



**KIOWA  
FARM  
PRESCHOOL**

**Operating Information  
and Policy Manual**

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## **Contact Information**

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## **Mission Statement**

Within the context of excellence in service, the objective of Kiowa Farm Preschool is to provide the very best in quality, licensed early childhood programming. We recognize the importance of addressing all children and their caregivers with equality, compassion, and respect. We are committed to operating a program in which children can actively learn and play in a safe and supportive environment--an environment which is: holistic and stimulating; acknowledges diversity; is inclusive; and maintains the spirit, dignity and, individuality of every child.

## **Welcome**

The purpose of this handbook is to familiarize parents, caregivers, guardians, and families with the operating information and policies of Kiowa Farm Preschool. Please read this material carefully as it will help you and your child to prepare for the time that will be spent at Kiowa Farm Preschool. Please be advised that for the purpose of consistency, from here forth *Parents, Guardians and, Caregivers* will be referred to as "parents", and Early Childhood Educators and other Kiowa Farm Preschool child care workers will be referred to as "teachers".

Kiowa Farm Preschool is a government licensed community care facility under the direction of Sam Sherrod and Rebecca Phillips. It is located on the farm site of Kiowa Farm in Saanich, just 15 minutes outside Victoria, British Columbia. Mrs. Phillips is the founder, and both she and Mr. Sherrod own Kiowa Farm Preschool as well as Forward Equestrian Inc. within which the program operates. Forward, located on Kiowa Farm, offers equine and animal-assisted therapy and learning, equestrian and wellness programs, and a farm based preschool called Kiowa Farm Preschool. Mrs. Phillips also holds a science degree in psychology from the University of Victoria. In addition to neuroscience, she has completed work in infant and child development, developmental psychology, learning, cognition, and health psychology. She also has several years of graduate study in neuroscience and neuropsychology with the Cognitive Psychology Program at the University of Victoria and with the Clinical Psychology Program at Fielding University, Santa Barbara. She has extensive experience in the field of child and youth care including previously owning and operating two group licensed child care centres with preschool programming since 2003 (Fairfield Learn & Play, and Hoof Beats), program development, and working with children who have special needs. She is also a member of the HighScope Educational Research Foundation, and has two grown daughters of her own. The scope of her life long experiences allows her to provide safe and supportive active learn and play environments for children.

Kiowa Farm Preschool offers comprehensive early childhood programming, which addresses all areas of development such as the physical, intellectual, language, emotional, and social developmental areas. Our teachers are highly qualified educators and caregivers, who are pleased to continue broadening their knowledge through professional development. They possess a love of children combined with professionalism and a commitment to partnerships with parents. Our teachers meet all of the requirements outlined by the *Community Care Facilities Act* Child Care Licensing Regulation.

## **Kiowa Farm Preschool Philosophy**

We offer a one of a kind program in Victoria. Our program combines HighScope preschool curriculum with the nature of the farm, and includes regular outings to local beaches, community sites, and nature. The program is holistic and stimulating, fostering diversity and inclusivity, and inspiring spirit, dignity, and the individuality of the child. The program fills a gap, providing a nature experience so lacking in many childrens' lives today. The program develops long term relationships between the centre and the families.

Our program philosophy incorporates the concept of learning through play and emphasizes the equal importance of play and learning. Children learn by doing. Equestrian and nature activities are an integral part of daily activity. We support each child as an individual and encourage the child with respect to their development of intellectual, social, emotional, physical and, language skills. It is a holistic and stimulating active learn and play program coupled with individual attention and positive dynamics. We provide the children with opportunities for growth, according to their individual abilities. It is also important for children to have the opportunity to be exposed to and interact with a variety of people under appropriate conditions. There will be opportunities for volunteers (such as grandparents, family members, community members etc.) to spend time, help out, and interact with the children. Occasionally, an ECE or CYC student may have the opportunity to do their practicum at our facility. Volunteers and students are subject to the same criteria for a responsible adult as defined by the *Community Care Facilities Act* Child Care Licensing Regulation, as is any staff member.

