



Parent Handbook

Eric Langton Elementary

Advanced Preschool
3 to 5 Program



ABOUT MAPLE RIDGE CHILDCARE SOCIETY

Maple Ridge Childcare Society was formed in 2025. We believe all families are entitled to quality childcare, to positively influence the early development of their children. Maple Ridge Childcare Society collaborates with families and local community agencies to promote a holistic approach to child education which encompasses welcoming multiple ways of thinking and values to facilities.

Our principles:

- We believe that all children have a capacity to achieve their full potential.
- Our services become an integral part of a child's family unit, which contributes to their well being
- and ability to learn.
- Teachings are catered specific to our children through play, creating an integrated approach to
- learning where connection can be made to the environment, culture and community.
- All children deserve to participate in all activities, regardless of their level of ability.
- Diversity is welcomed, with the importance of teaching children to encourage, accept,
- understand, value and provide mutual respect for one another.

The goal of MRCS is to effectively use the resources given to ensure each child's first school experience a positive one, encouraging positive feelings about self, the school and environment. Through a variety of activities and play experiences, we will provide an environment that encourages children to play and work independently and in a group while exploring self-expression through language, art, music and dramatic play.

Our strategy:

- Create a space of learning through play where children can apply their teachings to real life situations without the monotony of a class setting.
- Help children to recognize the rights and property of others and to share, cooperate and solve problems independently.
- Stimulate each child's thought process by providing opportunities for the child to evaluate, apply and recall knowledge in order to bring greater understanding, awareness and curiosity to their thought process.
- Provide a variety free time for creative expression to foster their appreciation for music, arts and culture.
- Provide experiences for individuals or groups to share books, audio-visuals and increase their attention span.
- Introduce the use of number, letters, and concepts of time and develop the ability to think logically
- and make associations.
- Educate on inclusion, indigenous cultures, our environment and community.



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GENERAL INFORMATION

CONTACT INFORMATION

Maple Ridge Childcare Society
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HOURS OF OPERATION

Monday – Friday
7:00 am – 6:00 pm

Closed all weekends & holidays.

Non-Instructional Day Operation

MRCS offers non-instruction day services, such as Professional Developmental Days for SD42 teaching staff. Our Centre's observe all statutory and designated holidays, including the following:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- National Day for Truth & Reconciliation
- Thanksgiving
- Remembrance Day

Any other days proclaimed as a holiday by the Federal, Provincial, and Municipal Governments for the locality in which the centre is located shall also be designated as a closure.

Christmas Schedule

MRCS follows the SD42 holiday schedule for Christmas, Boxing Day and New Year's Day. Typically offering partial day services for December 24 (unless falling on a Friday or Monday) and closing through till January 2. Communication is given to families in advance for all holiday closures.



WHAT TO BRING

Prior to Child Starting:

- ☐ Completed and signed registration papers
- ☐ All fees & cheques properly dated and signed
- ☐ 2 wallet sized photos of child
- ☐ Immunization records or letter
- ☐ Seasonal attire such as:
 - o Hats & sunscreen for summer months
 - o Muddy buddy, toque & gloves for fall/winter
- ☐ Indoor shoes (slippers, crocs, runners) – please, no laces!
- ☐ Re-usable water bottle

Every Monday:

- ☐ Fitted crib sheet
- ☐ Bedding/blanket

Daily:

- ☐ Nutritious lunch in a box with ice pack
- ☐ Morning & afternoon snacks
- ☐ Backpack

As/if requested:

- ☐ Spare clothes
- ☐ Diapers/wipes/toileting

Please label all items with your child's name.

DAILY SCHEDULE (3 TO 5 PROGRAM)

Timeline	Activity	Details
7:00 – 9:15	Free play	Indoor open playtime for children to explore and learn inclusive behaviour while developing other skill areas.
9:15 – 9:30	Clean up & bathroom time	- Children work with the teachers to clean up collectively to promote teamwork. - Bathroom time is catered to each specific student based on their individual needs.
9:30 – 10:00	Circle time	- The Welcome Song is sung as a group. - Teachers will discuss the weather and explain the theme for the day (themes can range from holidays to cultures to different learning areas). - Show and tell. - Implement the daily Special Helper - Phonics Program - Wrap up with Music and Movements to promote gross motor activities



Timeline	Activity	Details
10:00 – 10:20	Hand washing & snack	- After children wash their hands, they are encouraged to pick a seat at the snack table, this promotes independence. - Teachers will encourage children to pick new seats in order to promote new relationships.
10:20 – 11:00	Pre-determined curriculum activities	- Collectively, teachers pre-determine the activities for the week, these include: - Arts and crafts - Listening centre - Tabletop activities - Library - Activity Books - Stations are set up for children to circulate throughout this time.
11:00 – 11:45	Gross motor activities	- Outside play - Parents are asked to provide children with appropriate outdoor apparel for the season to encourage children to go outside regardless of the weather. - Music and Movement (should it be determined outside is not appropriate for the day)
11:45 – 12:00	Clean up & prepare for lunch	Children work with the teachers to clean up collectively to promote teamwork.
12:00 – 12:30	LUNCH	
12:30 – 1:00	Clean up, bathroom & wind down	- Children work with the teachers to clean up collectively to promote teamwork. - Bathroom time is catered to each specific student based on their individual needs. - A book is read to the children to help calm and promote winding down prior to nap.
1:00 – 3:00	Nap/quiet time	- All children will lay down on their bed for the first 30 to 45 minutes, even if they wish not to sleep, it just allows their body to settle. - If a child does not wish to nap, quiet activities are available such as reading or quiet games. - Naps are flexible to suit the parent's requests for their child.
3:00 – 3:15	Bathroom time	Bathroom time is catered to each specific student based on their individual needs.
3:15 – 3:30	Afternoon snack	- After children wash their hands, they are encouraged to pick a seat at the snack table, this promotes independence. - Teachers will encourage children to pick new seats in order to promote new relationships.
3:30 – 4:30	Outdoor /Active Play	- Weather permitting, children participate in outdoor play and physical activity. - Outdoor experiences may include playground activities, organized games, sports, nature exploration, and child-directed play. - When outdoor play is not appropriate due to weather or other circumstances, staff provide alternative indoor physical activities and experiences.
3:30 – 6:00	Free play	If the weather is nice, afternoon free play will take place outside within the playground and garden area.



MEET THE STAFF



Miss Stefanie

Miss Stefanie has over 25 years of experience within the childcare industry and 17 years of experience managing the childcare services. Stefanie's philosophy is to keep her services "family-feeling" while evolving to meet the needs of her students. Stefanie is focused on ensuring each child and family feels welcomed.



Miss Sara

Miss Sara has over 17 years of experience in the childcare industry. Sara specializes in diversified programs with a certificate for Special Needs Teaching Assistant. Sara believes in giving children the freedom to develop independence while providing guidance to promote self-awareness and confidence.



