



# Esquimalt Licensed Preschool Application

Sept 2026 – June 2027

NAME OF CHILD: \_\_\_\_\_  
(FIRST NAME) (LAST NAME)

Gender: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Child's age Sept 2026: \_\_\_\_\_  
Month/Day/Year

Enrolling Parent: \_\_\_\_\_  
(FIRST NAME) (LAST NAME)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

✓ Please check ALL of the preschool programs you would like to register for:

Note: All children must be at least 3yrs old at the time of registration.

### SEPTEMBER 2026 – JUNE 2027

#### 1. Esquimalt Licensed Preschool

Mon/Wed/Fri Class 9:00am-1:00pm

\$27.03/day for 10 months, estimated parent fee after childcare fee reduction = \$22.28/day

#### 2. Esquimalt Licensed Nature Preschool

Tues/Thu Class 9:00am-12:00pm

\$22.66/day for 10 months, estimated parent fee after childcare fee reduction = \$17.91/day

*The program does not run during School Breaks or Stat Holidays. This is reflected in monthly fees.*

**Current preschool participants (2025-26) and their siblings' applications will be accepted February 27 – March 13<sup>th</sup> 2026. Applications from new families will be accepted as of 7:00am PST on Wednesday, March 14, 2026. Consideration will be given to new families registering for both programs. Please check off the highest priority that applies to the applicant below:**

1. Current participants in preschool (2025-2026).
2. Siblings of current participants
3. New registration, both programs - Mon, Wed, Fri and Tues, Thurs
4. New registrants one program only

### ***Incomplete Applications Will Not Be Accepted***

The following information **MUST** be attached to this application package to be accepted:

- Doctor name & phone number OR name of Walk in Clinic and phone number (if no Family Dr)
- Child's BC Personal Health Number (9-digit # through MSP)
- Full Child Immunization Record** - A **new** form is required by Childcare Licensing every year. If not immunized, please email [preschool@esquimalt.ca](mailto:preschool@esquimalt.ca) to fill out the separate statement form.
- Everything is signed and completed including Parent Handbook Initialed.

For further program information please contact: The Child, Youth and Family Programmer

Phone: 250-412-8506 or email: [preschool@esquimalt.ca](mailto:preschool@esquimalt.ca)

#### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Staff Initial: \_\_\_\_\_

Registered in \_\_\_\_\_  Payments Scheduled  \$30 Reg Processing Fee

Registered in \_\_\_\_\_  Payments Scheduled

I, \_\_\_\_\_, authorize the Corporation of the Township of Esquimalt to process all Preschool Fees (\$30 Registration Processing Fee at the time of registration, and on

the 1<sup>st</sup> of each month Monthly Program Fees, and any Late Pick-up Fees or Failure to Notify Absence Fees) incurred throughout the year by the following payment method:

**Credit Card Information:**

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

VISA       MasterCard       AMEX

Expiry Date on card: \_\_\_\_\_ CVV Number on back of card: \_\_\_\_\_

**Bank Account Information:**

Please attach a cheque marked "VOID" or stamped document from your bank with account information.

**Please Note:** NSF Payments or declined Credit Cards will be charged a \$20 fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. For additional information regarding delinquent accounts please refer to the Parent Handbook.

**Affordable Child Care Benefit (ACCB)**

Yes, I am applying and/or qualify for ACCB. Guardian(s) can request an ACCB Form from the Child Youth and Family Programmer. The guardian is responsible for submitting the form to ACCB after receiving it back from the Child, Youth and Family Programmer.

**Please note:** ACCB does not normally cover the full costs of care. A method of payment for your parent portion must be indicated above. A copy of your authorization must be received 1 week prior to the first day of program in order to adjust your parent portion. If authorization is not received, the full amount will be charged on the 1<sup>st</sup> business day of the month. Parents are responsible for paying the full amount of the fees until we receive your approved funding.

**Third Party Billing:**

Yes, I require third party billing.

