

# JUST B4

Parent Handbook

**DORMICK PARK ELEMENTARY SCHOOL**

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## **Just B4 Preschool**

The **Just B4** Preschool Early Learning Program is specifically designed for 4-year old's who will be entering Kindergarten in the following September. The curriculum focuses on both the 'First Peoples Principles of Learning' and the 'Early Learning Framework', while incorporating Outdoor Learning. The program will be 2 or 3 days per week, 2 hours per day.

### **First Peoples Principles of Learning**

- Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, reciprocal relationships, and a sense of place).
- Learning involves recognizing the consequences of one's actions.
- Learning involves generational roles and responsibilities.
- Learning recognizes the role of Indigenous knowledge.
- Learning is embedded in memory, history, and story.
- Learning involves patience and time.
- Learning requires exploration of one's identity.
- Learning involves recognizing that some knowledge is sacred and only shared with permission and/or in certain situations.

First Nations Education Steering Committee, 2012.

### **Early Learning Framework Principles**

- Families have the most important role in contributing to children's well-being and learning.
- Educators are researchers and collaborators.
- Early Years spaces are inclusive.
- People build connection and reconnection to land, culture, community and place.
- Environments are integral to well-being and learning.
- Play is integral to well-being and learning.
- Relationships are the context for well-being and learning.
- Learning is holistic.

We will ensure that your child is given opportunity to participate in a program that supports the whole child with a focus on play and nature.

### **Opportunity and Innovation**

The Abbotsford School District entered the world of 'Early Childhood' in 2000, when Abbotsford was chosen as a pilot site for the 'Understanding the Early Years Project' and 'the Early Development Instrument'. We were one of the original sites in the province for both initiatives.

We have built a strong leadership team to ensure that we achieve our strategic goals and successfully carry out the work of the Early Years, which will now include "Around School Care".

Our team includes the Assistant Superintendent, District Principal of Early Learning, Manager of Community Partnerships, School Administrations Teams, Educational Assistants and Strong Start Facilitators.

The Abbotsford School District is a respected member of the Early Years community and currently offers the following services and programs:

- 13 Strong Starts
- 6 Early years Community Drop-In programs at local schools
- 3 Early years Community Navigators
- Community Drop-In program to serve our indigenous population
- Numerous parenting evenings
- Manager of Community Partnerships and Early Learning to support our families and community partners

We are excited to offer “Just B4” as an addition to our portfolio.

Keep this handbook as an easy reference during your child’s participation at the centre.

### **Philosophy**

Our childcare providers acknowledge that the child is part of a family unit. Focusing solely on supporting the child without considering the place of the child within the family excludes the most important aspect of the child’s life. It is from within the family that the child’s moral, emotional and cultural development occurs. Key elements that we feel are crucial to this process include:

- Family members and childcare providers can talk openly about any issues of concern.
- Child Care providers feel confident to be able to refer families on to support services.
- Programs for children are flexible and responsive.
- Time is set aside for discussion by childcare providers about the ability of the service to meet the needs of vulnerable families.
- Information is provided about support available to families in the local community.

Our Centre will focus on the five elements of a family friendly childcare centre. These include:

- Positive relationships between childcare providers and children.
- Meaningful interactions between childcare providers and parents.
- Quality relationships between staff and families.
- Responsiveness to family needs.
- Communication between staff and families.

### **Criminal Record Safeguards**

Our staff, substitutes and volunteers complete and renew the Criminal Record Check process prior to starting at the Just B4 Preschool Programs in accordance with the Child Care Licensing Regulations.

## Just B4 Preschool Information

**Hours of Operation - Monday - Friday:** 12:30 - 2:30 pm.

All Abbotsford School District programs will be closed for the following holidays or Stat days:

New Year's Day	Family Day	Good Friday & Easter Monday
Victoria Day	Canada Day	B.C. Day
Labour Day	National Day for Truth & Reconciliation	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day

All Abbotsford School District programs will be closed for non-instruction days. The dates for the school year will be posted on our website: [www.abbyschools.ca](http://www.abbyschools.ca)

### Financial Policies

Fees for preschool are **\$300.00 per month** for Monday/ Wednesday/ Friday and **\$200.00 per month** for Tuesday and Thursday plus a **\$50.00** registration fee per family. **Registration & tuition fees are non-refundable.**

The Abbotsford School District has been approved for the Childcare Fee Reduction initiative hence reducing caregivers' fees to the following starting September 1<sup>st</sup>, 2023.