Miss Val

Miss Val has over 15 years of experience within the industry. Miss Val has a unique story, her children were registrants of the sister company to MRCS, therefore, Val understands first-hand the parent experience. Val is passionate about forming unique relationships with each child with her bubbly and warm welcoming personality.



Miss Marilyn

Miss Marilyn has over 25 years of experience in the industry in various countries worldwide. She comes with an array of experience from private nanny to teaching. Miss Marilyn uses her knowledge and experience to provide care to each child based on their unique requirements and abilities.



Miss Emily

Miss Emily has her ECE Certificate and is currently working towards her full certification. She holds a passion for creating a safe and welcoming environment where children can create strong friendships and memories together. Miss Emily is excited to join the Eric Langton team and get to know our students and their families!





POLICIES

GENERAL PROGRAM POLICIES

Trial Period & Termination Policy

MRCS is dedicated to providing only quality care and because we care deeply for all children, there may be times, unfortunately when the care we provide is not suitable for children or their families. A trial of 2 months will be enforced. If we feel we cannot meet all needs of the child or family we decline from providing care. If regrettably, we must decline the provision of care, we will do what we can to help the parent find alternate care. However, the burden to find alternate care rests solely with the parent.

Parents will be given 1 month's notice of termination of care to allow them to search for alternate care. Respectfully, if a parent feels the care we provide is not suited to their child or their family, the parent also has the right, after or during the 2 months trial period, to terminate the care, so long as 1 month notice is given in writing at the first of the month (no exceptions given).

Parent Participation Policy

Parents are to have unrestricted access to any part of the centre where their child is in care. Moreover, we encourage and welcome parent visits anytime. It is our belief parent participation enhances the quality of care a child receives. Parents are free to join any of our activities.

Unforeseen Closures

When the centre is closed due to the following unforeseen closures there will be no reimbursement of fees. The centre will do everything within its power to ensure care will not be interrupted or normal care will resume as fast as possible.

Please note, we follow all closure policies of School District 42, we encourage parents to check our social media or local news outlets for notification of any closures due to the following circumstances:

- Snow closure
- Power failure
- Flood
- Earthquake
- Fire

CARE & SUPERVISION OF CHILDREN POLICY

Policy Statement

The Care & Supervision Policy is designed to reduce the potential for accidents and/or injury to children while in the care of MRCS. This policy also acts as a guide to all staff to understand the elements of proper supervision and how to respond accordingly.

Adequate supervision is crucial in accident prevention and injuries. It is the responsibility of MRCS personnel to adequately supervise all children within our care.



Staff to Child Ratios

All MRCS locations must always adhere to these staff to child ratios:

Age Group	Number of Children	Staffing Required
0 – 36 months (3 years)	4	1 IT Educator
	5 - 8	1 IT Educator & 1 ECE Educator
	9 - 12	1 IT Educator, 1 ECE Educator & 1 ECE Assistant
3 – 5 year olds	8	1 ECE Educator
	9 - 16	1 ECE Educator & 1 ECE Assistant
	17 - 25	1 ECE Educator & 2 ECE Assistants
Out of School	12	1 Employee (Kindergarten & Grade 1)
	15	1 Employee (Grade 2 +)

These staff to child ratios do not apply to children who may require additional one to one care. These ratios are set by the Child Care Licensing Regulations of BC.

Procedures

Pick up & Drop Off (Parents/Guardians)

- Parents/guardians must sign their child in when dropping off and sign out at the end of the day.
- Children must be brought into the program room prior to their parent/guardian leaving the vestibule
- For more details pertaining to pick up/drop off, please refer to the Safe Release & Access Policy.

Supervision

- Staff will put themselves in a position to monitor as many children as possible, following the staff to child ratios.
- Staff should stay close enough to children in which they can intervene if necessary.
- No child will be left alone in a room or play area.
- Staff must communicate to ensure proper supervision to multiple play areas at one time, following the staff to child ratio policy.
- Regular head counts must be completed when children are moving from inside to outside and vice versa.
- Staff must ensure all gates and doors remain closed at all times.
- Active and interactive supervision is required at all times; staff will refrain from conversations or other activities which distract them from children for long periods of time.
- Staff will inform superiors should a child require more one on one care, for more information, please refer to the Inclusive Policy.

Bathroom

- Children are encouraged to notify staff when they need to use the bathroom, a staff member is required to accompany the child at all times.
- Staff must inform the other members of their departure and ensure the staff to child ratio is maintained



Staff Wellbeing

- Staff will ensure they are only attending work when they are of sharp mind and able to child mind.
- Lunch and coffee breaks will be followed to ensure proper nutrition while working.
- Staff will only eat in the designated break area and wash hands thoroughly before returning to supervise children.
- Staff will ensure all beverages are safely stored in spill-proof containers.
- Staff members, under no circumstances will come to work while under the impairment of prescription or recreational substances and/or alcohol.

Incident Reporting

When an incident or injury occurs, staff must complete an incident form. This form is kept on record; the Managing Director is notified and communication plan devised for the parent/guardian

REPAYMENT AGREEMENT & POLICY

Policy Statement

Maple Ridge Child Care Society is committed to maintaining clear, fair, and consistent financial practices for families using our childcare programs.

This policy outlines the process for addressing amounts owed to the Society, establishing repayment arrangements, and managing family deposits and refunds.

Fair and Respectful Communication

Maple Ridge Child Care Society will communicate with families regarding financial matters in a respectful and professional manner.

The purpose of this policy is to establish clear expectations and provide families with an opportunity to resolve outstanding balances through reasonable repayment arrangements where appropriate

Amounts Owing

A family may have an outstanding balance for reasons including, but not limited to:

- Unpaid childcare fees.
- Fees resulting from changes to a child's attendance schedule.
- Registration or other applicable program fees.
- Late fees or other charges outlined in the family's enrolment agreement.
- Adjustments resulting from changes to government funding, subsidies, or fee reductions.
- Amounts that were incorrectly credited or paid to a family.
- Other charges agreed to as part of the family's enrolment or service agreement.

MRCS will provide the parent/guardian with an explanation of the amount owing when reasonably possible.

Family Deposit



Where a deposit is required to secure a child's space, the deposit will be handled in accordance with the family's enrolment agreement and the Society's financial policies.

Families who wish to withdraw their child from the program must provide 30 days' written notice by the first day of the month.

When the required 30 days' notice is provided by the first day of the month and the family's account is in good standing, the family will receive their full deposit back.

If the required notice is not provided, the deposit may be applied toward outstanding fees or other amounts owing in accordance with the family's enrolment agreement.

Any applicable refund will be processed after the child's final attendance date and once the family's account has been reconciled.

Repayment Expectations

Families are expected to keep their accounts in good standing and pay fees according to the payment schedule established by the Society.

