate service at any time at the centre's sole discretion and fees for the month of termination will not be reimbursed.

## **ORIENTATION AND GRADUAL ENTRY**

It is very important that you and your child feel comfortable at Playschool. It takes time to build trust in a new and unfamiliar setting. It may be necessary for your child to begin with half days or a shorter week depending on the child and the parents schedule. This can be assessed and determined on an individual basis but often for those who have not been in care before or are under three this is encouraged. We also encourage you, to spend some time in the program with your child the first few weeks to ease this transition. It is an opportunity for you to learn about the routines of the program and become acquainted with the caregivers that will be with your child.

## **PROBATIONARY PERIOD**

The first month of care is considered probationary, during which either the parent or the childcare provider may decide to terminate care. After the first month of care both the parent and the caregiver are required to give one calendar months notice to terminate care.

## **WELLNESS/ILLNESS POLICY**

**New Covid19 policies - please see new Health and Wellness Policy in a response to Covid19**

It is my policy to assess a child's health as soon as they arrive for the day. My childcare wellness/illness policy is structured to include procedures for management of illness and exclusion of

children from care to protect the general health of them and those at the facility. As a caregiver I am responsible for the protection of all children in my care and must consider the implication illness has on other children, on other educators, as well as the sick child.

In the event of my own illness I will have my co-teacher take the lead teaching role to maintain the daily schedule with the children. In the event that neither of us can provide care the Tree of Life Play School will close for the day, and fees for this closure will be reduced from the following month's fees.

If a child is absent from a regularly scheduled Playschool day the parent is responsible for the day's fees in order to hold the child's spot. If a child is absent due to a communicable disease the caregiver reserves the right to request a doctor's note be submitted prior to the child returning to care.

If a child is diagnosed with a serious illness or if there is an instance of contagious disease in the family the parent(s)/guardian(s) must notify the facility within 24 hours.

In accordance with government health regulations for childcare, the chart on the following page provides guidelines to help protect the health of everyone involved with the facility. Absolute prevention of illness is impossible, however we can take steps to prevent the spread of illness. Please read the following guidelines.

**See attached Appendix #6 DISEASE, SYMPTOMS AND RETURN DATES for more information**

### **IMMUNIZATION RECORDS**

A copy of the child's immunization record must also accompany the registration form and contract. If the parents have chosen not to immunize, then a letter stating that choice must be submitted instead. It must be stated that should an outbreak of a communicable disease occur within the centre, licensing requires the child to stay away a period of time.

### **ADMINISTRATION OF MEDICATION**

I will administer prescription medication as per the permission form signed and filled out by the parents. The medicine will be appropriately stored in a child proof locked container in the refrigerator or in the cupboard above the refrigerator. I will not administer Tylenol or other fever reducing medication. If a child requires such medication they need to be kept home from care.

### **LOST CHILD POLICY**

While every measure is taken to ensure safety of the children at all times, the following policy explains actions the caregiver will take in the unlikely event that a child does become missing while in care.

- check all play areas
- secure other children with staff member by gathering together for group activity
- telephone police if child is not located immediately
- inform the child's parent(s)
- have a description of the child ready, preferably a recent photo on the emergency card and supply to the police if necessary
- call in emergency caregiver/substitute to care for other children during search
- inform all parties when child has been located
- set up a debriefing with parent
- fill out a critical incident report and submit to Licensing Officer

## **CHILD ABUSE**

In the event of suspected child abuse, either emotional, physical, sexual or neglect, these are the steps to be followed

- I will listen carefully to what the child says (in private)
- I will be attentive to the child's behaviour
- I will show my concern, calmly without overreacting
- I will ask if anything is wrong without leading into an answer
- I will let the child know I am available to listen anytime and be reassuring
- I will document the child's words or behaviour that may indicate abuse has occurred
- I will contact the Ministry for Children and Family Development if I strongly suspect abuse and fear for the safety of the child

Child Abuse is a serious crime and it is the legal responsibility of any citizen to report suspected child abuse.

## **COMMUNICATION**

**Morning and afternoon connection** - We will endeavour to have a quick connection with you each morning and afternoon to hear how your weekend or evening was with your child and let you know a little about how the day went. We will also have a clipboard which we will have a few details written about our day. We will share these each day via email. It is best not to talk about sensitive issues at this time but set up a time when we can.

**Weekly reminders** - I will send out weekly reminders of upcoming events if needed

**Monthly Newsletter** - I will be taking pictures of your children and our adventures indoors and out and will send you several of these in the Newsletter. I will also send out any other interesting articles that I think you might enjoy that may or may not be connected to our Parent Afternoon topics.

**Joining us in the class room** - please feel free to join us in the classroom, indoors or out. Let me know what days and times work for you and we can arrange for you to join us.

**New Covid19 policy -** If you are joining us indoors please wear a mask. If you are joining us outdoors please maintain physical distance from teachers at all times and with other children whenever possible.

**Open communication -** I would love to hear from you any time you need to chat. Feel free to call or text me anytime between 7:00 and 7:00 any day EXCEPT SATURDAY (unless there is an emergency). If I am engaged with the children between 9:00 and 3:00 you may not hear back from me right way. My number is 250-813-3050. You can email me at [kate@treeoflifeplayschool.ca](mailto:kate@treeoflifeplayschool.ca) anytime. I am happy meet one on one when it suits your family if needed.

## **DOCUMENTATION**

To document our days a daily log will be kept and photo's will be taken. Photo's and stories will be shared in a monthly newsletter. No photo's will be posted on Social Media. Photo permission to share photo's with other families of your child will be obtain at the beginning of the year. Photo's to my website will be posted only with parent permission. We ask that families who take pictures on their days with us do not post photo's of the children or the staff without permission.