## **Kiowa Farm Preschool Programming**

Kiowa Farm Preschool is licensed group child care for ages 30 months - school age. The preschool fosters learning for 3-5 year olds through working with horses including miniature horses and ponies, and experiencing the wonders of nature through life on the

farm! It is inspired by the HighScope approach to early childhood education in a natural coastal environment, and incorporates principles from other traditional approaches as well. HighScope is a research validated, child focused approach based on active learning ([www.highscope.org](http://www.highscope.org)). The goal in this regard is to provide children with the most balanced and comprehensive active learn and play program possible.

The HighScope approach is a highly researched and endorsed method. This approach emphasizes an “open framework” that organizes the environment in such a way that promotes the child in the areas of investigation, decision-making, cooperation, persistence and problem solving. There is a balance between teacher-planned and child-planned activities. A consistent and predictable routine as well as an orderly and purposeful classroom and learning environment allow children to anticipate the daily events. However, the children have a sense of control over their own day, and comfort with the level and pace at which they work. They acquire this sense because they participate in planning activities, carrying them out, and then reflecting on the outcomes with their peers and teachers.

The classroom and natural spaces are divided into interest areas, which address the HighScope Curriculum Content Areas and Key Developmental Indicators that children can move through with flexibility.

Key experiences in the areas of: Creative Representation, Language and Literacy, Initiative and Social Relations, Movement, Music, Classification, Seriation, Number, Space, and Time are carried out in diverse ways within a developmentally appropriate curriculum. Cultural pride and sharing, appreciation of the sciences and the environment, curiosity, concept building, development of a roving and flexible mind, and acting on virtues are encouraged. Individual differences and diversity are acknowledged and celebrated. Inclusion is supported as it reflects real communities. Parents of children with special needs are encouraged to look at the *Supported Child Care Program* through the *Ministry for Children and Families* office.

## **Operating Information and Policies**

### **1) Hours of Operation**

Kiowa Farm Preschool is open 12 months of the year so that working families can also have the opportunity for summer childcare that has developmentally balanced and fun programming (September – August). Regular centre hours are from 8:30 am to 3:30 pm, Monday through Friday. Please allow enough time for your child to make the transition out of Kiowa Farm Preschool (collecting personal affects, getting coats on, saying goodbye, etc.) and for parent/teacher communication.

### **2) Programs and Rates**

Full Day Program (Monday – Friday, 8:30 – 3:30) \$995.00/month

*\*Before or Extended After School Care* is a separately contracted service not normally available except when the following conditions are met: 1) There are enough registrants to cover the cost of staffing the service. 2) It is requested in advance or at the time of notification sent to parents.

*\*\*Aftercare until 4:00 pm is normally available by previous arrangement at a cost of \$50 per month*

### **3) Daily Routine**

Parents are advised that they are required to sign in/out their children as well as receive/provide correspondence in the book provided. Routine times may be approximate so as to allow for attending to the emotional needs of the children as they arise. Washroom visits will be carried out as needed. Hand washing routines will be established for after using the washroom, before eating, and after being outside and/or handling or being around animals.

**8:30** Kiowa Farm Preschool opens. Free play, self-selected, and/or guided activities indoors. The children have access throughout the day to a gross motor area, as well as distinct interest areas such as dramatic play, computers, music, manipulative toys, arts, math, science, reading, and writing.

Programming includes individual, small, and large group experiences. There are times for planning, doing, and reviewing, as well as for outside/backyard activity, transitions and clean up.



**10:00** Snack

**10:30** Farm and Nature time. Guided and supervised (by the teacher, certified coaches, and other qualified assistants) activity exploring nature on the farm. Some activity examples include: caring for miniature horses and ponies (grooming, feeding, cleaning), horsemanship activities, leadership and obstacle course games, pony rides, and forest exploration hikes.

**12:00** Lunch time

**12:30 1:30** Rest time. Stories and quiet/rest time (nap arrangements available for those children who require a mid day sleep)

**1:30.** Free play, self-selected, and/or guided

activities indoors. The children have access throughout the day to a gross motor area, as well as distinct interest areas such as dramatic play, computers, music, manipulative toys, arts, math, science, reading, and writing.