If a family is unable to pay an outstanding balance in full, they are encouraged to contact the Manager or Executive Director/Operator as soon as possible to discuss a repayment arrangement. The Society will consider reasonable repayment arrangements on a case-by-case basis.

Repayment Agreement

When a repayment arrangement is established, the agreement will be documented in writing and will include:

- Parent/guardian name.
- Child's name.
- Amount owing.
- Reason for the outstanding balance.
- Agreed payment amount.
- Payment frequency.
- Date the first payment is due.
- Expected date the balance will be paid in full.
- Accepted method(s) of payment.
- Any other conditions agreed upon by the Society and the parent/guardian.

Both the parent/guardian and the Society representative will acknowledge the agreement.

Changes to a Repayment Agreement

If a family is unable to meet an agreed payment, they should contact the Society before the payment is due whenever possible.

The Society may review and modify a repayment arrangement based on the family's circumstances and the outstanding balance.

Any changes to an existing repayment arrangement will be documented in writing.



Missed Payments

If a parent/guardian does not make an agreed payment and does not contact the Society to make alternative arrangements, the Society may:

- Contact the parent/guardian regarding the missed payment.
- Provide an updated account balance.
- Request that the outstanding amount be brought up to date.
- Review the family's continued enrolment in accordance with the enrolment agreement and applicable licensing requirements.

The Society will make reasonable efforts to communicate with the family before taking further action.

Government Funding, Subsidies and Fee Adjustments

Families who receive funding or subsidies through Affordable Child Care Benefit (ACCB) are responsible for ensuring that their applications are renewed in sufficient time for the renewal to be processed before their current approval expires.

Maple Ridge Child Care Society will make reasonable efforts to remind families when we are aware that their subsidy approval is approaching its expiry date. However, it remains the responsibility of the parent/guardian to contact Affordable Child Care and renew their application in a timely manner.

Families are responsible for any portion of child care fees that is not covered by an approved subsidy or funding arrangement. If a family's subsidy expires before a new approval is received, the family may be responsible for the full applicable child care fees during the period in which there is no active subsidy approval.

If a subsidy is later approved or adjusted retroactively, the Society will reconcile the family's account based on the applicable funding approval and make any necessary adjustments.

Parents/guardians are responsible for providing accurate information, completing required applications and renewals, and promptly notifying the Society of any changes to their subsidy or funding status.

Overpayments and Credits

If a family has paid more than the amount owing, the Society will apply the credit toward future fees unless another arrangement is made with the parent/guardian.

Where appropriate, the Society may issue a refund or make another mutually agreed arrangement.

Confidentiality

Information regarding a family's account and repayment arrangements will be treated as confidential and will only be shared with individuals who require the information for legitimate administrative, financial, or regulatory purposes.

Record Keeping

The Society will maintain appropriate records of:

- Outstanding balances.
- Repayment agreements.



- Payments received.
- Changes to repayment arrangements.
- Communications regarding outstanding balances.
- Deposits and refunds.
- Applicable credits or adjustments.

Records will be maintained in accordance with the Society's record-keeping practices and applicable legislation.

NUTRITION POLICY

Policy Statement

MRCS sees meal and snack time as an important part of the day. We believe in the importance of children learning about nutrition, healthy eating and social dining at their young age.

MRCS respects all cultural, dietary and health needs of our children.

Allergies & Dietary Needs

Prior to children starting, staff will need to know any allergies or dietary needs of each child. This information is recorded in their registration package.

All staff will be made aware of any allergies/dietary needs for each child. Staff are required to show sensitivity towards any allergies or dietary needs, at no time will a child be singled out or labelled due to their diet or allergies.

Nut and Peanut Free

We are a nut and peanut free centre; this has been implemented to address the needs of several children in our program who may have life-threatening allergies to nuts and peanuts. Traces of nuts and peanuts in food items are permitted. Please do not send any nut or peanut products to the centre for breakfast, lunch or snacks.

Meal & Snack Procedures

Parents are required to provide all food for their children; this includes a healthy lunch and two snacks. All food must be transported in a cooler type of lunch bag (please note, there is no access to refrigerators for lunch/snack storage).

Staff will be able to microwave and reheat food for children, please ensure the food is labelled accordingly and in a microwave-safe container.

All children will be required to wash their hands thoroughly before any meal or snack time.

Early Arrivals

- If children are not able to eat breakfast before arriving, parents are able to bring breakfast for their child to eat.
- We ask that if your child does require to eat breakfast at MRCS, they arrive before 9:00 to ensure enough time to eat and participate in activities.



Snacks

- Snacks will be prepared for 9:30am and 3:30pm.
- In the event parents are not able to provide their child with healthy snacks, MRCS has some available so no child will be excluded from snack time.

In the event that a child does not have a snack available, Maple Ridge Child Care Society (MRCS) will provide a snack for the child to ensure they are not left without food. Parents or guardians will be notified when this occurs.

Specialty Snacks & Lunch

MRCS will also notify all parents and guardians in advance of any additional or special foods that will be provided at the centre. This may include birthday cupcakes, a special pizza day, or other food provided as part of a centre activity or celebration. Parents and guardians will be informed ahead of time so they are aware of what will be offered to their child.

Supervision

All staff are required to supervise the children during meals and snack times. This will ensure children are eating properly and can avoid any potential choking hazards. At no time will a child be forced to eat their food. Food and drink will never be used as reward or punishment for children.

Water

All children will be required to bring a water bottle which can be left in the facility. The staff will ensure all water bottles are washed daily.

Water is available to children all day, they can ask staff for water at anytime, in which the staff will provide to them, or show them how to get water.

Staff will support children in recognizing when they are thirsty or need to drink water.

NAP TIME POLICY

Policy Statement

Maple Ridge Child Care Society provides a 1:00 pm – 3:00 pm for nappers and a 30–45 minute daily rest period for non-nappers to allow children an opportunity to rest their bodies, relax, and calm themselves after a busy day.

Procedure

During the first 15 minutes of rest/nap time, all children are encouraged to settle onto their mats and engage in a quiet, calming rest period. Children who require or choose to sleep will be provided with a comfortable and appropriate environment to nap.

After the initial 15 minutes, children who are not sleeping or who do not require a nap will be provided with quiet activities on their mats, such as colouring, puzzles, books, or age-appropriate manipulatives.



These activities will be selected to maintain a calm and quiet environment while allowing children to remain engaged without disturbing children who are sleeping.

Children will not be forced to sleep. Staff will respect individual children's sleep needs while ensuring that the rest period remains a calm and restful part of the daily routine.

Supervision

Staff will actively supervise children throughout the entire rest and nap period and ensure that children who are sleeping are not disturbed by activities provided to children who remain awake.

TOILETING/DIAPERING POLICY

Policy Statement

Diapering routines meet the physical needs of young children, in addition to the psychological and emotional needs for communication, security and physical closeness.