**\$243.00 per month for Monday/Wednesday/Friday**

**\$162.00 per month for Tuesday/Thursday**

More information can be found at:

[Child Care Fee Reduction Initiative - Province of British Columbia \(gov.bc.ca\)](http://gov.bc.ca)

Parents are also encouraged to apply for the Affordable Child Care Benefit

More information can be found at:

[Affordable Child Care Benefit - Province of British Columbia \(gov.bc.ca\)](http://gov.bc.ca)

Fees must be paid through School Cash Online:

<https://www.schoolcashionline.com/>

*\*If a child(ren) does not come to preschool for any reason, caregivers are still responsible for full payment. One month notice is required to terminate this agreement, if notice is not given, full payment is expected. This contract will be reviewed yearly.\**

## Registration and Attendance

**Registration packages must be completed by a parent/legal guardian.** We require a current photo of your child as per licensing requirements for identification purposes. We will take a digital photo at the centre to ensure it is current. Please sign the attached release form for your child to allow us to take their photo.

### Age Criteria

The Just B4 Early Learning Program is specifically designed for 4-year old's who will be entering Kindergarten in the following September.

### Arrival

All parents are required to sign in their child(ren) upon arrival. The Abbotsford School District is not legally responsible for a child without an adult signing them in. Sharing information with our staff that may impact your child's reactions to others in the morning helps us to understand and assist them with managing their emotions. E.g., a bad night's sleep, a family disagreement etc.

Be sure that a staff member is aware that you have arrived.

### Departure

- Parents are required to sign out their child(ren) when picking up. Ensure that a staff member is aware that you are leaving with your child.
- If your child will be picked up by someone other than yourself, **you must notify the centre ahead of time.**
- If you have not notified the centre ahead of time about a pick-up change for a day, your child will not be released if permission has not been given by the parent/guardian.
- Staff are required to ask for photo ID if they do not know the pick-up person.
- Children will not be released to ANYONE who appears to be intoxicated, we will first call the other parent or emergency contact. In the event that the parent or guardian leaves with a child while under the influence of drugs or alcohol we will notify the police immediately. We will also file an incident report with Fraser Health.
- The Seamless Day Childcare program closes at 5:30pm SHARP. If your child has not been picked up by 5:45pm we will phone your home, cell phone or your place of employment. If we still can't get a hold of anyone, we will phone the emergency contact who is listed in your child's file.
- Children will not be sent home in taxis, allowed to walk home alone, or be released to anyone under the age of 19 years of age. For liability reasons, staff is not permitted to drive children in their personal vehicles.
- If being late is a recurring issue you may be asked to withdraw your child from the program.

### Absences

1. Please notify us if there is any change in the scheduled attendance for your child. If your child becomes ill during the school day and is sent home, please let us know right away.

### **Custody and Access**

It is the responsibility of the enrolling parent to provide a copy of a relevant Court Order or Separation Agreement or pertinent other custody information that may deny or “legally restrict” access by the child’s other parent or another family member.

*Without a copy of a court documentation on file, the Abbotsford School District staff has no right to deny one parent access over the other. If this situation arises, the staff will notify the enrolling parent.*

*It is the responsibility of the enrolling parent to inform centre staff immediately, in writing, of any changes to the original submitted documents and to provide a copy of any amended court orders.*

### **Nutrition**

***N.B. It is vital that parents inform the centre if your child has food allergies. A list of children with allergies and the severity will be posted, visible to all staff.***

Healthy nutritional food choices support your child’s ability to sustain needed energy throughout their busy day. Parents are asked to send in foods that are ready to eat and that your child can manage with little adult assistance. Staff will not heat, cook, or do food preparation for a child.

- Food will not be warmed in the microwave for safety and nutritional reasons.
- Staff will encourage your child to eat what you have prepared for them.
- In case of emergency, staff will access snacks from the school pantry program.

### **Medical Information**

While we are sensitive to the stress that illness may cause families, we are not licensed to care for children when they are ill. You will need to keep your child at home, or make alternate arrangements, if your child:

- Has a communicable disease.
- Has a contagious infection, including pink eye.
- Has a fever over 38 degrees Celsius.
- Is vomiting or has diarrhea.
- Has a skin infection or an undiagnosed rash.
- Is not able to participate in all program activities including outdoor play.

Please notify the school if your child has a communicable disease so that other families and the Community Health Department can be notified. If your child becomes ill during the program, we will attempt to contact you. If you are unavailable, we will try to reach your emergency contact. We will provide a quiet, resting area and close staff supervision until you, or one of your emergency contacts, can

pick up your child. If the situation becomes urgent, we will follow the emergency procedures outlined.