Programming includes individual, small, and large group experiences. There are times for planning, doing, and reviewing, as well as for outside/backyard activity, transitions, and clean up.

**2:00** Snack

**2:30** Farm and Nature time. Guided and supervised (by the teacher, certified coaches, and other qualified assistants) activity exploring nature on the farm. Some activity examples include: caring for miniature horses and ponies (grooming, feeding, cleaning), horsemanship activities, leadership and obstacle course games, pony rides, and forest exploration hikes.

**3:30** Program end. Parents pick up children.

Children will participate in a variety of extra curricular activities that are announced in advance on specific dates, and posted on the Days of the Week calendar. Some examples of field trips may include travelling to the community sites such: beaches, parks, library, museum, and Kiowa Farm. At Kiowa Farm children can participate in a variety of activities with miniature horses, ponies, and other small farm animals such as petting, grooming, feeding, cleaning, horsemanship activities, leadership and obstacle course games, and pony rides. Transportation may be by foot, vehicle, or public transit.

Further, there will be opportunities to have special guests visit the preschool, who will share their knowledge and experiences with us (such as musicians, bee keepers, fire fighters, dental hygienists, etc.)

#### **4) Orientation**

Parents are encouraged to participate in the orientation of their child at the preschool. The length of this orientation will depend on the adaptability and needs of the child. Prior to, or during the initial days following the start date, parents are welcome to stay with their children for periods of time in order to facilitate their adjustment to a new environment.

#### **5) Drop off / Pick up and Visits**

For the purpose of road safety as it relates to children, Kiowa Farm Preschool kindly requests that parents who drive their children to and from school to please park on the street. Parents must escort their child directly into the Kiowa Farm Preschool building. There is no unsupervised access to the farm permitted. Access to the farm by Kiowa Farm Preschool children and their parents/family and caregivers must be by permission of and under the supervision of a Kiowa Farm staff member.

Within the stated hours of operation, parents may drop off and pick up their children at their convenience. However, parents are asked to familiarize themselves with the *Daily Routine* and the *Release of a Child* policy. Parents are welcome to visit their children at Kiowa Farm Preschool. Knowing at what point the children are in the days program allows parents to make informed decisions with respect to the best times to drop off, pick up and/or, visit their children.

#### **6) Payment**

A registration fee of \$100 is required before a space at Kiowa Farm Preschool can be reserved. 50% of the registration fee will be credited to the first month's fees. The remaining 50% of the registration fee is non-refundable and is put toward administrative

costs as well toward supplies, such as identification for out trips. If it is decided that the space will not be used, the entire registration fee is non-refundable.

Post-dated cheques dated for the first of each month are required. Automatic debit, credit card, and cash payments are also an option with prior arrangement. Receipts will be provided and year-end statements for tax purposes are available upon request. A late payment fee of \$30.00 per child will be assessed if payment has not been received by the seventh (7th) day of the month. There is a \$25.00 fee or NSF cheques. Entry into Kiowa Farm Preschool after the second day of the month will be charged at the daily rate to the maximum of one (1) month's fees.

Kiowa Farm Preschool reserves the right to terminate a contract due to non-payment and will follow up to ensure payment is received.

## **7) Farm Safety**

Children will be occasionally transported to Kiowa farm as part of the extra curricular activities of the program. There is no unsupervised access to Kiowa Farm permitted. Access to the farm must be by permission of and under the direction of either the Kiowa Farm Preschool Director or staff, or the directors of Kiowa Farm.

All activities on the farm will abide by the operational requirements of the commercial equine insurance provider and by the guidelines of the Horse Council of BC. Nature outings to the farm, including the forest trails on the property, the riding areas, barns, and surrounding farm areas will be supervised by the teacher. Depending on the number of children, one or more qualified coaches or assistants may assist with the activity.