Toileting is an important process to learn by children between the ages of two and five. A child will never be denied enrolment into an MRCS program if they are not toilet trained.

Toilet Training

MRCS will work with parents/guardians during the toilet training process. Parents are required to provide extra undergarments, pants and socks for each child to keep on hand during the toilet training process.

Staff are required to show cooperation and enthusiasm during the toilet training process. Consistency and positive encouragement are part of the toilet training routine.

- Toddler-appropriate potties are provided during the toilet training process, all potties are kept in a private space, giving children an inviting environment to use the potty.
- Staff will never scold or shame a child for having a toilet accident.
- When assisting a child with using the bathroom, staff are never allowed to shut the door. If the child requests to have the door closed for privacy, staff are required to notify another team member of their request before shutting the door.
- If a child requires assistance with wiping, staff are required to do so. If the staff member does not feel comfortable with wiping, they are required to engage another staff member to assist. Leaving a child soiled is unsanitary and against licensing regulations.

SAFE RELEASE & ACCESS POLICY

Policy Statement

At MRCS, the child's wellbeing is our main priority which includes ensuring they are released to a designated, safe contact.

Pick Up Person

Unless we are instructed in writing to do otherwise, MRCS will only release a child to the following persons:



- The child's parent(s)
- When applicable the child's custodial parent.
- The emergency contact person(s).

If the child is being released to someone else with written approval, that person will be asked to provide photo identification upon pick up.

We reserve the right to keep a child at the centre if we are not completely certain about any persons who has come to pick up the child and the parent will be contacted immediately.

Custody and Access Agreements

MRCS is required by law to have a copy of the custody agreement on file for families who have an agreement in place. If the parents have agreed to live separately, we will take direction from the enrolling parent. However, without a custody or court order on file at the centre, we cannot deny access to non-enrolling parent.

If custody has not been legally determined and conflict between the parent/guardian and/or other family members is evident, MRCS will only be able to provide care for the child if both parents and/or other family members sign a written agreement confirming details of authorization for pick up and access to information about the child.

If a family has a custody or court order, a copy must be placed in the child's file and details about the arrangement contained in legal documents will be followed at all times.

Alleged Impairment from Authorized Pick Up

It is the staff's legal 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 a staff member believes a child will be at risk, the staff person in charge will:

- Offer to call a relative, friend or emergency contact to pick up the person and child
- Or Contact the Ministry for Children and Families.
- If the person is driving a vehicle, the staff will explain driving under the influence of drugs or alcohol is against the law and staff is obligated to ensure the safety and wellbeing of the child or children and adult.
- If the person gets into the vehicle with or without the child, staff will immediately notify the police.

The staff person will contact the Ministry for Children and Families if they feel the child is in need of protection.

Unauthorized Personnel Pickup

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the childcare staff. The staff person will contact the parent and obtain parents verbal permission before child is released. The pickup will be written down with the person's name after photo identification is checked to confirm identity.

Safe Release



If, at the time of release, a staff member has reasonable concerns that a child may be in immediate danger or that releasing the child could place the child at significant risk of harm, staff will follow the Centre's child protection and emergency procedures.

The Centre will never physically withhold a child from a parent or legal guardian or prevent a parent or legal guardian from taking the child. However, staff will take appropriate steps to ensure the concern is addressed. The following steps will be taken:

1. Ensure all applicable licensing requirements are followed.
2. Contact the Ministry of Children and Family Development (MCFD) and/or the police when circumstances warrant
3. Document all circumstances and actions taken.

Staff will document the circumstances and actions taken and will cooperate fully with MCFD, police, or other appropriate authorities. The safety and well-being of the child will remain the primary consideration throughout the process.

Child Abandonment Policy

In the rare case that a child is not picked up and a parent cannot be reached, MRCS will take the following steps:

- Ensure the child is safe and well taken care of.
- Contact the emergency contact person(s) within their file.
- If the emergency contact(s) are not available or are unable to care for the child, MRCS will reach out to the Ministry of Children and Family Development (MCFD) for assistance.
- The child will remain in our care until a social worker has arrived on site, identification will be checked, and the child will be released.

MISSING & WANDERING CHILD POLICY

Policy Statement

Maple Ridge Child Care Society is committed to providing a safe and secure environment for all children in our care. This policy outlines the procedures staff must follow if a child is missing, leaves the supervised area without authorization, or cannot be immediately located.

The safety and well-being of the child is the highest priority. Staff will respond immediately and follow the procedures below.

Staff Responsibilities

All staff are responsible for maintaining active supervision and immediately reporting any concern that a child may be missing or outside the designated supervised area.

Staff must be familiar with this policy and understand their responsibilities in the event of a missing or wandering child.

The safety of the children in care is the Society's highest priority, and all missing-child situations will be treated seriously and responded to immediately.



Prevention

Staff will take reasonable steps to prevent children from becoming missing or wandering from the program, including:

- Maintaining required staff-to-child ratios and active supervision at all times.
- Completing regular head counts, particularly during transitions, outdoor play, field trips, arrivals, and departures. Knowing the location and attendance status of every child in care.
- Ensuring children remain within designated and supervised program areas.
- Monitoring entrances, exits, gates, and other areas where a child could potentially leave the premises.
- Following the Society's sign-in/sign-out and authorized pick-up procedures.
- Communicating with other staff during transitions to ensure responsibility for each child is clear.
- Ensuring children are appropriately supervised when moving between classrooms, washrooms, playgrounds, and other areas of the facility.

Procedure

If a child cannot be immediately located, staff will treat the situation as an emergency. The staff member who discovers the child is missing will immediately notify the Program Supervisor/Manager and provide all known information, including:

- The child's name and age.
- The last known location.
- The last time the child was seen.
- What the child was wearing.
- The direction the child may have travelled.
- Any known information about where the child may have gone.

Staff will not delay the search while waiting for additional information.

Immediate Search

The Program Supervisor/Manager will immediately coordinate a search. Staff will:

1. Check the child's last known location and all areas of the facility.
2. Check washrooms, classrooms, storage areas, playgrounds, hallways, and other areas where the child may be hiding or playing.
3. Check all exits, gates, and areas surrounding the facility.
4. Search the immediate surrounding area while maintaining required supervision and ratios for the remaining children.
5. Ask available staff to check areas such as parking lots, sidewalks, neighbouring areas, and other locations the child may reasonably have travelled.
6. Continue communicating with the Supervisor/Manager throughout the search.

Staff will not leave other children unsupervised in order to conduct a search.

Contacting Emergency Services

If the child cannot be located immediately, or if there is any concern that the child may be in danger, the Supervisor/Manager or designate will contact 911 without delay.



Emergency services will be provided with all available information, including:

- Child's name and age.
- Physical description.
- Clothing worn.
- Recent photograph, if available.
- Possible direction of travel.
- Any relevant information about the child's needs, abilities, or behaviours that may assist in locating them.