## **EMERGENCY CONTACT INFORMATION**

We require each child to have emergency contact information available. In the event your child is unwell or otherwise needs to be sent home, we will first use the contact written down on the daily check in clipboard. Otherwise we will refer to the emergency contact information sheet to contact you or a designated guardian if the other contact is not available. We also ask that you put your child's emergency contact information in a small zip log bag in the bottom of their back pack.

## **TREE OF LIFE CONTACT INFORMATION**

For quick connection call my cel phone at 250-813-3050 and email me at [kate@treeoflifeplayschool.ca](mailto:kate@treeoflifeplayschool.ca) anytime between Sunday and Friday 7:00 to 7:00 and or Vanessa King my Co-educator is also available at [nurturebynature@hotmail.com](mailto:nurturebynature@hotmail.com) or call 250-532-3973.

## **PARENT CRAFT EVENINGS/FESTIVALS**

These evenings will be at Silver Bow Studio on Wednesday evenings from 6:30 to 8:30. Approx 6 times a year. They will are not required but we encourage you to attend in order to support your child's experience at Playschool School. It is also a chance for a casual connection with other parents, learning of skills to enjoy for yourself and perhaps share with your children and help with preparation for our festivals. (Masks may be worn but are not mandatory.)

Festivals are an important part of building a community and celebrating the seasons. We will have one small festival a month. A festival committee will help to prepare and organize these events. Parents and educators alike will gather once a month to prepare. Interested?! Tell Kate!

## **PARENT AFTERNOONS**

There will be 10 parent afternoon gatherings to discuss a variety of parenting topics. They will be held every 3rd Sunday from 1:00 to 3:00 at a local park unless otherwise indicated. Both parents are expected to come and **free child care** will be available for children 2 to 10 years of age indoors at Silver Bow Studio. These are a wonderful way to connect as a group and learn how we can support each other through this wonderful adventure of being a parent! If you are unable to attend you must contact myself as soon as possible. Another parent will follow up with you as to what we discussed.

**New Covid policy** - Parent Afternoons will be outside at a local park where we can more easily maintain social distancing.

## **PARENT - TEACHER CONFERENCES**

Conferences are held once a year in the Fall and a wonderful way to get some one on one time. Dates tba. If however at any time throughout the year you have questions or concerns, a meeting can be scheduled. I value open, honest and ongoing communication and also appreciate hearing about any significant changes or circumstances that affect your child.

## **LIBRARY**

A lending library of books about Parenting, Waldorf Education, Early Childhood care giving and nature connection are available at Silver Bow Studio. Please remember to sign the books out and enjoy for no longer than one month.

**See attached Appendix #7 RECOMMENDED READING for more information**

## **CHILDREN and SCREEN USE**

There is never any television or screen time given to children at Playschool.

Children are encouraged to play at Playschool by acting out of and exploring their own innate capacity for imaginative play. However a child who has been watching television, movies, playing on a computer or with video games on a regular basis will re-enact these experiences during playtime. This prevents the child from receiving the full benefit of the Playschool program. Please limit your child's exposure to media. In particular, we ask that you do not allow your child to watch TV in the morning before school. For more information on the harmful nature of screen time see [Canadian Pediatric Society position statement, Screen time and young Children, Managing Media and Screen Time](#) and [Screen Time influences Children's Mental Imagery Performance](#)

## **ACTIVE PLAY POLICY**

Children will receive a healthy amount of physical activity at Playschool. We are out of doors, at a minimum, in the morning from 10:30 until 12:00. While outside active games which will include running, jumping and climbing will be encouraged. From 12:00 to 1:30 circle time, lunch,

artistic activities, and a rest will take place. Circle time and artistic work will incorporate a variety of specific gross and fine motor skills. More active outside time takes place from 1:30 to the end of the day at 3:00. This gives the children approximately 4 hours of active playtime during the day sometimes more or sometimes less depending on the day.

### **BIRTHDAYS**

A child's birthday is a very special day and we honour it with a short but sweet little celebration, that includes the reading of their birthday story. We also ask that you bring a food treat to share with the children on this day and join us if you can!

**See attached Appendix #7 BIRTHDAYS for more information**

### **TOILETING AND HANDWASHING PROCEDURES**

Hands will be washed before eating and after going to the bathroom. When outside, if a bathroom is not available, clothes with soap and water will be supplied. Bathrooms are available at most parks that we visit. If in a place where a bathroom is not available and a Bowel Movement (BM) needs to be made a bathroom kit is available. The kit has gloves, bags to pick up BM, toilet paper, wet wipes and hand sanitizer.

**New Covid19 policies** - please see new Health and Wellness Policy in a response to Covid19

### **FIRST NATIONS ACKNOWLEDGEMENT**

At the end of each day we will acknowledge the land that we have had the privilege to enjoy each day at our closing circle:

We acknowledge and thank the Lkwungen People, also known as the Songhees, Esquimalt, and Beecher Bay First Nations communities, for allowing us to live, work and play on their lands. We also give thanks to the ancestors, supernatural ones, hereditary leaders and matriarchs, creatures big and small for looking after the rich resources and cultural teachings of this beautiful land. <http://ipsociety.ca/about/territory-acknowledgement/>

## **Appendix #1 - Snicker Snack**

Thank you for taking home Snicker Snack and helping him fill the basket with fruit and flowers for all your friends at Playschool! Take Snicker Snack home in his basket on the weekend and bring him back on Monday!

Please let your children gently play with Snicker Snack and perhaps he could sleep in the basket when he needs a rest. Snick Snack is known to do magical things when he comes home with the child. Rooms have been tidied, special nature treasures have been delivered, etc.

### **Here is a guideline to help you fill the basket....**

We will share 8 to 10 pieces of fresh fruit on Monday and Friday only (organic and local when possible). We will set our table with the small fresh flowers you also send along.

It helps to send fruit (like apples and pears) that is easy to slice and share. Berries of some kind can be nice to have with pancakes and porridge which we have on Fridays.