Children will be instructed on standard farm and horse safety routines and will have opportunities to practice these routines in a safe and supportive environment. The horses chosen from our herd to participate in the Kiowa Farm Preschool program were selected using strict criteria designed for our wellness programs. They range in height

from approximately 28 inches tall to approximately 60 inches tall. They are exceptionally well managed and receive on-going specialized training to work with vulnerable populations. We have and continue to exceed operational requirements, and have taken every step to maximize safety, effectiveness, and to minimize risk. Although the risk is very low due to these efforts, like most activities, there are inherent risks. Parents who wish to have their child participate in this program must sign a standard *Acknowledgement of Risk and Release of Liability* form provided with the registration package.

All safety equipment will be made available to the children in the event that anyone is missing equipment. Safety equipment will be worn at all times while on the farm site including: equestrian rated helmets, boots with a half to one inch heel, and long pants. Hand washing stations and washroom facilities are readily available on the farm and children will be guided in hand washing routines.

### **8) Active Play**

Children spend at least 60 minutes per day of outdoor active play (or indoor play if the weather is unsuitable such as strong rains, winds, or snow). However on a normal day they are outside for two hours according to the schedule (60 minutes am and 60 minutes pm.). Many days of the year during the warmer months the children will spend several hours per day incorporating other parts of the daily schedule such as lunch, snacks and learning activities. Children participate in both child-led and teacher-led activities including horse and farm activities (mounted and un-mounted horse activities), free play, and all other activities using the surroundings of the farm.

### **9) Screen Time**

A short educational or movement video complementing a given learning area will be shown occasionally. There is a limit of no more than 30 minutes per day for any one child for any type of screen time including access to a TV, computer, or any electronic games.

## **10) Vehicle Transportation**

The company van and staff vehicles will be used for all other field trips not within walking distance. Car seats and boosters are to be provided by the children's families for these occasions. All staff will be properly trained in the installation of car seats for children under 40 lbs. Car seat installation procedures will be reviewed annually. A booster seat secured with a shoulder harness must be used when transporting students at least 18kg (40 lbs) until their 9th birthday or they reach 145 cm (4'9") tall, whichever comes first. The centre will have spare CSA certified car seats and booster seats in the event that someone forgets to bring theirs or if someone does not own one.

It is the responsibility of the licensee and manager to insure that:

1) Both the driver's insurance and the driver's license are current with a photocopy of each being retained in the office.

2) The vehicle is adequately insured with a minimum of \$1,000,000 Public Liability insurance in order to be covered by the centre's insurance policy.

3) A copy of the driver's Driver Abstract is kept at the centre

Link to request a copy of your driver's abstract:

[www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx](http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx)

## **11) Health**

Children must be well enough to participate in an indoor/outdoor program. Parents are requested not to bring their children to Kiowa Farm Preschool if they are ill on any given day. Teachers reserve the right to refuse admission to a child who appears to be too ill to be at the centre.

If a child becomes ill at Kiowa Farm Preschool, the parents will be notified and will be required to pick up, or arrange for the pick up of the ill child from Kiowa Farm Preschool as soon as possible. The teacher will place the ill child on a rest cot and the child will be monitored closely.

Children may return to Kiowa Farm Preschool when symptoms have subsided. Children, who are prescribed antibiotics, may return 24 hours after beginning treatment. *Note:* Parents may wish to refer to Island Health for additional information and guidelines on illnesses.

## **12) Medications**

A teacher will administer medication only if they are in the original container, and accompanied by written instructions, which are dated and signed, from a doctor.

Prescription drugs must be clearly marked with the child's name and dosage instructions. Parents are required to complete the Permission to Administer Medications form. The teacher administering the medication will maintain the portion of the Permission to Administer Medications form, which pertains to the medication record for the duration of the treatments(s). All medication will be kept in a locked container. A teacher reserves the right to choose whether or not they will administer any given medication.

## **13) Lunches and Snacks**

Children who are registered in the Full Day Program are required to bring a lunch provided by their parents. Parents should ensure that the lunch that is provided is "healthy" as defined in "Canada's Food Guide to Healthy Eating". Lunches must be brought in a lunch kit that is clearly labeled with the child's name, and which also contains an ice pack.