Staff will cooperate fully with police and emergency responders.

Parent/Guardian Notification

The child's parent/guardian will be contacted as soon as reasonably possible once the immediate emergency response has been initiated. The parent/guardian will be informed of:

- What occurred.
- When and where the child was last seen.
- The steps being taken to locate the child.
- Whether emergency services have been contacted.

Any additional information available.

MRCS will continue communicating with the parent/guardian throughout the incident as appropriate.

When the Child Is Located

Once the child is located, staff will:

1. Ensure the child's immediate safety and assess whether medical attention is required.
2. Contact emergency medical services if necessary.
3. Notify the parent/guardian of the child's location and condition.
4. Determine, to the best of our ability, where the child went and how they left the supervised area.
5. Provide appropriate reassurance and support to the child.
6. Document the incident in accordance with Society procedures.
7. The child will not be disciplined or shamed for wandering or leaving the supervised area.

Documentation and Reporting

A written incident report will be completed as soon as possible following the incident. The report will include:

- Date and time of the incident.
- Child's name.
- Location of the program.
- Last known location and time the child was seen.
- Circumstances surrounding the incident.
- Staff involved.
- Search and response procedures followed.
- Whether 911/police or other emergency services were contacted.



- When and how the child was located.
- Condition of the child upon being located.
- Parent/guardian notification.
- Any follow-up actions required.
- Any required notification to the applicable licensing authority will be completed in accordance with Child Care Licensing requirements.

Follow-Up and Prevention

Following any missing or wandering incident, the Manager and Executive Director/Operator will review the circumstances to determine whether additional preventative measures are required. This may include:

- Reviewing supervision practices.
- Reviewing transition and head-count procedures.
- Reviewing door, gate, and security procedures.
- Identifying environmental risks.
- Updating the child's individual safety or supervision plan when appropriate.
- Discussing the incident with relevant staff.
- Providing additional staff training or direction.
- Implementing additional safeguards to reduce the likelihood of recurrence.

The goal of the review is to improve safety and supervision and not to assign blame.

ABUSE OR NEGLECT REPORTING POLICY

Policy Statement

Maple Ridge Child Care Society is committed to protecting the safety, health, and well-being of every child in our care. This policy outlines the steps staff must follow when they have a concern that a child may have experienced, or may be at risk of experiencing, abuse or neglect.

All staff have a responsibility to act immediately when they have reasonable grounds to believe a child may be in need of protection.

Staff Responsibility

All staff are responsible for understanding and following this policy. When in doubt, report the concern. Staff do not need to prove abuse or neglect before making a report.

The responsibility for investigating and determining the appropriate response rests with the appropriate child protection, licensing, or law enforcement authority.

Reporting Concerns of Abuse or Neglect

A concern does not need to be proven before it is reported. Staff are not responsible for investigating or determining whether abuse or neglect has occurred.

Concerns may include, but are not limited to:



- Physical abuse or injury.
- Sexual abuse or exploitation.
- Emotional abuse or significant emotional harm.
- Neglect or failure to provide appropriate care or supervision.
- A child disclosing abuse or neglect.
- Any situation where a child may be at risk of harm.

Immediate Safety

If a child is in immediate danger, requires urgent medical attention, or there is an immediate threat to the child's safety:

1. Ensure the child is supervised and moved to a safe environment when possible.
2. Contact 911 when emergency police, fire, or medical assistance is required.
3. Contact the appropriate child protection authority MCFD as required.
4. Notify the Manager/Supervisor as soon as it is safe and appropriate to do so.
5. Complete all required documentation.

The immediate safety of the child takes priority over all other procedures.

Procedure

Concern Occurring Outside the Centre

If a staff member becomes aware of suspected abuse or neglect that is believed to have occurred outside of Maple Ridge Child Care Society, the following steps must be followed:

1. Contact the Ministry of Children and Family Development (MCFD) immediately or the appropriate child protection authority.
2. Provide the information and observations required by the child protection authority.
3. Report the concern to Child Care Licensing immediately after contacting MCFD,
4. Notify the Manager/Supervisor, unless doing so would place the child at greater risk or interfere with the protection process.

Staff must not investigate the concern themselves or attempt to determine whether the allegation is substantiated.

Concern Involving a Staff Member or Person Working at the Centre

If the concern or allegation involves an employee, supervisor, manager, volunteer, student, contractor, or any other person working at Maple Ridge Child Care Society, Child Care Licensing must be contacted immediately. The following steps must be followed:

1. Ensure the child is safe and appropriately supervised.
2. Contact Child Care Licensing immediately to report the concern.
3. Contact MCFD immediately when the concern involves suspected abuse, neglect, or a child protection concern, as required.
4. Contact 911/police immediately if the child is in immediate danger or a criminal offence may have occurred.



5. Notify the Manager/Supervisor as appropriate. If the concern involves the Manager/Supervisor, the report must be made directly to Licensing and the appropriate child protection or police authority without involving the person who is the subject of the concern.
6. Follow all directions provided by Licensing, MCFD, or police.
7. Complete the required reportable incident documentation.
8. Maintain confidentiality and do not discuss the allegation with individuals who are not directly involved in the response.

The individual who is the subject of the allegation must not conduct an investigation, interview the child regarding the allegation, influence the reporting process, or destroy or alter any related documentation.

Concern Involving a Parent, Guardian, Family Member, or Other Person Outside the Centre

If a concern involves a parent, guardian, family member, or another individual who does not work for Maple Ridge Child Care Society and the suspected abuse or neglect occurred outside the Centre:

1. Contact MCFD immediately.
2. Contact Child Care Licensing immediately after making the MCFD report, as required.
3. Contact police/911 if the child is in immediate danger or emergency assistance is required.
4. Notify the Manager/Supervisor when appropriate.
5. Document the concern and all actions taken.

Staff must not confront the alleged individual, investigate the allegation, or attempt to determine whether the allegation is true.

Child Disclosure

If a child discloses abuse or neglect:

1. Remain calm and listen.
2. Take the child seriously.
3. Reassure the child that they did the right thing by telling an adult.
4. Do not promise secrecy.
5. Do not ask leading or investigative questions.
6. Record the child's words as accurately as possible.
7. Report the concern immediately according to the procedures above.

Documentation

Documentation must be factual, objective, and completed as soon as reasonably possible.

Documentation should include:

- Date and time of the concern or disclosure.
- Child's name.
- What was observed or disclosed.
- The child's exact words, when possible.
- Any visible injuries or relevant observations.
- Names of individuals involved or present.



- Who was contacted.
- Date and time MCFD, Licensing, police, or another authority was contacted.
- The name or identifying information of the person who received the report, when available.
- Instructions or direction received.
- Actions taken by the Centre.

Staff must not include personal opinions, assumptions, diagnoses, or conclusions.