Our menu for the week goes a little something like this (**organic unless other wise mentioned\***):

#### **Monday**

morning snack - fresh fruit and nuts (cashews, almonds, pecans)

lunch - noodles or rice and vegetables

afternoon snack - homemade buns

**Tuesday Wednesday and Thursday** - two snacks and lunches to be provided by parents

#### **Friday**

morning snack - fresh fruit and nuts

lunch - porridge or pancakes

afternoon snack - popcorn and smoothie

**New Covid19 policies - please also see new Health and Wellness Policy in a response to Covid19.**

## Appendix #2 - Gear List - **LABEL EVERYTHING!**

A warm child is a happy child! Learning is difficult if you are uncomfortable.

**A base layer-** one shorts sleeve shirt and then a long sleeve shirt on the top and long johns on the bottom (not cotton) preferably polypro or merino wool

**Mid-layer-** long sleeve fleece top and bottoms (from second hand store if you can find). We strongly suggest long sleeves and long pants are worn constantly to avoid sunburns, scrapes, getting cool and tick protection.

**Outer-layer-** waterproof pants and jacket (**make sure pants do not have a bib**) Oakie Wear, MEC, are great options.

**Vests** - are a good added layer for core warmth and make for less bulky arms

**Socks**- merino wool if possible (not cotton)

**Boots**- rubber boots are not the greatest as feet get cold and they are slippery but with wool socks or liners they can work. Bog boots have been great.

**Mittens** - fleece mittens are great but it is also a good idea to have multiple inexpensive pairs of mittens (the dollar store variety) to store in their To-Go Kits. It is really nice to have a dry pair of gloves to put on those really wet days.

**Hats** - sunhat, brim hat and warm hat, that cover ears, should come each day

**Scarves** - balaclava should be worn instead of wrap scarf due to the possibility of strangulation.

**Gear site suggestions** - [Faire Child](#), Scallywags, Sailor Jacks, MEC, Valhalla, Robinsons and [Patagonia](#)

[How to dress for the cold](#) - video

### **To-Go-Kit:**

- Deuter Jr. daypack. \$59.00 from mec (item 5031-512) (suggested).
- Having a **chest strap** to keep pack from slipping off shoulders is important.
- Have extras of everything at home. This is so you do not have to laundry every night!
- Always pack a change of clothes - **everyday please (in Ziploc Bag)!**
- Extra Ziploc to put wet things in
- Multiple pairs of extra gloves
- Small bottle of sunscreen
- Small cloth tissue for sniffles
- Sun hat from April to October
- Warm hat from November to March

### **In a to go kit (in a Ziploc):**

Emergency ration (protein or granola bar)

Emergency space blanket

Contact information (name and school - in ziplock bag)

### **Also send:**

Small (1/2 litre) Water Bottle – Child friendly (easy to open)

Thermos of something warm to drink in the colder months

## **Appendix #3 - Park Locations**

**Parks that we may visit:**

**Highrock Park**

**Gorge Park (Esquimalt and Sannich)**

**Saxe Pt. Park**

**Macaulay Pt Park**

**Banfield Park**

**Cuthbert Holmes Park**

**Bernard Park**

**Rockcrest Nature Park**

**Lingrin Park**

**Portage Park**

and occasionally **Summit Park**

## **Appendix # 4 - Emergency Procedures**

### **I. CHILD SUPERVISION POLICY**

#### **2. SITE PLAN**

#### **3. EMPLOYEE PLAN**

#### **4. SAFETY PLAN**

#### **5. EMERGENCY PLAN**

### **I. CHILD SUPERVISION POLICY**

At Tree of Life Nature Playschool we want our children to reach their highest potential and we take our role of providing supervision seriously. Supervision is one of the essential requirements in the prevention of accidents and injury in any program. All educators have the skills required to assess potential risks and be able to implement changes to supervision to avoid accident or injury. There is a minimum of 2 caregivers to 10 children ratio.

We are deeply aware of child development and have an appreciation for the unique place in which a preschooler finds themselves. All staff is trained to observe, support and guide each child according to their individual ability. Caregivers are seen as the loving authority who is ever present, always watching.

### **A. Preventative Policies & Procedures**

#### **STAFF**

1. Personal calls will not be made while an adult is supervising children
2. All staff must maintain a current First Aid certificate
3. An incident form will be completed before the close of the day for any injury/incident requiring emergency care. *Staff must sign the form and provide a copy to the parents and to licensing within 24 hours*
4. Complete a Monthly Injury Prevention Checklist and review this policy
5. There will always be a minimum of 2 caregivers to 10 children unless an emergency dictates otherwise.

#### **ENVIRONMENT**

1. A site inspection and checklist will be completed at every site, every time the children re-enter a site.
2. Additional care will be taken to ensure none of the flowers or plants in the play area are toxic and if they are proper precautions are taken.
3. 2 First Aid kits, medications and hand sanitizer are kept in the teachers backpack in a pocket not easily accessible by the children.
4. There are no hazardous chemical cleaning supplies pithing reach of the children.
5. Each outdoor site will be regularly reassessed for signs of environmental changes or damage that affect safety and well-being. Major factors include large rocks being uncovered and loosened and

water levels increasing after a rain storm/shower or during run-off season.

- a. Staff check & report weekly signs of wear and damage.
- b. Staff will remove children from the site if it is deemed an excessive risk.

6. There will be great care taken to make sure sites are not being over used. If a site is showing signs of over use then at least a month will be given to allow site to regenerate. A variety of sites will be used to avoid environmental damage.

## **B. Safety Rules, Expectations and Guidelines**

Children require consistent clear understandable boundaries in order to stay safe.

At Tree of Life Nature Playschool we don't have a lot of rules but the ones we do have are constant, firm and non-negotiable when it comes to safety.