Kiowa Farm Preschool supplies a nutritious morning and afternoon snack prepared according to the guidelines outlined in "Canada's Food Guide to Healthy Eating", which is given to the children by the teachers. Juice and purified water is also supplied. Snacks are planned in advance, and posted on the Days of the Week calendar. Knowing in advance what their children are eating at the centre allows parents to balance meal planning at home. Parents should supply their child with a labelled, spill resistant water bottle to keep at Kiowa Farm Preschool.

#### **14) Clothing and Supplies**

At Kiowa Farm Preschool, each child must keep a pair of shoes for inside use only that has clean non-marking soles. A second pair of shoes are required for outside use. A complete change of clothes should be kept at the centre. As the children go outside in all types of weather, seasonally appropriate outside clothes such as a raincoat, "muddy buddy", winter wear, appropriate footwear, sunscreen, and hats must be provided. All items brought to the centre must be labelled.

*Note:* It is preferred that children who are not yet able to tie their own laces use shoes/boots with "Velcro" closures. Other opportunities for learning to tie laces are provided outside transition times.

Kiowa Farm Preschool has clothing and hats available for purchase.

All safety equipment is made available to the children in the event that anyone is missing equipment. Safety equipment should be worn at all times while on Kiowa Farm including: equestrian rated helmets, boots with a half to one inch heel, and long pants.

#### **15) Photographs**

Class and individual photos will be taken for each year. Photo packages and a yearbook will be available for purchase. In addition, photos will be taken of the children throughout the year for such purposes as Kiowa Farm Preschool records, the birthday calendar, school photo albums, and for creating the yearbooks. Under no circumstance will any child's picture be used for any promotional material without the explicit consent of the parent. Parents are requested to sign the *Photo Permission* form contained in the registration package.

#### **16) Items from Home**

Children are permitted to bring an item from home such as a comfort toy for napping or a special item for sharing with the class. It is understood that children, who bring items from home, are expected to share that item (except during nap time). It is okay if a child

experiences difficulty in sharing something from home. In such a case, the child can choose to store it in their personal cubby until they are ready.

Toy guns are not permitted at Kiowa Farm Preschool. Children, who engage in violent play, are redirected through other forms of play. Kiowa Farm Preschool is one of the places where violent play is not appropriate because some children may become frightened or hurt.

### **17) Communications**

Kiowa Farm Preschool's website can be found at [www.kiowafarm.ca/preschools](http://www.kiowafarm.ca/preschools). Here, parents can access the most relevant information. Parents are welcome to e-mail the director and may request to be added to the e-mail list to receive correspondence electronically. Our website informs parents of such things as upcoming activities, special guests, weekly themes, program initiatives, changes etc. Parents are advised to look at the Days of the Week calendar and the Daily Routine Board. There is a sign in / sign out book with a section for each child, which includes space for written communication between parents and teachers and a mail pocket for correspondence.

### **18) Acknowledged Permission / Field Trips**

Parents acknowledge, that by enrolling their child in Kiowa Farm Preschool, they have given permission for their children to participate in all program activities both indoor, outdoor, and at Kiowa Farm.

Field trip notifications and consent forms (including fee information or special considerations if relevant) are provided to the parents for all field trips. Appropriate levels of supervision will be exercised on any given field trip.

### **19) Insurance**

Kiowa Farm Preschool agrees to maintain adequate liability insurance pertaining to the operation of a licensed child care facility. Kiowa Farm agrees to maintain adequate commercial equine insurance pertaining to all of the activities related to its programs, abides by the operational requirements, and maintains membership with the Horse



Council of BC. Parents will provide Kiowa Farm with signed Acknowledgement of Risk and Release of Liability forms.