Safe Release When a Child May Be at Risk

Maple Ridge Child Care Society will not knowingly withhold a child from a parent or legal guardian who is authorized to pick up the child solely because staff have a concern about possible abuse or neglect.

If staff believe that releasing the child may place the child in immediate danger, staff will immediately contact MCFD and/or police for direction and assistance.

Staff will follow the direction provided by the appropriate authority. Staff must not attempt to physically prevent an authorized parent or guardian from leaving with their child unless directed or permitted to do so by police or another appropriate authority. All concerns and actions taken must be documented as a reportable incident.

Confidentiality

All information relating to suspected abuse or neglect must be treated as confidential and shared only with individuals who have a legitimate need to know or where disclosure is required by law.

Staff must not discuss allegations with other parents, families, unauthorized staff members, or members of the community.

No Retaliation

No employee will be disciplined, threatened, or retaliated against for making a good-faith report or raising a genuine concern about the safety or well-being of a child.

COMMUNICABLE DISEASE POLICY

Policy Statement

The health and wellbeing of the children in attendance is a top priority to MRCS. Seasonal flus and sicknesses are inevitable; however, it is our top priority to ensure top health is maintained within our facilities.

Immunization

Parents are required to provide up to date immunization records for their child. A copy of their records will be kept on file and is required during enrollment. If a parent has chosen not to immunize their child, MRCS will require a signed letter from the parent stating this choice.

Illness



We are under strict guidelines with regards to disease control, hence there may be times when we will need to send an ill child home or not accept an ill child into care. For this reason, parents would be advised to have a plan for alternate care. If a child becomes ill at the centre, we will do everything possible to comfort the child until the parent or emergency contact person arrives to take the child home. The child may also need to be isolated from the other children.

The following guidelines by the B.C. ministry of health list the symptoms that require children to be excluded from childcare facilities. Parents will be notified and required to make arrangements for pick up immediately if a child exhibits any of the following symptoms:

- Fever of 101 F (38.5C)
- Vomiting
- Persistent diarrhea
- Severe coughing
- Lethargic (not participating in daily activities)
- Difficult or rapid breathing
- Conjunctivitis (Pink Eye)
- Unusual spots or rashes
- Yellowish color or tint to the eyes/skin (Jaundice)
- Difficulty in swallowing
- Head Lice
- Any other symptoms that in the opinion of the caregiver, indicate the possible presence of a contagious disease such as chicken pox, measles, impetigo, etc.

Parents will be notified of contagious diseases affecting the children at the centre. A child with a communicable disease will not be readmitted into the centre until the period of contamination is passed or until the child is fully recovered from his/her illness.

It is required to keep your child at home, when suffering from one or more of the above symptoms, for the following work/daycare day and until your child is well enough to participate in the regular program of the facility.

MEDICATION POLICY

Policy Statement

Maple Ridge Childcare Society will only administer prescription medication to your child with a parent's written instructions. Teachers are not authorized to administer over the counter medications.

Any children requiring medication administration must follow these procedures:

- Medication must be in its original prescription container with detail label attached including the child's full name.
- Medication form is filled out completely and correctly by the parent.
- All staff have been made aware and have read the form, so they understand the administration procedures.
- Medication form will be posted on the teacher resource board in the classroom.
- Medication will be placed in the locked box in the cabinet.



Life Threatening Illnesses or Allergies

If a child requires medication for life threatening illnesses or allergies, it is to be always kept in the centre and an action plan form will need to be completed by the parent/guardian.

In the event medication is required to be administered, we will notify the parent immediately.

Expiry dates are checked monthly on any medication stored, and parents are contacted in the event new medication is required. If anything changes to the medication or dosage, the parent is required to complete a new action plan form for the centre to keep on hand.

BEHAVIOURAL GUIDANCE POLICY

Policy Statement

MRCS believes in the importance of establishing positive practices pertaining to child behaviours and correction. Positive practices are beneficial in childcare as they assist in preventing the development of negative behaviours, while supporting self-esteem and promoting respect.

Social Guidance Policy

Staff will be required to follow these guidelines in daily curriculum to promote positive behaviour guidance:

- Set clear, consistent and fair limits for behaviour; work together during circle time to collectively as a group set limits.
- Mistakes must be set as learning opportunities, rather than means to punish.
- Redirection is the first step for all misbehaviour incidences.
- When a child is showing signs of frustration or anger, it is important to stop and allow the child to explain how they're feeling, listen and respond accordingly.
- Peaceful conflict resolution will be demonstrated in all areas of learning, through stories, imaginative play and explained to children at time of use.
- Rules and the importance of rules and following them should be discussed regularly during circle time. Staff are encouraged to keep classroom rules to a minimum and instead focus on redirection for specific instances.
- During times of conflict, staff are required to direct children to use skills such as problem solving, negotiation and cooperation to resolve issues at hand.
- Positive reinforcement for good behaviour is encouraged by staff, while minor misbehaviours should be ignored and not rewarded with attention.
- Staff are only ever to interact in a positive manner with children promoting pro-social skills.

Environment and Planning

MRCS has implemented a controlled environment for children which will promote pro-social skills, it is important for staff to maintain the organization and structure on a daily basis.

- Materials and toys are stored in organized bins and containers, properly labelled to help with tidying up.
- Materials, toys and equipment should be inspected daily by staff to ensure safety.



- All stations and furniture should be kept as is to ensure proper space for play that accommodates movement.
- Staff are required to follow schedules and routines to keep predictability for children.
- Culture and inclusivity must be engaged in the classroom environment.

Discipline Policy

Discipline is required for children to help them become self-controlled as they learn appropriate positive behavioral patterns. The main method of discipline at MRCS is redirection.

Redirection

At MRCS we do not feel time-out is an effective method of discipline. Instead of time-out where a child may feel isolated we use a more effective method called redirection. This consists of the child being removed from the current problem area to one where the child will be more successful. This is providing the child a chance to still interact with their peers, yet realizing the behavior was not acceptable.

A verbal explanation is given to the child to explain why their behavior is not acceptable and choices are given to the child to enable them to cope with the behavior. These choices may include looking at a book, listening to music, doing a puzzle or getting a hug.

Discipline is a continuous process of guiding behaviors. The teachers at MRCS will practice preventative measures with children individually and in groups.

Our Process:

- Establish clear, consistent and simple age-appropriate limits in a positive and warm way.
- Help the children be responsible for their behavior through natural and logical consequences.
- Offer straightforward explanations for limits.
- Focus primarily on the behavior rather than the child. (Acknowledging the behavior being the problem not the child).
- Allow children the time to respond to expectations and limits.
- Give positive reinforcement for appropriate behaviors through verbal supports and body language.
- Ignore minor behaviorism.
- Encourage the children to ask for assistance and assurance.
- Observe and scan the playgroups and surrounding area consistently.