**If First Aid treatment is required**

The Just B4 Preschool Program staff are qualified in First Aid and will:

- Provide First Aid treatment.
- Acknowledge the child's feelings.
- Provide close supervision to ensure that the child does not require further First Aid or medical attention.
- Complete an Incident Report and process.
- Inform the family when they come to pick up the child.

**If Emergency medical attention is required**

The Program supervisor or manager will:

- Call and request an ambulance.
- Contact family and/ or emergency contact.
- Ensure other children attending the Seamless Day Childcare Program have qualified care.
- Accompany the child to the emergency facility, if possible.
- Provide information to the doctor and family.
- Support the child and family.
- Complete Incident Report and process.

**Administering Medication**

If you require the Just B4 Preschool Program to administer prescription medication to your child, the Child Care Licensing Regulation requires that we have certain information and follow certain procedures. We require that the medication be provided in its original container, with your child's name and dosage information, and a Medical Consent form be completed with instructions on administering the medication. All medication will be stored in a locked container.



### **Clothing And Possessions**

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather. **PLEASE LABEL EVERYTHING.**

For rainy days: boots and rain gear, change of clothes

in the winter: mitts, hat and warm outdoor clothes, extra layers

in the spring: hat, extra layers

in the summer: hat and sunscreen, water shoes

Please refer to AP327 for further School District policies on medical conditions attached at the end of this document.

### **Screen Time**

Children will not be allowed to use computers, smartphones, or tablets while in our care.

### **Behavior Agreement (BA)**

Our Behavior Agreement provides a framework for creating a safe and respectful environment in which the children are assisted in helping to understand the consequences of their actions when the Social Agreement guidelines are not followed. The agreement will be implemented when repeated unacceptable behavior is displayed with the intention to assist the child in making better choices or if safety concerns arise with the same child.

Unacceptable behaviors that would be addressed through the Behavior Agreement:

- Deliberate physical aggression or verbal disrespect directed at a child or adult.
- Deliberate disobedience or defiance towards a staff member's request.
- Deliberate damage to the facility and/or equipment.
- Leaving the program without permission.
- Taking part in an unsafe act or endangering others.

If a child is showing any behaviors indicated above, our Behavior Agreement policy will be:

- Verbal Warning: Staff will speak with the child about our Social Agreement and what the next step will be if the behavior is repeated.
- The parent will be informed about the incident and what their child's role was in it.  
If the Centre Manager decides to implement the BA form, they will review it with the child and the parent at pick-up time. The parent will be asked to sign the form each time an incident is documented.
- The signed copy will be kept in your child's file.

**Missing/Wandering Child**

In the event a child wanders away from the group or chooses to walk away from the program, the following procedures will be followed:

1. A search of the area to locate the child will be implemented.
2. If unsuccessful a 911 call will be made to the police.
3. Parents will be informed after the call to the police is placed.
4. The administration office will also be contacted to provide assistance with the search.
5. Once child has been located all parties involved will be contacted.
6. An Incident Report to be filed with Licensing within 24 hours

**Suspected Child Abuse**

1. If we have a reason to suspect abuse of a child outside the license care facility it will be reported to the Ministry of Children and Family Development, and the Fraser Health Authority. It is our legal responsibility to report suspicions/disclosures to the appropriate parties, not to determine if abuse has occurred. It is our primary concern for the health, safety, and well-being of the child.
2. If we have reason to suspect abuse of a child within the care facility involving a staff member or a volunteer, this will be reported to the parents, the School District, Community Care Facilities Licensing Officer and to The Ministry of Children and Family Development MCFD under this within 24 hours.

We will refer to School District Policies Duty to Report attached at the end of the document.

**Keeping You Informed**

If you have any concerns or questions regarding your child or the program, please speak with our staff.

We will inform you of any concerns that we may have regarding your child while at our centre.

It is imperative to keep our managers informed of any changes in the home environment that may impact your child's sense of well-being. This includes parental separation, illness in the family, moving or a similar situation.

**Addressing Concerns or Issues**

- Discuss your concern with the Centre Manager or Supervisor in a discreet manner, away from the children or other adults.
- If the matter has not been resolved to your satisfaction at this level, you may choose to contact the administration office to speak with the Program Coordinator or the School Principal

**Emergency Procedures**

Monthly fire drills and earthquake drills will be held. In the case of a long-term power failure, extreme weather conditions or a fire, parents will be notified as soon as possible. Our alternate location of where to pick up your child in the case of a natural disaster is as follows:

***Dormick Park's Emergency Location: Best West Hotel, 32110 Marshall Road, Phone: 604-853-3111***

All children registered in the program are required to have an emergency kit. A form will be sent home with the required items to be included. The form releasing the centre to take a digital photo of your child MUST be signed (**See form AP324 attached at the end of this document**) and an out of area (province) emergency contact number included to act as a liaison between childcare provider, child and parent. The kits will be kept at school in an accessible location.