## **20) Emergency Preparedness**

Parents must provide their children with an emergency kit, which is held on the premises, in case of emergency. The contents should be enclosed in a large Ziploc bag and should include the following items:

- 1) An index card (provided by Kiowa Farm Preschool) with important personal and health care information
- 2) A recent family photo and a personal note addressed to the child
- 3) A small comfort toy
- 4) A small sealed bottle of water
- 5) An energy bar or alternative of equivalent energy value (non-perishable)
- 6) A lollipop or alternative of equivalent energy value (non-perishable)
- 7) A pocket-sized package of tissues

## **21) Changes**

Kiowa Farm Preschool will give at least one (1) months notice of any fee changes. Parents will be informed of any policy and/ or operational changes.

Parents are required to inform Kiowa Farm Preschool of any relevant changes. Relevant changes include, but are not limited to: updating registration information, changes in the home environment that may affect a child's behaviour (family conflict, death, marriages, divorces etc.), and changes in custody arrangements (court orders). Kiowa Farm Preschool reserves the right to terminate a contract for failure to provide relevant information, which may affect the child.

## **22) Closure and Substitute Teachers**

Kiowa Farm Preschool will be closed on the following *statutory* holidays:

New Years Day

Labour Day

Good Friday

Thanksgiving Day

Remembrance Day

BC Day

Victoria Day

Christmas Day

Canada Day

Kiowa Farm Preschool is also closed on Easter Sunday, Easter Monday, and Boxing Day, as well as for approximately 2 weeks over winter break (dates announced each year). Fee reductions or repayment do not apply.

Kiowa Farm Preschool reserves the right, for any reason, to enlist the use of a substitute. It is the responsibility of the Kiowa Farm Preschool Director to ensure that the substitute is equivalently qualified, is a responsible adult as defined in the *Community Care Facilities Act* Child Care Licensing Regulation, has had a criminal record check, has a medical certificate stating they are in good physical and emotional health, and possesses a current first aid certificate.

Kiowa Farm Preschool will close in the event of a power outage, structural damage to the building, or any other states of emergency, and will re-open when it is safe to do so. Fee reductions or repayment do not apply for a closure lasting one week or less

## **23) Smoking**

Kiowa Farm Preschool and Kiowa Farm property is a smoke free environment. Smoking is not permitted anywhere in or on the property.

## **24) Attendance**

Parents are required to advise Kiowa Farm Preschool when their children are unable to attend due to illness, holidays, or other activities. Fee reductions or repayment do not apply.

If a child has been absent for fifteen (15) days out of thirty (30) consecutive days without Kiowa Farm Preschool being notified, the child will be considered withdrawn. Fee reductions or repayment do not apply.

Kiowa Farm Preschool assumes no liability for determining the welfare of the child who is not in attendance. However, every effort will be made to communicate with the parent(s) regarding their child's attendance so as to make sure that the family has access to suitable resources to benefit the child.

## **25) Notice of Withdrawal**

Parents who are withdrawing their child from Kiowa Farm Preschool are required to give one (1) months written notice. Withdrawals are accepted at the end of each month. There is no reduction in fees or repayment due to early withdrawals.

## **26) Notice of Termination**

Kiowa Farm Preschool will normally give one (1) months written notice in the event that Kiowa Farm Preschool's services can no longer be provided. However, Kiowa Farm Preschool reserves the right to terminate a contract at anytime for any reason. Normally fee reductions or repayment do not apply (unless payment was received prior to an early dismissal in which case the number of days remaining in the month will be repaid).

## **27) Guidance and Discipline**

It is the intent of all the staff of Kiowa Farm Preschool to employ a guidance and discipline plan which is:

- 1) Respectful to the child

- 2) Developmentally appropriate for their given age group
- 3) Enables children to respect themselves and others.

It is recognized that a child's behaviour is influenced by many factors such as their overall developmental level, and how they are influenced in their own homes and the outside environment. The Director is committed to influencing positive behaviour by ensuring that the preschool environment is consistent with respect to routines, adult-child interactions, space, and keeping a good supply of materials. Opportunities for desirable behaviour will be created by implementing guidance strategies that are designed to aid in the prevention of undesirable behaviour.