### **Tree Climbing**

1. Only one child at a time may climb a tree.
2. Children may climb only when they feel comfortable to get up & down on their own.
3. Children may not climb higher than 5'

### **Sticks**

1. Children may only play with a stick that is as tall as they are.  
*Longer sticks will be broken or a teacher will help if they are to be used to build a structure.*
2. Children may not hike with sticks in their hands.
3. Sticks are for hitting other sticks only.

### **Dirt & Mud Play**

#### **1. We only dig where the teachers say we can dig.**

*This protects the environment where we play.*

#### **2. Mud play is for scooping and pouring.**

We do not throw the toys, dirt or mud.

### **Bus Stops**

Children will be asked to sit at all times while waiting for bus and until the bus comes to a complete stop. One teacher will lead and one will follow the last child on the bus. When on the bus children will also remain seated while bus is moving. Children will get off the bus when the bus comes to a complete stop, a teacher will get off the bus first helping children to go sit on the bus stop bench. Children will remain on the bench until the bus has completely pulled away.

### **Hiking**

#### **I. You must walk between the teachers.**

Children must stay behind the teacher in the front and in front of the teacher in the back. Children will always holding hands with one other person who has been deemed an appropriate partner. Teachers will hold hands with the younger children.

**2. There is no pushing past our friends to get ahead.**

Someone could fall off a narrow trail or be pushed into dog poop. Eww!

**3. Children may not hike with things in their hands.**

If you want to keep something a teacher will help you put it in your pack.

Children are not allowed to run ahead or fall too far behind. The teacher moves at a pace that allows the group to stay together.

**2. SITE PLAN**

We will use all areas of the park. This adds variation to the children's play and allows each site to not be over used.

A **sample description and risk assessment of one site\*** that we will access is included in the following pages of our site plan. Each site has been specifically chosen and scouted for its play value, natural boundaries and varied landscape.

\*(There are many more sites that we will access but the information for these is not included here but can be supplied at the request of licensing and parents).

**Sherwood Forest - Gorge Park**

Located 300m from parking lot

*This is a LOW/MODERATE risk area.*

HAZARD	WHO IS AT RISK	SPECIFIC SITE CONDITIONS	POSSIBLE HARM	LEVEL OF RISK	PRECAUTIONS
Falling Branches or trees	All children	Many large cedar trees	Child hit with a falling branch or tree	Low	Walk site before each session to look for new loosened branches. Do not enter forest if wind is higher than 45mph. Have an arborist site check once a year.
Dogs	All children “At Risk” Children	Dogs walking through on leash with owners	- Frighten children - Knocked over - Bite	Low	Be aware of dogs and children at all times.  Which children are likely to approach a dog.
Dog Poop	All children	Nature park there is ALWAYS poop	Bacteria from poop	Low	Walk site to remove dog poop in areas used by children.
Garbage	All children	Low traffic area in urban nature park.	- Cut on broken glass. - Poked by needle. - Sickness due to touching or picking up garbage	Moderate	Walk site to remove garbage & glass.

Loss of Sight	All Children And "At Risk" Children	There is good site lines in all areas of the park forest as it is open and the bushes are low and not over grown	- Lost child - Frightened child - Unsupervised child running down path	Low	Determine boundaries with children ie never leave the forest. Do not go beyond this pylon. Remind children they must be able to see a teacher at all times. Frequent head counts. Constant supervision for new children or "at risk" children
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**NOTE:** For the purposes of this document "At Risk" children are those identified as requiring extra support and supervision because of an inability to comprehend or follow rules and instruction.

We welcome children with developmental or cognitive delays but also recognize that they are at increased risk in an outdoor environment and may require extra or dedicated support to ensure their safety and well being.

### 3. EMPLOYEE PLAN

Tree of Life Nature Playschool will be facilitated by a licensed ECE with a minimum of one other staff member.

**All Tree of Life Educators are responsible for head counts every 2-3 minutes and constantly supervising the perimeters of the play area for children who are pushing their boundaries.** Children are taught that they must be able to see a teacher at all times or they have gone too far. Those children who have demonstrated a tendency to not adhere to this rule are kept closer to the teacher than those who clearly understand and comply.

**All Tree of Life Educators are responsible for assessing the warmth, comfort and well-being of each child.** Outdoors children are vulnerable to losing body heat quickly should they become chilled, wet or are dressed poorly. The parents will be given clothing list and guided on how to dress their children properly at the beginning of the year. Parents will sign in their children each morning with one staff member checking that the child has all their clothing for the day. If they do not the parent and child may be sent home to retrieve necessary items. Once a child is wet and has no additional spare clothes the teacher will keep that child close to them to ensure they do not return to a puddle where they could get wet again. **If, on a field trip, a child becomes too wet and they do not have adequate spare clothes their parent will be contacted immediately for pick-up.** Staff do not carry spare clothing but do have an emergency blanket. Should a child become too chilled and their parent is not answering or coming that child will remain with a staff and put in the emergency dry clothing and an emergency blanket until a parent can be contacted. A chariot carrier may be available for shelter at all parks that we will be at.

**Every day at each site the Tree of Life Educators will complete a site assessment and safety scan.** They will walk the perimeter of the area looking for dangerous items they can remove or hazards to be aware of. Teachers are educated in the risk/benefit method of assessing hazard and areas deemed too risky to be of educational merit to the children will be strictly off limits. Children will not at any time be allowed to play in or around the restricted water fowl areas and natural restoration portions of a park.

**The Tree of Life Educators will assist children with good bathroom practices.** There are washrooms in most parks and we will take regular scheduled bathroom breaks. Proper hand washing technique will be used. For times we are not near the washrooms we use soapy water and individual hand clothes to dry hands if they are needed to be washed. If we are too far from the washrooms we will take a nature pee and take a bathroom bag kit with us. The bathroom bag consists of diaper wipes, gloves and hand sanitizer both of which must be used to clean hands after using the bathroom. We also carry bags to pick up if a BM bathroom situations occurs.