The second party splitting the cost of care is: \_\_\_\_\_

**The second party MUST complete a separate Pre-Authorization Debit Plan Agreement Form.**

**Email Address** for all receipts and communication: \_\_\_\_\_

**Guardian Name:** \_\_\_\_\_

**Guardian Signature:** \_\_\_\_\_

**CHILD EMERGENCY CONTACT CARD 2026/2027**

CHILD'S  
PHOTO

*Please Insert digital headshot  
photo of your child in case of  
emergency*

CHILD'S NAME: \_\_\_\_\_  
FIRST NAME LAST NAME

BIRTHDATE: \_\_\_\_\_ CHILD'S AGE SEPT 2026: \_\_\_\_\_  
Month/Day/Year

GENDER: \_\_\_\_\_ Pronouns (Optional): \_\_\_\_\_

ALLERGIES: \_\_\_\_\_

CARRIES AN EPI PEN (YES/NO) \_\_\_\_\_

DIETARY RESTRICTIONS: \_\_\_\_\_

MEDICATIONS: \_\_\_\_\_

SUPPORT NEEDS: YES/NO (Inclusion Form Attached) \_\_\_\_\_ PHOTO CONSENT (YES/NO) \_\_\_\_\_

CHILD DOCTOR/WALK-IN CLINIC NAME (REQUIRED): \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_

CHILD'S BC PERSONAL HEALTH NUMBER: \_\_\_\_\_

**PRIMARY GUARDIAN(S) CONTACT INFO** (please list best number to reach you)

<b>1. GUARDIAN NAME:</b> _____ CELL PHONE# _____ WORK PHONE# _____ HOME ADDRESS: _____ RELATIONSHIP TO CHILD: _____	<b>2. GUARDIAN NAME:</b> _____ CELL PHONE# _____ WORK PHONE# _____ HOME ADDRESS: _____ RELATIONSHIP TO CHILD: _____
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CUSTODY/PROTECTION ORDER(YES/NO): \_\_\_\_\_ Relationship Child: \_\_\_\_\_

NAME OF PERSON(S) NOT ALLOWED ACCESS TO CHILD: \_\_\_\_\_

*\*Please provide copy of Custody or Protection Order in place for your child. This is a Licensing Requirement.*

**PERSONS AUTHORIZED TO PICK UP YOUR CHILD OR CONTACT IN CASE OF EMERGENCY**

*(Minimum of 2 alternate Emergency/Pick-up contacts are required, must be different than parents/guardians)*

**EMERGENCY CONTACTS /ALTERNATE PICK-UP LIST** (Must be 16 years-old to pick-up from Licensed Programs)

1. NAME: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ PHONE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ PHONE: \_\_\_\_\_

3. NAME: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ PHONE: \_\_\_\_\_

4. NAME: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ PHONE: \_\_\_\_\_

5. NAME: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ PHONE: \_\_\_\_\_

6. NAME: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CHILD EMERGENCY CONTACT CARD**

**PARENTAL CONSENT**

**CHILD GENERAL HEALTH INFORMATION:**

Does your child require any extra support (behavioural, emotional, physical, intellectual, language, etc.) or has any health problems that we need to be aware of?  Yes  No

If yes, please fill out the attached Inclusion Intake Form and submit with your application package.

Does your child take any regular medications?  Yes  No

If yes, explain: \_\_\_\_\_

- If your child has Asthma: Please fill out and submit the **Asthma Form**
- If your child has an Anaphylactic Allergy: Please fill out and submit the **Anaphylaxis Form**
- If your child takes medication during program hours you must also complete and submit the **Authorization to Administer Medication Form**

**ACKNOWLEDGEMENT & CONSENT**

By signing this document, I hereby acknowledge that I have read and consent to the following:

- I give permission for the listed Emergency Contacts and Alternate Pick-ups to pick-up my child from the Esquimalt Preschool Program
- I hereby give permission for my child to go on out trips arranged by Esquimalt OSC Programs.
- I understand that in the case of an accident or illness, Esquimalt staff will phone an ambulance and a staff person will accompany my child to the hospital. I give authorization for emergency health care.
- I understand that by enrolling my child, I am responsible for the total cost of care. I understand that if I wish to withdraw my child’s enrollment, I must provide 30 days written notice to the Child, Youth and Family Programmer. I accept all responsibility for payment of all accounts rendered to my family.
- I have read and accept the policies and procedures outlined in the Parent Handbook.
- I certify that the information given in this form is complete and true in every aspect and that I am the legal guardian.