### **Snow Closures**

In severe weather conditions the decision to close a school is made by the school district superintendent. This information will be provided to media outlets by 6 am.

**In the event of district school closures due to weather conditions, emergencies, utility disruption (heat, hydro etc.), our programs will also be closed.**

Announcements will be posted on our website ([www.abbyschools.ca](http://www.abbyschools.ca)) and social media accounts.

- The following local radio stations/media sources will be provided with the closure information: Abbotsford News, STAR 98.3 FM, Country 107.1 FM, News 1130, Global and City TV. If schools are open during extreme weather, our staff will attempt to arrive at the centre in a timely manner for the morning session. However, employee's ability to arrive on time can be affected during adverse weather. Please call the centre prior to leaving your home to ensure staff has arrived.
- Should a decision be made during the school day to close schools by the school district, our staff will contact parents to request pick-up of their child as soon as possible. It is important to ensure that you have a secondary person that is available to step in if you are not able to do so in a timely manner.
- No refunds or credits will be issued for these closure days.

### **Unanticipated Closure of a Program**

In the event of a disruption of services (hydro, water, heat etc.) during program operating hours, the procedure we follow is:

*We will wait for one hour for the disruption to be repaired, at the same time attempting to get an update from the service provider. After one hour of no service, we are required by Fraser Health licensing to notify parents to pick-up your child as soon as possible.*

### **School District Job Action**

In the event of school district job action disputes or disruption, this program will be closed until there is a resolution. In the event of a school closure due to weather including freezing rain, hydro shortage, and or school district staff disputes we will also remain closed. Please check the school district web site [www.sd.34.bc.ca](http://www.sd.34.bc.ca) for closure information. Refunds or credits will not be issued for any closure days.

If you have any questions regarding our program or the Administration Procedures attached, please feel free to email us at [andrea.senft@abbyschools.ca](mailto:andrea.senft@abbyschools.ca)

## Parent Handbook Addendum: Pandemic Health & Safety Plan

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

Child's Name: \_\_\_\_\_

Centre: \_\_\_\_\_

An **epidemic** is the rapid spread of a disease to a large number of people in a given population within a short period of time.

A **pandemic** is an epidemic occurring on a scale that crosses international boundaries, is widespread and infectious while affecting a large number of people.

### Health and Wellness Measures

The Abbotsford School District is planning its epidemic or pandemic disease outbreak response under the guidelines of Fraser Health Authority, and the Ministry of Health. Our Health and Safety policy (Parent Handbook - section 7) continues to be applicable during a pandemic or communicable disease outbreak. Any temporary changes to our health and safety policy during a pandemic/outbreak will be communicated via email, our website and social media and will link to the authorized source of information that our temporary change is based on.

As a licensed childcare centre, we are required to follow all directives given to us by the above legal authorities, including a mandatory order to close our centres for public health reasons. Their decision overrules any decision to stay open that any childcare centre may wish to make.

In the case of an outbreak, the Abbotsford School District will follow the guidelines outlined in our Pandemic Health and Safety Plan manual. The manual is a working document and is posted at each centre and can be accessed through our website at [www.abbyschools.ca](http://www.abbyschools.ca). Notice of all closures will be posted on our website, social media and Facebook page.

Our School District plan is to emphasize the most important goal in our centres – **Prevention.**

### Prevention Planning Includes:

- Follow through of the COVID-19 protocols for all staff, children and family members who are displaying respiratory illness symptoms; they will not attend any Abbotsford School District site.
- Program sizes will be lowered to keep the possibility of exposure low.
- Physical distancing will be encouraged as best as we can with the children and limiting close contact with others. “Keeping hands to self” will be taught.
- Children will not bring toys, equipment from home.
- Children need to bring their own water bottles and can be filled from a faucet.
- Regular hand-washing protocols and cough/sneeze etiquette for all students and staff.