**If a child is sick Tree of Life Educators will assess the risk as needed.** But in most cases if a child is too sick to participate in the program with any of the usual illnesses they will be called to be picked up. The child will remain with a staff member removed from the main group, in an area that is as comfortable as possible, until a parent arrives

**When walking in the park children will walk behind a Tree of Life Educators when in the front and in front of a Tree of Life Employees when in the back.** The ECE is responsible for walking at a pace which allows the group to stay together while still moving forward. This may involve waiting for shorter legs and holding hands of eager hikers. Children are not allowed to hike with sticks. No child will be allowed to run down any hill where there is loose rock. Children are encouraged to walk holding hands and not push past their friends.

**Each day Tree of Life Playschool Educators will assess the weather.** If there is to be extreme weather conditions, including inclement weather below -10 degrees, heavy rain or high wind warnings, any outdoor activities will be cancelled. This is to ensure the safety and well-being of the children. If the weather changes suddenly and we find ourselves in any of these situation we will move to our indoor location or call parents to pick children up which ever is deemed more safe.

#### 4. SAFETY PLAN

The outdoor learning environment is unique and poses a wide range of variable safety concerns which require ongoing and constant assessment of the changing conditions.

We maintain a low child to adult ratio of for all outdoor activities with at least one licensed ECE as well as one other employee with related experience for our time at local parks

##### **Teacher Backpack Checklist**

- Emergency cards for each child
- Cell Phone
- First Aid Kit
- Soapy water (*in spray bottle or thermos*)
- Wash cloths
- Hand sanitizer
- Disposable wipes
- Dog poop bags (*double as gloves for picking up garbage*)
- Water
- Heat reflective blanket
- Ground tarp
- Rope
- Knife

##### **Inclement Weather**

In extreme weather conditions, including inclement weather below -10 degrees, heavy rain or high wind warnings, any outdoor activities may be canceled. This is to ensure the safety and well-being of the children.

### **Walking Route**

When walking within the park children must remain behind the lead teacher and in front of the other teacher. We travel only on consistent and well used routes and paths within the park.

### **The following release forms are included in our registration package:**

Acknowledgment and Assumption of Risks Form

Drop Off Procedures Form

Hospital Emergency Release Form

Basic First Aid Release Form

## **5. EMERGENCY PLAN**

An outdoor learning environment creates a unique set of potential risks and emergencies not typically associated with being located in a building. Parents are informed every time they drop their children off that they must provide a contact number at which they can be reached in the event of an emergency.

### **Types of potential emergencies:**

- Tsunami
- Fallen Tree
- Drowning  
(secondary drowning)
- Gas Leak
- Windstorm
- Forest fire
- Wildlife encounter  
(deer)
- Hydro Line down
- Dog attack
- Critical injury
- Dangerous person

A copy of our emergency assessment flow chart will be located in the first aid kit along with other emergency supplies.

In the event that any of the actions included in this policy must be enacted the childcare director will restock any and all supplies used immediately after the event and a review of the policies and procedures will take place on the Friday afternoon following the event. The childcare director will contact parents in person to provide counsel and guidance to aid their family through recovery.

### **Our Teacher's Backpack Contains**

First Aid Kit, emergency medication, Emergency Consent Cards, pictures of each child and their contact information cards, soapy water, wash cloths, hand sanitizer, wipes, plastic bags, water, rope, cell phone, 4 emergency blankets, water tablets, snacks, story book.

### **Roles & Responsibilities**

#### **Manager/Director/head of program**

- Create and maintain a Child Care Program Emergency Plan and Procedures Manual
- Conduct an exercise of the emergency plan with staff each season
- Inform parents of Child Care Program Emergency Plan and Procedures Manual
- Maintain records and documentation of emergency training, exercises and maintenance of supplies and equipment
- Lead the response to incidents and designate alternates in absence
- Establish agreements with re-location site and essential vendors/suppliers

- Ensure the supervision of children until they are released to parents or designated alternates

### **All Educators**

- Develop and maintain personal emergency plan and preparedness
- Participate, review and assist in the development of the Child Care Program emergency plans and Procedures Manual
- Attend and participate in emergency training and exercises
- Ensure the supervision of children until they are released to parents or designated alternates

### **Parents**

- Review or be familiar with the Child Care Program Emergency Plan and Procedures Manual
- Maintain child's records, emergency card and designated alternates for pick-up

### **Evacuation**

#### **Know When to Evacuate**

Evacuate when there is a life-threatening situation such as a flood, fire or gas leak, or when you receive and evacuation order from local authorities. Following an earthquake, you should assess the situation first before evacuating. More hazards may exist outside of our current location, such as downed power lines, broken and falling glass or building material.

#### **It may be safer and more comfortable to shelter-in-place.**

When you do evacuate ensure that you inform children of where everyone is going and what is happening to reduce their anxiety level and help them feel safe.

#### **Re-location Sites**

Staff are registered with the Tsunami warning system and will receive notice on their devices. There is no designated spot until the warning is set but areas have been identified by the staff to ensure an exit point if we are at a park location.