Parent/Guardian of: \_\_\_\_\_

\_\_\_\_\_  
**PARENT/GUARDIAN NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**PHOTO CONSENT:** I understand that my child’s photo may be taken during preschool program activities. I consent that The Township of Esquimalt may use my child’s photo for promotional purposes. For example, to promote programs on the Township website, parent newsletters, print ads, social media or other promotional materials. YES/NO: \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_



# ESQUIMALT PRESCHOOL PROGRAM PARENT HANDBOOK

Welcome to Esquimalt Recreation Centre Preschool! We are pleased you are joining us and we have many opportunities for your child(ren).

**We wish to recognize and acknowledge the Ləkʷəŋən (Songhees and Xʷsepsəm /Esquimalt) Peoples on whose territory we live, work, and play.**

## OUR PHILOSOPHY

We are a team of caregivers who honour and value the relationship between a parent and their child. We respect a family’s expertise when it comes to their child and believe that it is a privilege to be a part of your family’s life. We believe that children need LOVE from their parents and teachers to grow and develop above everything else.

We work hard to create a safe, supportive, and nurturing environment, keeping the best interests of the children in mind. We believe that for children to be successful they need to be exposed to rich programming based on the ECE Learning Framework:

1. Well being and Belonging
2. Exploration & Creativity
3. Languages & Literacy
4. Social Responsibility & Diversity

We welcome you into our preschool program, where we offer a positive environment for children to be supported and guided by educators who care for one another and truly are passionate about their role in the lives of the children.

## OUR GOALS

- To provide a safe and nurturing environment for children ages 3-5 years
- To provide a healthy learning atmosphere where each child can feel safe, respected and valued while meeting their social and emotional developmental needs
- To work with each child’s parents/guardians and with child & family related professionals to provide a holistic approach in meeting the child’s needs
- To encourage each child to develop to his or her full potential

## SCHOOL YEAR PROGRAMS

### **1. Esquimalt Licensed Preschool Monday, Wednesday, and Friday**

Children will have the opportunity to explore their interests through child-led play, ample opportunities for creativity and imagination, and inquiry. Our ECE/ECEA certified staff provide a fun and safe environment for your little one to grow and develop their cognitive, physical, and social skills at their own pace through interacting with the Teachers and their peers.

Throughout the year, we host our families for a variety of events. This past year, events have included our Winter Cookie Decorating, Art Showcase, and Spring family picnic (optional for parents/guardians to attend). Our daily routine includes free play, structured activities, snack (please provide your own) and outdoor play. We offer snack opportunities, but we will never force children to consume any food or drink.

As a licensed preschool, we adhere to all childcare licensing regulations as outlined by Island Health.

#### **What to Expect: A Typical Day (Licensed Preschool)**

9:00am – Free Play & Art Activity

10:30am – Circle Time

10:45am – Snack & Story Time

11:00am – Child-Led Special Activity Cupboard, Puzzles, & Books

12:00pm – Outdoor time at a park or playground or gym day

1:00pm – Pick-up at Esquimalt Rec Centre

\*\*Schedules subject to change\*\*

#### **Esquimalt Licensed Preschool Readiness:**

When you are determining if your child is ready for preschool, please consider these factors:

- Is my child still getting sleepy late in the morning or do they still take a morning nap?
- Is my child able to go to the bathroom independently? (Teachers will assist with extra layers in the colder months and give reminders to go and steps to follow, but it is expected that children will be independent by pulling their own bottoms down/up, using the toilet and washing their hands)
- Is my child able to open their own backpack and get into their own lunch kit?
- Can my child mostly get ready by themselves to go outside (take indoor shoes off, put outdoor shoes on, put jacket on unzipped, get hat or toque and mitts out of backpack)
- Is my child safe to walk on the sidewalk holding a friend's hand or rope positioned between two teachers?