While prevention strategies minimize behavior problems, it is inevitable unacceptable behavior will occur. At these times caregivers will step in or intervene. The following will ensure supportive guidance:

- Model positive and cooperative behavior.
- Respectfully gain the child/children's attention.
- Remind, pre-warn and set time limits.
- Distract, divert and redirect.
- Use natural and logical consequences.

Staff are not permitted at any time to yell or shout at the children, push or pull them roughly or spank, hit or shake them. At no time will any type of corporal punishment be permitted. Any sort of deprivation of



human rights of a child such as withholding of meals, snacks, rest or use of a toilet as a form of punishment is grounds for immediate termination.

If a staff member witnesses any unlawful behavior they are to report these findings to the Director immediately.

FIELD TRIP POLICY

Policy Statement

The purpose of this policy is to ensure the safety of all children while off the MRCS premise. Staff are required to follow all procedures in this policy while conducting field trips.

Parent/Guardian Approval

Children are only permitted to attend field trips if their parent/guardian has advised so on their registration forms. A list of children who are not authorized to leave MRCS grounds are kept in the teacher resource area.

Procedure

The following procedures must be followed when conducting a field trip:

- The outing must be planned in advanced and the Managing Director notified to ensure the outing is age appropriate and safe.
- Field trips are only to be to walkable locations; a safe route plan must be devised ensuring the proper staff to child ratio at all times.
- Prior to leaving, staff must ensure they have the following supplies:
 - Fully stocked first aid kit
 - Emergency cards for all the children attending the field trip
 - Weather protection for children according to the season (hats, gloves, sunscreen, etc.)
 - A fully charged cell phone
- A head count must be done before leaving the premise to ensure all children are present.
- Staff are required to follow the buddy system; no child is permitted to walk alone without holding the hand of another person.
- All children are required to wear the high visibility vests during the entire outing.
- Staff are required to walk at the front, middle and back of the line to ensure all children are accounted for.
- When crossing intersections or crosswalks, signs and signals must be followed at all times.
- When arriving to the destination, another head count must be completed.
- Staff must ensure all children are supervised closely to avoid potential hazards and free from harm.

Critical Incident Reporting



In the event a child is injured or missing, please refer to the Critical Incident Reporting Policy for steps on how to proceed.

INCLUSION POLICY

Policy Statement

At MRCS, it is our policy to ensure the same services and opportunities are provided to children regardless of their abilities. We provide accessibility using proactive strategies to children who may fall under the following spectrums:

- Children with diverse abilities;
- Children with supportive needs;
- Children with developmental delays;
- Children who experience cultural discriminations.

Inclusion holds a central focus to MRCS as it is a standard practice of one's human rights and provides emphasis on the importance of diversity, and valuing all beings regardless of race, culture, gender, level of abilities or needs.

Our goal is to ensure inclusion is instilled in our daily policies and procedures, to ensure MRCS is an environment where all children feel welcomed and valued. We will provide an environment focused on equality, where all children are able to fully participate, learn and play.

More information can be found in the Inclusive Child Care Toolkit, a hard copy is kept in the office, with digital copies available through the Government of British Columbia website.

Procedures

At MRCS, all staff will be made aware of inclusive practices:

1. Language: Our staff understand the power of words; we have implemented preset language to use towards inclusivity to ensure children understand the proper terminology. All staff use person first terminology and when applicable, ask the preference of identity-first or person-first terminology specific to the student.
2. Cultural Competency: All programs are designed to ensure the safety and respect of all cultures within our community. Activities are pre-approved in our centres to ensure a removal of any personal values or biases.
3. Access: MRCS has designed their childcare centres to offer care and activities to all levels of abilities. Flexible schedules are available to support full-time and/or part-time to cater to each child accordingly.
4. Environment: All centre's must have play areas accessible to all abilities, each centre will require a sensory safe space, with softened noise, lights and ability to have a quiet area. All spaces must be adaptable to allow for a wheelchair or other aids.
5. Multisensory Materials: All centre's give children access to materials which allow learning through various sensory needs to develop gross and fine motor skills.
6. Learning: All centre's will provide activities which highlights the unique strengths of children with various levels of abilities, this may include cultural interests and areas of passion. All materials are



available for children to access independently, and include diversity to abilities and cultures, including sign language, emotions, and imagery learning versus words.

7. Play: All materials provided to children promote cooperative play and allow children of all abilities to participate. Accessories and/or games are provided to represent various cultures and interests of children enrolled.
8. Relationship Building: All staff are encouraged to promote inclusivity throughout the centre. During activities such as free play, it is expected for staff to promote peer interaction and building relationships by encouraging play invitations and/or ensuring fairness and equity during play.
9. Curriculum: The following activities will be included in every centre to ensure the promotion of inclusivity:
 - Free play
 - Arts and crafts
 - Group activities (both as a whole and small groups)
 - Reading (books are chosen which promote inclusivity and diversity)
10. Education & Training: If required, MRCS will engage in any external training required to further support inclusive practices.

Application of this Policy

This policy applies to any child who may:

- Require one on one support for the majority of the day,
- Have needs which pose a risk to their, or other children's health and safety,
- Has needs which require one to one support in order to physically keep themselves and other children safe.

It is understood that most children will occasionally require additional support in various capacities throughout development. However, this policy only applies to children who require support above and beyond what typically a child at this age would require.

Applying this policy to a child can be done so through a case-by-case basis, which includes children who may be at various stages of requiring additional support

- Family is aware child needs additional support and has arranged for a support aide (either in process or approved).
- Family is aware child needs additional support but has not taken any steps to do so.
- Family is not aware child needs additional support, but staff has noticed child having some difficulties.

Individual Planning

MRCS will consult with the parent or guardian of the children to ensure education goals are being met. Concerns will be discussed and priorities highlighted to ensure adequate curriculum catered to each student.

Should a centre need to be altered to cater specifically to students enrolled, all areas can be customized to promote further inclusivity such as:

- Alteration to attendance hours
- Alteration to drop off/pick up routine



- Alteration to program schedule
- Alteration to facility layout

External Support Aides

MRCS will welcome external support aides when a child needs assistance with speech, language, feeding, or mobility. MRCS will work with the parents and local agencies to accommodate external support aides within the facility. A contract will be required to be signed by all parties outlining responsibilities, responsibility of payment and waiving of liabilities.

Assisting with Obtaining One on One Care

Families who are aware their child needs additional support and have applied, will require additional support from MRCS for the time being. MRCS will provide documentation to the family in the form of a log for a one-week period which provides a detailed picture of the child's needs including observation by two different ECE staff.

Inability to Safely Provide Care for Child

In the event that the child is experiencing needs that are unable to safely be met by MRCS staff, we will work with the family to ensure the child is able to still attend the facility in some sort of capacity, this may include:

- Alteration attendance to ensure one to one attention can be given to child with respect to staff/child ratios
- Parent compensating a private one on one worker while waiting for government funding
- MRCS will provide documentation and information for the family to any external childcare development agencies
- MRCS will provide referrals to specific agencies and allow outside agencies access to the facility to view and assess the child.
- MRCS will adjust the program to provide inclusive care in the short-term, while a family is waiting for one-to-one care funding.