<https://www.esquimalt.ca/news-events/news/tsunami-warning-frequently-asked-questions>

VCKC (not for Tsunami) 355 Gorge Rd W, Victoria, BC  
Vic West Community Centre (521 Craigflower Rd, Victoria, BC)  
Silver Bow Studio (1182 Colville Rd)

*In the event of an emergency requiring an evacuation out of a park, educators are always responsible for the care of the children until a parent, designated guardian or alternate are available to pick up the child.*

#### **Communications Directory**

*Our staff carry each child's emergency contact and the following numbers in a small book in their pack along with pictures of each child and their contact information.*

#### **Emergency Contacts & Resources**

If you are having an emergency please call: 911

Police: 911

Fire: 911

Ambulance: 911

Healthlink BC: 811 (nurses hotline)

Poison Control Center: 1 800 567 8911

(Non Emergency) Victoria Police: 250 995 7654

(Non Emergency) Victoria Fire: 250 384 1122

(Non Emergency) Victoria Ambulance: 250 727 2400  
CRISIS Information Line, FOR persons in emotional crisis: 250 386 6323  
Parent Help Line: 1 888 603 9100  
RCMP Missing Children's Registry: 1 877 318-3576  
YWCA/YMCA Youth Outreach: 250 386 7511  
Earthquake/Flood/Tsunami: 1 800 663 3456  
Coastal Watch (suspected illegal activities at sea): 1 800 885 6655  
Crime Stoppers, (suspect any illegal activity or witness illegal activity): 250 386 8477  
Mary Manning Centre: 250 385 6111

**OTHER EMERGENCIES**

Electric Emergencies BC Hydro: 1 888 769 3766  
Natural Gas: 250 388 6944  
Forest Fires: 1 800 567 8911

**HOSPITALS WITH EMERGENCY ROOMS**

Royal Jubilee Hospital: 250 370 8000 (If you are in the Core-Oak Bay,Victoria, Esquimalt and Saanich)  
Victoria General Hospital: 250 727 4212  
Saanich Peninsula Hospital: 250 652 3911  
Site Relocation #1 VCKC – 355 Gorge Rd W,Victoria, BC  
Site Relocation #2 Vic West Community Centre - 521 Craigflower Rd,Victoria, BC  
Victoria Island Health Authority South Island - 250.519.3401

Director and Lead Educator Mobile Kate Lawes– 250-813-3050  
Co Lead Educator –Vanessa King 250-532-3973

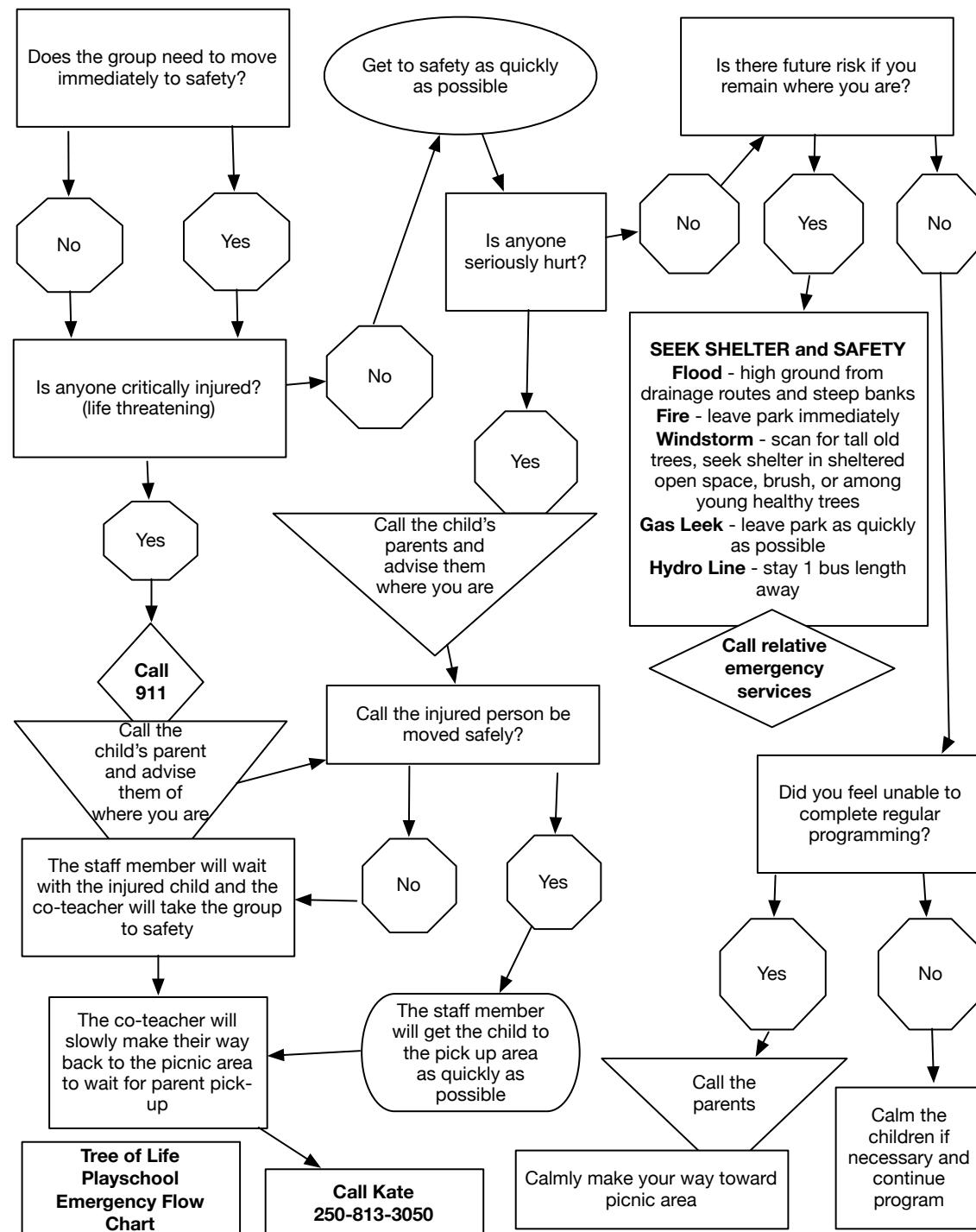
**Sample Voicemail if an emergency occurs and parents can not be reached:**

You have reached Tree of Life Playschool .We are all safe: no one is hurt.We have evacuated to \_\_\_\_\_.  
Please pick up your child at (your regular time/as soon as possible).

OR

You have reached Tree fo Life Playschool.We are all safe; no one is hurt.We have checked our site for safety.We are now spending time reassuring the children that everything is okay. Please pick up your child at the normal pick-up time.