If your child cannot do these things yet, start practicing at home and let us know when you apply that you are working on it!

**What to Bring to Indoor Preschool:**

**Clothing & Items Needed Daily:**

Children will be playing inside and outside each day. Please dress appropriately for the weather and for preschool. Expect children to get dirty indoors and outdoors.

**Indoors:**

- Indoor shoes (packed in backpack) – must be able to run safely inside
- One complete change of clothes (labelled) to stay at preschool in a Ziplock bag (underwear, socks, pants, top)
- Well-balanced lunch/snack in containers your child can open independently
- Water bottle

**Cold or Rainy Days:**

- Winter or raincoat (preferable over muddy buddy)
- Wind or rain pants (preferable over muddy buddy)
- Rubber boots
- Winter toque
- 2 pairs of gloves (one to wear, one for the bag)

**Hot Sunny Days Outdoors:**

- Water bottle
- Sun hat (that has a peak to provide shade for the face)
- Sunscreen – please put this on before you come, small bottle for reapplying.  
**(we will not share sunscreen due to allergies)**

## **2. Esquimalt Licensed Nature Preschool Tuesday and Thursday**

The Esquimalt Licensed Nature Preschool focuses on learning through outdoor play. Our ECE/ECEA certified preschool teachers act as facilitators to support child-led play and inquiry. This program provides opportunities for children to share ideas, build new friendships and grow into amazing little people! Daily activities are dictated by weather and the interest of the children in the class, which may include exploring, songs, stories and so much more! We offer a daily snack opportunity, but we will never force children to consume any food or drink.

As a licensed preschool, we adhere to all childcare licensing regulations as outlined by Island Health.

### **What to Expect: A Typical Day (Licensed Nature Preschool)**

9:00am – Greetings at Esquimalt Rec Centre then walk to Saxe Point Park

9:45am – Snack and Free play at park

10:30am – Free play in a different location at the park and child-led inquiry

12:00pm - Pick-up at Saxe Point Park

**\*\*Schedules subject to change\*\***

### **Licensed NATURE Preschool Readiness:**

When you are determining if your child is ready for preschool, please consider these factors:

- Is my child still getting sleepy late in the morning or do they still take a morning nap?
- Is my child able to go to the bathroom independently? (Teachers will assist with extra layers in the colder months and give reminders to go and steps to follow, but it is expected that children will be independent by pulling their own bottoms down/up, using the toilet and washing their hands)
- Is my child able to open their own backpack and get into their own lunch kit?
- Can my child mostly get ready by themselves to go outside (take indoor shoes off, put outdoor shoes on, put jacket on unzipped, get hat or toque and mitts out of backpack)
- Is my child safe to walk on the sidewalk holding a friend's hand or rope positioned between two teachers?
- Can my child carry their own backpack from Esquimalt Recreation Centre to Saxe Point and around the park?
- Does my child let me know if they are too cold/hot?

If your child cannot do these things yet, start practicing at home and let us know when you apply that you are working on it!

**What to Bring to Nature Preschool:**

Children will be playing outside each day. Please dress appropriately for the weather. Expect children to get dirty outdoors.

**Cold or Rainy Days:**

- Winter or raincoat (preferable over muddy buddy)
- Wind or rain pants (preferable over muddy buddy)
- Rubber boots
- Winter toque
- At least 2 pairs of gloves (one to wear, one for the bag)
- Warm layers (ex. cotton long sleeve, fleece sweater, warm thick pants)
- Warm thick socks and an extra pair in backpack

**Hot Sunny Days:**

- Sun hat (that has a peak to provide shade for the face)
- Sunscreen – please put this on before you come, small bottle for reapplying.  
**(we will not share sunscreen due to allergies)**

**Backpack (preferably with a chest strap)**

- Water bottle (can be filled halfway to reduce weight)
- Well-balanced snacks in containers your child can open independently
- Full change of clothing in Ziplock bag in backpack



**X = Guardian pick-up location**

Last Updated: February 2026

## **PRESCHOOL EXPECTATIONS:**

Please find below the “Preschool Expectations.” These are guidelines for expected behaviour while participating in either of our programs. Please take the time to read the rules and discuss them with your child. We also value that children need to take responsibility and be held accountable for their behaviour.