- Increased sanitizing on high-touch surfaces and a set schedule for routine cleaning.
- Children will be outside as much as possible; when inside exit doors and windows will be open.
- Children who appear to have any flu-like illness on arrival or become ill during the day will promptly be sent home and must be separated from the other children until picked-up.
- When possible, the sick person should wear a surgical mask when near other children and staff.
- Any food provided by our program will be served directly to the children by a staff member.
- Cancelling of field trips to prevent exposure to the children.
- Adults will not be allowed in the building. Parents who need to meet directly with one of our managers must make an appointment by phone, email or text. The meeting will be held outdoors.
- Following any recommendations received by the Fraser Health Authority.

### **Staffing / Ratios**

Child to staff ratios as per the provincial childcare licensing regulations is required during operations, regardless of a pandemic or communicable disease outbreak. If there is a shortage of staff available to work or are being asked to self-isolate, then the required staff to child ratio may not be able to be met. In this case, the Abbotsford School District may be required to reduce our operating hours, or rotate days of space availability, or perhaps close a centre temporarily. This decision would be made by the Executive Director, with guidance from the Ministry of Education. Any alterations to operating times/days will be communicated to parents via our website, social media, and email to the best of our ability prior to the changes being made.

### **Fees During a Pandemic / Communicable Disease Closure**

If the Abbotsford School District is instructed by Fraser Health or the Ministry of Health to close due to a communicable disease or pandemic outbreak, fees that have been paid for days closed will be credited for the upcoming month.

### **Individual Exclusions**

If an individual has been recommended by the Ministry of Health to quarantine due to international travel or linked to a potential exposure or is showing individual symptoms; the Abbotsford School District will require all family members, including other children to comply with this recommendation. Please share this information with your Centre Manager asap. If this occurs, we will also contact Fraser Health with this information, and it will also be shared directly with the other families. These exclusions will apply equally to all children, families, and employees.

### **Our Respect Policy**

Respect will be shown to all staff, children, families, and community members. During trying times, fear-based interactions/responses can lead to comments and actions possibly stemming from bias and racism. These actions can lead to conflict between parents, educators, and community members. The Abbotsford School District has an inclusive, respect-based philosophy (Parent Handbook – section 4.5) and works to

provide a safe space for all staff, families, and children. Inappropriate outbursts or disrespectful language will not be tolerated. Any such acts will result in a warning and/or possible immediate dismissal from the program depending on the severity of the incident.

***I have read and understand the Abbotsford School District’s Parent Handbook addendum – Pandemic Health and Safety Plan as presented in the above document.***

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

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

*As COVID-19 is a new situation that we have never had to address before, please be aware that this policy is a working document and may need to be revised in the coming months. We will provide you with any revisions via email, or with updates on our website.*

## Just B4 Preschool - Child Emergency Kit List

Dear Parent/Guardian,

As part of the regulations regarding emergency preparedness, Just B4 Preschool requires an emergency bag for each child in attendance. This can be put into a backpack that your child can bring daily and should include the following items:

Item	Key Notes
Change of clothes	Please ensure the clothing is weather appropriate
Pair of socks	Preferred long socks
Underwear or pullups	If pullups, more than one please
hat and gloves	Winter
child safe sunscreen	Summer
Small stuffed toy, picture, story book or letter from family.	Optional

## Registration Form for Just B4 Preschool

Facility Name:	
Full Name of Child:	Usual Name of Child (If Different):

<b>Personal Information</b>			
Child's Date of Birth:	Gender:	Starting Date:	
Address:		Email:	
Postal Code:		Phone:	
Parent or Guardian:		Parent or Guardian:	
Address (If Different from Above):		Address (If Different from Above):	
Phone:		Phone:	
Work Address/Alternate Location:		Work Address/Alternate Location:	
Phone (Include Local):		Phone (Include Local):	
Cell/Pager:		Cell/Pager:	
Hours at This Location:		Hours at This Location:	

<b>Emergency Health Information</b>			
Care Card Number:			
Family Doctor/Clinic Name:		Family Dentist/Clinic Name:	
Address:	Phone:	Address:	Phone:



<b>Consent for Emergency Care</b>	
I Authorize the Staff at the Childcare Centre to Call a Medical Practitioner or Ambulance in the Case of Accident or Illness of my Child(ren), if the Parent Cannot Immediately Be Reached.	
Signature of Parent/Guardian:	Date:
Manager of Facility:	

<b>Person(s) Authorized to Pick Up Child (Other Than Parent/Guardian Listed Above)</b>		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

<b>Person(s) Not Authorized to Pick Up Child</b>		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

<b>Custody Agreement</b>
<b>Yes Or No</b>
<b>If Yes, Supply A Copy of the Custody Order to the Facility Manager/Licensee</b>