## Emergency Flow Chart



## **Appendix #5 - Holidays and Important Dates**

Sept 1, 2020 - Supply, Parent Fees and initial monthly fees due on or before  
Tuesday September 8, 2020 9:30 to 11:30 pm - Play in the Park with educators, children and their parents and/or care givers (bring snack to enjoy together but we will not share)  
Wednesday, September 9, 2020 - Playschool Opening Day - 1/2 Day (9:00 to 11:45) no parents  
September 10 and 11, 2018 - First Full Day's Thursday and Friday

### **Holidays (closed)**

Thanksgiving Day - Monday, October 12, 2020  
Remembrance Day - Wednesday, November 11, 2020  
Last day of Playschool before Winter vacation - Friday, December 18, 2020  
Winter Vacation - December 21, 2020 to January 3, 2021  
Playschool re-opens after Winter Vacation- Monday, January 4, 2021  
Professional Day - Friday January 29, 2021  
Family Day - Monday, February 15, 2021  
Professional Day - Friday March 19, 2021  
Professional Day - Monday March 22, 2021  
Good Friday April 2, 2021  
Easter Monday April 5, 2021  
Victoria Day - Monday, May 18, 2021  
Professional Day - Monday June 14, 2021  
Last day of Playschool Thursday, June 24, 2021  
Summer Break Monday, June 28 to Sunday, July 4, 2021  
Summer Camps begin Monday, July 5, 2020 to Friday August 27, 2021

### **Parent Afternoons (1:00 to 3:00) both parents are encouraged to attend - subject to change**

September 20, October 18, November 15, December 13, January 17, February 21, March 28, April 18, May 16 and June 13

### **Craft Evenings - subject to change**

October 7, November 25, January 27, March 10, April 28 and June 2

### **Festivals - subject to change**

September - Apple Pressing at Lucinde's (late September date tba)  
October 31 - Pumpkin Path location tba  
November 8 - Lantern Walk  
December 5 - Advent Spiral  
January - tba  
February - Wassail tba  
March - tba  
April - Bike Ride Festival tba  
May 1 - May Pole  
June 24 - Leaving Ceremony

## **Appendix #6 - Disease, symptoms and return dates**

### **Chicken Pox**

Very itchy rash starts with pink bumps. Watery discharge.  
5-6 days after rash appears or when all Chicken Pox are scabbed over

### **Colds**

Stuffy or runny nose, sneezing, watery eyes.  
When the child can actively participate in all parts of the program.

### **Diarrheal Diseases**

Abnormal loose stool, cramps.  
Diarrhea can be infectious. Children should be kept at home until the diarrhea stops and bowel movements return to normal.

### **Fever**

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.

### **Flu**

Sore throats, muscular aches, fever, chills, vomiting, and diarrhea can be involved.  
When the child can actively participate in all parts of the program.

### **Hand, Foot & Mouth**

Sores inside the mouth, fluid filled "bumps" on hands and feet.  
When the child can actively participate in all parts of the program.

### **Head Lice**

Severe itchy scalp, eggs or nits which are tiny pearly white objects that stick to the hair shafts.  
Please check other children and family members.

Day after treatment begins.

### **Meningitis**

Fever, headache, neck pain or stiffness, vomiting (quick onset). Flu-like symptoms.  
When a physician gives a clear medical report.

### **Mononucleosis**

Rash, infected tonsils, headache, extreme fatigue and loss of appetite, sore throat, swollen glands.  
When child is feeling better and will not become overtired.

### **Pink Eye**

Tears, redness of the eye lid lining, irritation followed by swelling and discharge.  
48 hours after treatment has begun IF discharge has ceased.

### **Pinworm**

Itching in groin area, unable to sit without moving.  
Once treatment has begun.

### **Red Measles**

Fever, cold-like symptoms followed by a bright red rash from hairline down, reddened eyes, sensitive to light.

5 days after rash appears.

### **Ringworm**

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.

**Strep Throat**

Red and painful throat. Fever, swollen neck glands, white patches on tonsils.

48 hours after antibiotic treatment.

**Whooping Cough**

Intermittent spasms of coughs that lead to choking and/or vomiting, causing reddening of the face.

5 days after antibiotic treatment.

**Covid 19**

**See separate document Covid 19 Health and Wellness Policies**

**Ticks**

are a possibility. To limit exposure we require that all participants wear long pants, long socks, and closed toed shoes while taking part in our programs in all seasons. We suggest that participants tuck their pant legs into their socks and shirts into their pants to also limit possible tick exposure. We recommend using insect repellent to deter ticks or geranium oil mixture for a natural alternative. Staff always carry this natural alternative to offer to families at drop off and to re-apply as required throughout the day.

If a tick is seen on a participant it is brushed off. If a tick is attached we will remove it using tweezers or a tick key and save it in a baggie. Parents/guardians will be informed at pick-up, and given the opportunity to take the tick to the health unit for testing.

<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/plant-health/insects-and-plant-diseases/home-garden/ticks>

<https://www.healthlinkbc.ca/health-topics/tp23585spec>

### Appendix #7 - Birthday Story

This will be read on your child's birthday! Also, please feel free to write your own birthday story for your child. You are welcome to come in and read it too!

\_\_\_\_\_ was born on \_\_\_\_\_. It was a (name) (date)

\_\_\_\_\_. (optional: Talk about who/where your (day of the week)

child's name came from) \_\_\_\_\_

\_\_\_\_\_).

\_\_\_\_\_ was a very \_\_\_\_\_ baby! He/she (name) (nature)

liked to \_\_\_\_\_. When \_\_\_\_\_ was 1 (name)

he/she could \_\_\_\_\_. When \_\_\_\_\_ was 2 (name)

he/she loved to \_\_\_\_\_ and \_\_\_\_\_. When he/she was 3 he/

she loved \_\_\_\_\_. When he/she was 4 he/she

loved \_\_\_\_\_. Now \_\_\_\_\_ turns \_\_\_\_ years old.