### **At preschool our goals/expectations for participants, staff, and parents:**

- 1. Stay Safe:** be aware of your surroundings and how your actions impact those around you and yourself (e.g. use walking feet, have a calm body, keep hands and bodies to ourselves, wear weather appropriate clothing, eat healthy snacks).
- 2. Be Respectful:** to your friends, teachers, the environment, and yourselves (e.g. listen to others, problem solve with words, talk calmly, take turns, share, look at nature, take a break from the group when you need to).
- 3. Have Fun:** have a positive attitude and enjoy the activities available to you (e.g. play safe, include your friends, suggest activities to the teachers, be creative).
- 4. Try Our Best:** try new activities and problem solving before asking a teacher for help (e.g. ask friends for help, be patient, encourage friends in a new activity, keep your body calm with 3 deep breaths).

### **Transitions:**

Attending preschool is a big step in your child’s development and the first step towards more independence. As a caregiver, please work towards quick goodbyes at the door. This could be a little hug or kiss and a wave while the parents are at the door signing in.

### **Importance of Routines:**

Children need predictability and routine. It helps them to feel stable, safe and in control. Setting a routine before preschool is just as important as the preschool routine. This includes a good night’s sleep, and a morning routine at home before school so that they are physically and emotionally ready for the day at preschool.

## **PROVIDING A SAFE ENVIRONMENT**

### **Staffing Levels**

There is an on-site manager and ECE licensed staff for all preschool programs. The staff to child ratio is 1:10, with a maximum of 20 participants. All Esquimalt preschool staff must meet the following criteria:

- ECE License to Practice – Head Teacher
- ECE Assistant License to Practice/Responsible Adult – Assistant Teacher (can sub in as head teacher in the event the head teacher is away for up to 30 days)
- First Aid & CPR-C Certification
- Criminal Record Check
- 3 Reference Checks

Last Updated: February 2026

### **Licenses & Inspections**

Esquimalt Parks and Recreation staff are committed to providing quality leadership and care for all children involved in licensed care programs. All rooms are licensed by Island Health and are regularly inspected by licensing officers. The Esquimalt Fire Department has inspected and approved all sites and we complete monthly fire drills and annual earthquake drills.

### **Accidents**

In case of an emergency, the staff will contact parents/guardians. If the parents/guardian cannot be located, the staff will attempt to locate an alternate contact to take the child to the doctor/hospital/home. If the incident is serious and requires calling Police/Fire/Ambulance they will be called first, the child's health and safety will be the priority. We will then notify parents/alternates as soon as possible.

### **Emergency Situations**

Preschool staff are trained to follow Esquimalt Parks and Recreation Emergency Procedures during emergency situations such as fire and earthquake. Emergency Evacuation Procedures are posted in the centre. Please note that programs are equipped with cell phones and staff will attempt to contact parents/guardians during/after an emergency.

### **Missing Children Policy**

If a child is missing, program staff will immediately follow the procedures listed below:

- 1) Speak with staff and children to find where child was last seen playing or going.
- 2) 1 staff thoroughly searches the location and surrounding area.
- 3) 1 staff gathers the entire group together and does the attendance, the group stays together until the child is located.
- 4) Head count again and seek any information from the group (e.g.: gone to the bathroom, walked away crying, left with parent/adult).
- 5) Call Supervisor
- 6) If still not found within 5 min, call 9-11 (police)
- 7) Get another staff to phone parents/guardians

### **Absence Notification**

If your child will be absent from the preschool program whether it be general illness or vacation

- 1. Please text the preschool staff phone # 250-883-9104**
- 2. If your child is suffering from a Communicable Disease, such as Chicken Pox, Hand Foot & Mouth Disease, Pink Eye, Head Lice & Fifth Disease: please email the Child, Youth and Family Programmer preschool@esquimalt.ca as these are required to be reported by licensing.**

## SCHOOL CLOSURES

### Statutory Holidays

All preschool programs are cancelled on statutory holidays (see closure dates below)

### Other School Closures

In the event of facility closures due to strikes, weather, illness or other imposed causes outside the control of Esquimalt Parks & Recreation, reimbursement of fees will apply if the program does not operate. If SD61 Elementary Schools close (snow days) then we will also be closed. Refunds would then be issued.