The teachers will use the following guidance strategies:

- 1) Establishing clear and consistent limits that are simple and easily understood
- 2) Offering straightforward explanations for why certain limits have been imposed
- 3) Stating limits in a positive way
- 4) Focusing on the child's behaviour as opposed to the child
- 5) Offering choices where appropriate and not offering choices when there is none
- 6) Allowing for appropriate time limits for children to respond to expectations
- 7) Positive reinforcement for appropriate behaviour
- 8) Being tolerant of a certain amount of noise, mess, attention-seeking as is developmentally appropriate, as long as these behaviours are not infringing on the rights of others
- 9) Listening, validating, and responding to the needs and feelings of the child
- 10) Being aware at all times so as to be attuned to potential difficulties

Guidance is supportive. For example, modelling appropriate problem solving, redirecting the child to an alternative activity, offering appropriate choices in a non-threatening way, limiting the use of certain equipment, materials or toys, and consequences that logically follow the incident.

With respect to conflict resolution, should a situation arise in which there is an emotionally charged conflict, the teachers will employ the following HighScope mediation steps:

- 1) Approach calmly stopping any hurtful actions
- 2) Acknowledge the feelings of children involved,
- 3) Gather information
- 4) Restate the problem
- 5) Ask the children for solution ideas and choose one together
- 6) Be prepared to give follow-up support.

In the event that a child has recurring behaviour difficulties of an extreme nature that is adversely affecting his or herself and greatly infringing on the rights of others, the Kiowa Farm Preschool Director or teachers will consult with the parents to find a solution that will benefit everyone concerned.

### **28) Release of a Child**

Parents are expected to pick up or arrange for the pick up of their children no later than 11:30 am for the Morning Program, no later than 3:30 pm for the Afternoon and Full Day Programs and no later than 5:30 pm for the After Care Program.

In the event that a child has not been picked up at the scheduled end of the program, the Kiowa Farm Preschool Director or teacher will try to contact the parents and then alternative authorized person(s) from the *Persons Authorized to Remove the Child from Kiowa Farm Preschool* list. If that person is unavailable and the parent has not contacted Kiowa Farm Preschool by 6:30 pm, Kiowa Farm Preschool is legally required to notify the Ministry of Children and Families.

A late fee of \$20.00 will be charged for every fifteen (15) minutes (or portion there of) after the pick up time.

*Authority to pick up a child:*

The *Registration* form for Kiowa Farm Preschool indicates the names of people who are authorized by the parent(s) to pick up a child as well as those who are not authorized. It is advised that parents keep as many names on this list that they feel are required for this purpose. Parents are required to keep this list up to date. In the event that an *Unauthorized* (someone not on the list) must be arranged, Kiowa Farm Preschool must be advised each time in writing. Kiowa Farm Preschool will request photo identification prior to releasing the child

*Alleged Impaired Authorized Pick up:*

It is Kiowa Farm Preschool's responsibility, to the extent that is possible, not to release a child to an authorized person who is unable to adequately care for a child. If the teacher believes that a child will be at risk, that teacher will:

- 1) Offer to call a relative or friend to pick up the person and child
- or
- 2) Contact the Ministry for Children and Families

If the person is driving a vehicle, the teacher will explain that driving while under the influence of drugs or alcohol is against the law and teachers are obligated to ensure the safety and well being of the children and adult. If the presumed impaired person chooses to get in the car with or without the child, the teacher will immediately notify the police. The teacher will call the Ministry for Children and Families if they feel that the child is in need of protection.

*Custody and Related Court Orders:*

If a custody or court order exists, a copy of the order needs to be placed in the child's file at Kiowa Farm Preschool. The parent is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without legal documents on file, Kiowa Farm Preschool cannot deny access to a non-enrolling

parent. If the non-enrolling parent is not listed on the *Persons Authorized to Remove the Child from Kiowa Farm Preschool* list, the policy on unauthorized persons will be implemented. The enrolling parent will provide all consents.

## **29) Repayment**

All cheques post-dated beyond the last day of the month named on the withdrawal notice will be returned to the person who wrote them or will be destroyed upon their request. Any portion paid in advance beyond the last day of the month named on the withdrawal notice will be reimbursed in the form of a cheque.