(name) (age)

This year he/she wants to learn how to \_\_\_\_\_!

\_\_\_\_\_ (please add any  
additional information you would like)  
\_\_\_\_\_

Let's wish \_\_\_\_\_ a Happy Birthday!

## **Appendix #8 Waldorf Early Childhood Education, Forest Nature School and Place Based Education**

### **Waldorf Early Childhood Education**

Essential Characteristics of Steiner/Waldorf Education for the Child from Birth to Seven

The future development of each individual child and of humanity as a whole depends on health-giving experiences in the first seven years of life. An atmosphere of loving warmth and guidance that promotes joy, wonder, and reverence supports such healthy development. The most essential aspect of the work with the little child is the inner attitude of the educator, who provides the example for the child's imitation. Therefore the work of the Waldorf educator demands an ongoing process of research and self-education which can but does not always include anthroposophical study, meditative practice, artistic and practical activity.

In Waldorf nursery-kindergartens, home care programs, childcare centers, parent-child programs and other settings, foundations are laid for later learning and healthy development, including life-long physical, social, emotional, intellectual, and spiritual growth.

This education, based on an understanding of the development of human individuality, offers protection and respect for the dignity of childhood. It includes an understanding of the unfolding development of the child from pre-birth to seven, including the unique significance of the development of walking, speaking and thinking in the first three years of life.

Activities in Waldorf early childhood education take into consideration the age-specific developmental needs of young children, from a focus on will-oriented physical activity in the first three years, then on imaginative play in the middle years of early childhood, and later a more cognitive approach to learning after the child enters school.

### **Educational Principles**

Waldorf based programs may differ according to geography, culture, group size, age-range, and individual teaching approach. Granting these differences, Waldorf programs share certain fundamental characteristics:

- Loving interest in and acceptance of each child
- Opportunities for self-initiated play with simple play materials as the essential activity for young children.
- This is the young child's work and makes it possible for them to digest and understand their experiences.
- Awareness that young children learn through imitation, through the experience of diverse sensory impressions, and through movement. Their natural inclination is to actively explore their physical and social environment. The surroundings offer limits, structure and protection, as well as the possibility to take risks and meet challenges.
- A focus on real rather than virtual experiences to support the child in forming a healthy relationship to the world.
- Artistic activities such as storytelling, music, drawing and painting, rhythmic games, and modeling that foster the healthy development of imagination and creativity.
- Meaningful practical work such as cooking, baking, gardening, handwork and domestic activity that provide opportunities to develop unfolding human capacities. Here the emphasis is on the processes of life rather than on learning outcomes.
- Predictable rhythms through the day, week and year that provide security and a sense of the interrelationships and wholeness of life. Seasonal and other festivals are celebrated according to the cultural and geographical surroundings.

We recognize that healthy child development unfolds most fully in the context of a community with healthy social relationships among parents, teachers and children. Waldorf educators strive to create such conscious, collaborative communities around the children in their care and see their activity as part of a worldwide cultural impulse.

[Download PDF of Essential Characteristics of Steiner/Waldorf Early Childhood Education here](#)  
[Association of Waldorf Schools of North America \(AWSNA\)](#) and the [UK Steiner-Waldorf Schools Fellowship](#)

### **Forest Nature School**

Forest and Nature School (FNS) is an educational approach that has existed worldwide since the late 1950s, with over ten thousand Forest School programs in the UK alone. FNS is known by many different names (i.e. Nature Kindergarten, Outdoor School, Waldkindergarten, etc.) and can take many different forms. Some programs are offered to students half a day per week, for example, whereas other schools have embraced the FNS approach on a more full time basis, resulting in students spending the majority of their days outdoors. Similarly, FNS can take place in many different climates and settings - urban or near-urban parks, natural spaces adjacent to or on school grounds, natural playgrounds or outdoor classrooms, forests, meadows, or beaches - and with varying age groups.

The activities that happen in FNS also vary depending on the season, climate, landscape, animals that have visited the night before, trees that have blown down in the wind, the kinds of provocations elicited by the educator, various tools and loose parts for building and creating, the children who are in attendance, how long the group has been formed, and, most importantly, what interests the child. Sometimes children will work independently, finding solace in their own world and creations and pondering. Other times children will work collaboratively to create something, problem solve, support one another, dream of a bigger and better world. FNS is frequently described as a 'magical' thing to witness, as it's often a microcosm of collaboration, communication, trust building, and a working model of consensus building. Despite all of this variation, all FNS programs adhere to the following two principles, which also distinguish them from other outdoor and environmental education programs: regular and repeated access to a natural space, as well as child-directed, emergent and inquiry-based learning. The defining feature of this type of nature-based education program is that children are provided with opportunities to build an ongoing relationship with the land, to a dedicated educator, to one another, and to themselves. [www.childnature.ca](http://www.childnature.ca)

### **Place Based Education**

"Place-based education is a vibrant approach to education that takes students out in to the communities, to learn, to do and to grow as human beings. Students are given the opportunity to learn subject matter in deep and lasting ways, understand the places they live in and participate in community renewal that makes a difference to themselves and others" <https://sierraclub.bc.ca/the-value-of-place-based-education/>

### **Bioregionalism**

"Living-in-place means following the necessities and pleasures of life as they are uniquely presented by a particular site, and evolving ways to ensure long-term occupancy of that site. A society which practices living-in-place keeps a balance with its region of support through links

between human lives, other living things, and the processes of the planet — seasons, weather, water cycles — as revealed by the place itself. It is the opposite of a society which makes a living through short-term destructive exploitation of land and life.” 159

— Peter Berg & Raymond Dasmann

<https://medium.com/age-of-awareness/bioregionalism-living-with-a-sense-of-place-at-the-appropriate-scale-for-self-reliance-a8c9027ab85d>