<b>Alternate Person(s) to Call and Pick Up Child in Case of Emergency</b>		
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:
Name:	Relationship:	Phone:

<b>Child's Immunization Status</b>					
(Please Record Dates [Year/Month/Day] or Attach Copy of Immunization)					
Is Your Child Immunized? <b>Yes Or No</b>					
Diphtheria	Pertussis	Tetanus	Polio	MMR (Measles/Mumps/Rubella)	Hib
1.	1.	1.	1.	1.	1.
2.	2.	2.	2.	2.	2.
3.	3.	3.	3.	3.	3.
4.	4.	4.	4.	4.	4.
5.	5.	5.	5.	5.	5.
Comments:					

<b>Health Information</b>
(Please Attach a Separate Sheet, if Necessary)
Regular Medication[s] and Reasons for [Please List]:
Allergies and Treatment of [Please List]:
Injury(s), Illness(es) or Operations Your Child Has Had and Include Date(s): <ul style="list-style-type: none"> <li>a) Please Describe Any Concerns/Issues Regarding Your Child's Health (Seizures, Asthma, Vision, Hearing, Etc.)</li>   <li>b) Please Describe Any Concerns You May Have Regarding Your Child's Development [I.E., Behavior, Vision, Hearing, Speech, Language, Mobility, Etc.]:</li>   <li>c) Describe Any Specific Care Instruction Regarding A) And/Or B):</li> </ul>
Other Health Care Professionals Involved in Your Child's Life, E.G., Occupational Therapist/Physical Therapist:

<b>Administration Of Medication Consent Form</b>	
Child's Name:	
Physician's Name:	Phone:
Pharmacy Name:	Phone:
Medication:	Prescription #:
Dosage Of Medication:	Has This Medication Been Administered to This Child Previously? <b>Yes Or No</b> If No, Has Child Received Medication For 24 Hrs Prior To Returning to The Childcare Program? <b>Yes Or No</b>
Time To Be Given by Parent:	
Time To Be Given by Care Provider:	
Any Possible Side Effects That You Have Been Made Aware of By the Physician or Pharmacy?	

*I Hereby Give Permission and Authorize \_\_\_\_\_ to Administer the Medication in The Dosage as Stated Above. This Dosage is Consistent with The Recommendations of The Physician and/or Drug Manufacturer. I Accept the Responsibility of Supplying the Current Correct Medication in Its Original Container, and I Agree to Submit a New Consent Form if There is any Change in The Medication to Be Administered.*

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

**Parent/Guardian Signature:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

<b>Group Experiences</b>
What Is/Are Your Child's Favorite Toy(s)/Activities:
Has Your Child Had Previous Play Group Experience? <b>Yes Or No</b>
If Yes, How Did He/She Adapt?
How Does Your Child Behave Toward Other Children [E.G., Seeks Others Out, Feels Shy]:

<b>Emotional</b>	
How Does Your Child React When Left with Unfamiliar People and/or In Unfamiliar Situations?	
Does Your Child Have Any Particular Fears (Please Describe)?	
What Suggestions Do You Have That Would Help Staff Make Your Child’s Transition into This Program Easier?	

<b>Family And General Household Information</b>	
Please List the Names of The Significant People in Your Child’s Life [E.G., Siblings, Grandparents, Etc.]:	
Please Describe the Guidance and Discipline Methods Used at Home:	
Primary Language Spoken in The Home:	Other Languages:
Name of English-Speaking Person [If Needed]:	Phone:

**Additional Child History – Optional:**

<b>Eating And Nutrition</b>	
List Your Child’s Favorite Food:	
List Any Disliked Food:	
Please Describe Any Particular Eating Patterns:	
Are There Any Religious or Ethnic Observances Related to Foods:	

<b>Sleeping</b>		
Nap Time:	How Long to Settle:	Time of Waking:
Nap Time:	How Long to Settle:	Time of Waking:
Is Your Child a Deep Sleeper, Or Does(s) He/She Awaken Easily?		
Does Your Child Take a Favorite Comforter [E.G., Blanket or Toy] to Bed? <b>Yes Or No</b>		
If Yes, Please Describe and Tell Us if it is “Named”.		