Implementation & Assessment

Should a child require any sort of alternative care, a meeting will be scheduled with the family and any other support systems required. The alternative plan will be reviewed, discussed and an implementation date and timeline established.

Part of the implementation plan includes assessment of the child; MRCS will work with the family and external support systems to provide a daily log and re-assessment from two ECE staff. From here it can be determined if the alternative plan is successful or if areas need to be changed.

Parent Communication

In the event MRCS staff have noticed a child may require additional support, and it has not been addressed by the parent, it is crucial the family is contacted in a diligent timeframe to ensure the child can receive the best care possible.

MRCS will hold an in-person conversation which will include the following discussion points:



- Explanation of needs or behaviour in which is occurring
- Discuss if this is also happening within the home environment
- Information on strategies which have been tried and may work for their child
- Next steps and how MRCS and the family can work cohesively to obtain further care for the child
- Plan to meet again, review and discuss further

Records of Information

Accurate records must be kept daily for any children who may require additional support. The child log is vital to ensure all health and safety needs are being met in the event the MRCS staff are required to carry out the tasks.

Cultural Competency in Inclusion Policy

Cultural inclusion for Indigenous children is vital to our policy. MRCS will ensure all Indigenous children will be able to fully participate in culturally safe and respectful programs. MRCS will work alongside the BC Aboriginal Child Care Society to ensure our program is free of personal biases and values are emitted from interactions with children in our facility. MRCS will ensure:

- Social, cultural and linguistic needs are met through program activities,
- Our space is safe from biases, and an environment is upheld where all cultures are respected and upheld,
- Continue to educate and understand the importance of culture competency within the childcare setting.

Inclusive Child Care Supports

MRCS will provide all staff and families with information and access to the following external agencies:

- Supported Child Development and Aboriginal Supported Child Development: provide information and support for children, families and childcare centres to support inclusivity for children of all abilities.
- Early Intervention Therapy: Occupational therapy, physical therapy, speech-language pathology, and support services for children and families.
- Affordable Childcare Benefit: Additional funding for families eligible to assist with childcare costs.
- Autism Funding: Assists families with additional services and support to promote skill development for children living on the Autism Spectrum.

HEALTH & SAFETY POLICY

Policy Statement

MRCS has created a Health & Safety policy to mitigate potential hazardous situations through our emergency management process.

MRCS has created a process to help prevent, reduce, prepare for, respond to and recover from any instances which may occur.

Classroom Safety



Staff are required to check classroom safety regularly to mitigate potential hazards to children while in care.

- Confirm all furniture which may be climbed or pose a risk of falling is secured to the wall properly.
- All light fixtures should be secured.
- High shelving should not be used to store anything with any significant weight that can pose a risk of falling.
- Any cleaning agents or other chemicals are secured in locked cabinets, inaccessible by children.
- Emergency exits, doors and gates are closed and/or locked at all times.

These items should be checked daily at the end of day clean, any hazards must be reported to the Managing Director immediately.

Extreme Weather

It is important all weather forecasts are monitored during winter and summer months to prepare for any extreme weather events. Communication should be provided to parents for procedures on how to prepare for these specific instances.

Extreme Heat

During the summer months, temperatures can reach into the high thirties which poses a health risk for children including heat stroke and dehydration.

- Ensure all children are equipped with proper sun protection including a hat, sunscreen and sunglasses. If a child does not have appropriate wear, parents will be notified to provide.
- Monitor children's water consumption throughout the day, promote regular water drinking during and after activities.
- If the temperature rises above 34 degrees Celsius, children will be kept inside.
- Heat warnings should be communicated to parents and given the option to keep their child at home during extreme heat days.

Winter Weather

Although in the lower mainland, most of the winter is generally mild in temperature and weather. There are periods of cold temperatures, ice and snow which all pose as potential hazards to children and their families.

- MRCS follows all School District 42 snow day policies, if the schools close, MRCS will follow suit.
- Parents are required to pack appropriate winter clothing for their children, including winter boots, hats, gloves, scarves and a proper winter coat.
- When temperatures drop below zero, there is a high chance of black ice occurring on walkways, staff are required to salt all paths to ensure safe arrival of children and parents.

Earthquake

In the event of an earthquake, staff members need to follow these procedures:



1. Direct and assist all children under desks or tables, avoid windows and any falling hazards such as shelves.
2. If you are in a place with no shelter, choose an inner wall, hallway or corner.
3. If you are outside, stay away from overhead hazards.
4. Once any trembling's have stopped, count to 60 to ensure no aftershocks, then proceed out from your shelter.
5. Assess the environment and decide if it's safer to evacuate or remain inside. Follow either the evacuation procedure or shelter in place procedure.

Shelter in Place

In the event where it is unsafe to leave the area, you may be required to shelter in place, some examples of situations which may require this include:

- Chemical spills or contamination
- Some earthquakes

When required to shelter in place, ensure you have your emergency preparedness kit and follow these procedures:

1. Gather all staff and children in a room with the least number of windows and doors.
2. Ensure you have access to a phone.
3. Turn off any ventilation systems and close any windows and doors in the event of a chemical release.
4. Close the doors to any non-essential rooms.

Come out of the building only when you are instructed to do so.

Emergency & Evacuation Policy

Emergency telephone numbers are posted at each telephone, as are our emergency evacuation plans. Once a month children and staff will practice fire and emergency plans.

Teacher's Responsibilities:

- Line up children quietly and calmly exit by the nearest exit door. Exit in an orderly fashion carrying the class register with you.
- Move well away from the building to pre-designated areas.
- Take the class roll call.
- If unable to return to the school building, notify all parents and wait until they arrive to pick up the children.

Teacher's Aide Responsibilities:

- Remain in the school until all classrooms are vacated.
- Check all classroom doors are closed; check washrooms are empty and exit with the master copy of class lists from back of classroom door.
- Check to see if the school building can be re-entered once the firemen have arrived.
- Help teacher supervise until their parents have picked up all the children

All emergency supplies will be kept in containers in the school.



Lockdown Procedure

A lockdown procedure may need to be used in the event where there is a threat or danger outside such as a suspicious person or active shooter. It is important to remain calm during this event and follow these steps:

1. Call 911 immediately.
2. Gather all children and staff inside, in an interior room, away from any doors and windows.
3. Ensure you have access to a cell phone and turn the cellphone ringer off.
4. Close and cover all windows and barricade doors.
5. Remain calm and speak calmly and quietly, it is important to keep the children calm and quiet.
6. Remain inside and do not leave until instructed to do so by emergency personnel or the police.