What Is Your Child’s Mood Upon Wakening?
--

<b>Toileting</b>	
Is Your Child Toilet Trained? <b>Yes, No, Or Partially</b>	
Please Indicate Your Child’s Frequency or Patterns for Bowel Movements:	
Describe Assistance Needed for Toileting:	
What “Special” Word Does Your Child Use for:	
Urination:	Bowel Movements:

<b>Any Other Comments:</b>	

<b>Signature of Parent or Guardian Providing Information</b>		
Date	Print Name:	Signature:

**Note: This Information May Be Reviewed by Fraser Health Authority Licensing Staff as Per Legislation.**

<b>Facility Use Only</b>		
Staff Person Reviewing Family’s Documents:		
Date	Print Name:	Signature:
Child’s Withdrawal Date:		Reason for Withdrawal:

### **Just B4 Preschool Parent/Provider Agreement**

This agreement is intended to serve as a guideline in the development of a satisfactory preschool arrangement between:

\_\_\_\_\_ Just B4 Preschool and  
(location)

\_\_\_\_\_ concerning the care of  
(parent/guardian)

\_\_\_\_\_  
(child(ren)’s name(s))

The preschool is open September to June and will follow all Abbotsford School District closures. We are also closed all statutory holidays. Preschool fees do not change for closures.

Fees for preschool are **\$300.00 per month** for Monday/ Wednesday/ Friday and **\$200.00 per month** for Tuesday and Thursday plus a **\$50.00** registration fee per family. **Registration & tuition fees are non-refundable.**

The Abbotsford School District has applied for the Childcare Fee Reduction Initiative. If successful parents/guardians will be charged.

**\$243.00 per month for Monday/Wednesday/Friday**  
**\$162.00 per month for Tuesday/Thursday**

More information can be found at  
[Child Care Fee Reduction Initiative - Province of British Columbia \(gov.bc.ca\)](http://gov.bc.ca)

Parents are also encouraged to apply for the Affordable Child Care Benefit

More information can be found at  
[Affordable Child Care Benefit - Province of British Columbia \(gov.bc.ca\)](http://gov.bc.ca)

Fees must be paid through School Cash Online <https://www.schoolcashionline.com/>

If my child(ren) does not come to preschool for any reason, I understand that I am still responsible for full payment.

I agree to abide by the Health and Sick Policies and will notify the staff if my child has been exposed to any communicable disease (including head lice).

I will sign a consent form if I want the preschool staff to administer any medications to my child.

I agree that the Just B4 Preschool will release my child only to the people listed on the registration form unless alternative written instructions are given.

I agree that I have read and agree to all policies as laid out in the Just B4 Preschool Parent Handbook.

One month notice is required to terminate this agreement, if notice is not given, full payment is expected. This contract will be reviewed yearly.

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

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Child Care Supervisor Signature:** \_\_\_\_\_

# School District #34 Abbotsford Pre-authorized Debit (PAD) Agreement



## 1. Payor Information (Please print clearly)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. Bank Account Information

Payor Account  
Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch Transit Number:

--	--	--	--	--	--

Financial Institution Number:

--	--	--	--	--	--

Chequing

Savings

Financial Institution: Name \_\_\_\_\_

Branch Address \_\_\_\_\_

Transaction Date: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy

To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yyyy

**A Void Cheque or Bank Form must be attached with Agreement.**



### 3. Pre-Authorized Debit (PAD) Details

I/We authorize **School District #34 Abbotsford** and the financial institution designated (or any other financial institution I/We may authorize at any time) to begin deductions as per my/our instructions for monthly regular recurring payments on the first **Friday** of each month.

This authority is to remain in effect until **School District #34 Abbotsford** has received written notification from me/us of its change or termination. This notification must be received at least thirty 30 calendar days before the next debit is scheduled at the address provided below.

NSF pre-authorized payment will result in a \$10.00 charge from School District No. 34, plus any additional costs from your bank.

NSF pre-authorized payments are automatically set up to attempt another withdrawal a few days from the 1st attempt. Should this result in another NSF payment an additional \$10.00 will be charged by School District No. 34, plus any additional cost from your bank.

I/We understand and accept the terms of participating in this PAD plan.

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Joint Account Holder (if appropriate)

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

When the form is complete, submit to:

**School District #34 Abbotsford**  
**2790 Tims St**  
**Abbotsford, BC V2T 4M7**  
**Email: [Finance@abbyschools.ca](mailto:Finance@abbyschools.ca)**

## AP 324-1 –Photograph/Video and Media Consent Form

In accordance with the BC [Freedom of Information and Protection of Privacy Act](#), the Abbotsford School District is seeking your consent to collect, retain, use and disclose photographs, videos, images, audio, and/or names of students in a variety of publications and on the School District's website(s) for education related purposes, such as recognizing and encouraging student achievement, and for the purposes of building the school community and informing others about the school district, its programs and activities.

For example, student names and/or images may be used in:

- School and School District communications, such as newsletters, brochures and reports;
- School yearbooks
- School and School District websites, social media sites/video channels such as Facebook and YouTube;
- External media communications such as newspaper or television or online, including photographs, videotape and/or interviews (restricted to events where media is invited to school-related events);\*\*
- Videos, CDs and DVDs designed primarily for educational use.

\*\* Please note that school and district staff cannot control news media access and photos/videos taken by the media or by others in public locations (e.g. field trips or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc. These are considered public events.

### Please complete and return to your school:

\_\_\_\_\_ **I DO GIVE MY CONSENT** for the School District to collect, use and publicly disclose my child's name, voice and/or image for purposes consistent with the above for this school year. I understand that images posted on the internet may be stored and accessed outside of Canada.

\_\_\_\_\_ **I DO NOT GIVE MY CONSENT** for the School District to collect, use and publicly disclose my child's name, voice and/or image for purposes consistent with the above for this school year.

**Student's Name:** LAST \_\_\_\_\_ FIRST \_\_\_\_\_  
(please print)

Student signature (for Secondary school students only) \_\_\_\_\_

**Parent/Guardian Name:** LAST \_\_\_\_\_ FIRST \_\_\_\_\_  
(please print)

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Phone #s \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

District Freedom of Information and Protection of Privacy Officer:  
Ms. Tracy Orobko,  
Abbotsford School District,  
[tracy.orobko@abbyschools.ca](mailto:tracy.orobko@abbyschools.ca)

# AP 316

## Student Absences from School

### Background

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The purpose of this procedure is to ensure that all student absenteeism and tardiness in the district are appropriately documented and that students with chronic absenteeism receive the support required.

### Procedures

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1. The principal or designate must ensure that all absences from school (lates, partial or full-day absences) are recorded and that parents are informed of any unexcused absences.
2. The principal or vice-principal will provide the School-Based Team with the names of any students with chronic absences so that appropriate planning and supports can be determined to maintain the student's educational programming.
3. Extended Absences
  - 3.1 Parents/guardians should carefully consider the negative effects that an extended absence from school may have on their child's/children's total educational progress.
    - 3.1.1 When an extended student absence is contemplated, the parents/guardians are asked to contact the school principal as early as possible prior to the departure date. Consideration should be given to the impact of an extended absence on the educational progress of the student. Work packages may be requested but are provided to parents solely at the discretion of the principal in consultation with the classroom teacher(s).
    - 3.1.2 If the extended absence is due to a medical or social-emotional issue, parents/guardians are asked to work closely with the principal and the School-Based Team to ensure that the student's educational programming is accommodated as appropriate. Referral to the Hospital-Homebound Teacher service may be suggested.

References [School Act](#) Section 6 Duties of Students  
[School Act](#), Section 5(8) of the [Regulation to the School Act](#) defines the powers and duties of principals and vice-principals with respect to student attendance, and Section 4(1)(f) of the [Regulation to the School Act](#) defines the duties of teachers with respect to student attendance.

Last Revised: May 2013

# AP 327-1 Medical Alert Planning Form



School Year \_\_\_\_\_ School Attended: \_\_\_\_\_

## INFORMATION AND PLAN WHILE IN THE CARE OF THE SCHOOL

Student Name: \_\_\_\_\_ Birthdate: (Y/M/D) \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Potential life threatening medical condition diagnosed as: \_\_\_\_\_

1. New Condition:  Yes  No Date condition identified: \_\_\_\_\_

2. Describe the potential problem: \_\_\_\_\_

\_\_\_\_\_

## PLAN WHILE IN THE CARE OF THE SCHOOL

The information for the school plan must be updated annually and/or when the child's condition or medication changes. The plan is updated by the student's parent/guardian in consultation with the family physician, and reviewed as needed with the appropriate school staff.

◆ Symptoms to watch for are: \_\_\_\_\_

◆ Precautions in the classroom are: \_\_\_\_\_

◆ Emergency Plan school staff need to follow (step by step):

\_\_\_\_\_  
\_\_\_\_\_

Medication Needed:  Yes  No Name of Medication: \_\_\_\_\_

If Yes "Request for Administration of Medication at School" form must be filled out and provided to the school.

*Note: Medical Alert training is recommended annually/biannually to school personnel.*

*INFORMATION REVIEW by parent/guardian (minimum annually)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician



ABBOTSFORD  
SCHOOL DISTRICT

[www.abbyschools.ca](http://www.abbyschools.ca)