### Preschool School Year Calendar Dates for 2026-2027

#### Licensed Preschool

<b>First Day of Preschool</b> for half the class	Monday, September 14, 2026
<b>First Day of Preschool</b> for second half the class	Wednesday, September 16, 2026
<b>STAT – Truth and Reconciliation</b>	Wednesday, September 30, 2026
<b>STAT – Thanksgiving</b>	Monday, October 12, 2026
<b>STAT – Remembrance Day</b>	Wednesday, November 11, 2026
<b>Last day before Winter Break</b>	Friday, December 18 <sup>th</sup> , 2026
<b>Winter Break</b>	December 21 - January 3, 2027
<b>Preschool re-opens after Winter Break</b>	Monday, January 4, 2027
<b>STAT – BC Family Day</b>	Monday, February 15, 2027
<b>Last day before Spring Break</b>	Friday, March 12, 2027
<b>Spring Break</b>	March 15 – March 28, 2027
<b>STAT – Easter Monday</b>	Monday, March 29, 2027
<b>Preschool re-opens after Spring Break</b>	Wednesday, March 31, 2027
<b>STAT – Victoria Day</b>	Monday, May 24, 2027
<b>Last day of Preschool</b>	Friday, June 11, 2027

#### Licensed Nature Preschool

<b>First Day of Preschool</b> for half the class	Monday, September 15, 2026
<b>First Day of Preschool</b> for second half the class	Wednesday, September 17, 2026
<b>STAT – Remembrance Day</b>	Tuesday, November 12, 2026
<b>Last day before Winter Break</b>	Thursday, December 17, 2026
<b>Winter Break</b>	December 21 - January 3, 2027
<b>Preschool re-opens after Winter Break</b>	Tuesday, January 5, 2027
<b>Last day before Spring Break</b>	Thursday, March 11, 2027
<b>Spring Break</b>	March 15 – March 28, 2027
<b>Preschool re-opens after Spring Break</b>	Tuesday, March 30, 2027
<b>Last day of Preschool</b>	Thursday, June 10, 2027

\*\* These dates are based on School District 61 proposed calendar for the school year 2026-2027. You will be given a final calendar with important date information at the beginning of preschool in September 2026.

### **ACTIVITY CALENDAR/NEWSLETTER**

A monthly activity calendar will be provided to parents/caregivers at the beginning of each month for the 1. Licensed Preschool. This handout will outline the month’s daily activities and reminders to parents. The e-newsletter shares a snapshot of what the preschool has been up to over the past months with photos of activities and adventures.

### **PAYMENT & FEES:**

Post-dated monthly payments are due at the time of registration by completing the Pre-Authorized Debit Plan Agreement form. A NON-REFUNDABLE Registration Processing Fee of \$30 per family is required upon registration. Those applying for subsidy are still required to pay this fee.

Monthly fees are based on the number of actual program days per month.

#### **Fee Schedule**

Mon/Wed/Fri Class 2026-27	9:00am-1:00pm	\$22.28/day for 10 months
Tues/Thurs Class 2026-27	9:00am-12:00pm	\$17.91/day for 10 months
Late Pick Up		\$5 for every 5 minutes
NSF Payments		\$20
Registration Processing Fee		\$30

Please keep all receipts for income tax purposes and for proof of payment in case problems occur (i.e. computer/human error etc.).

#### **Affordable Child Care Benefit (Subsidy)**

Post-dated payments (EFT or Credit Card) are required at time of registration. Once authorization has been received from the Affordable Child Care Benefit, you will be notified with the new amounts owing as your parent portion. The form required for applying for the Child Care Benefit for preschool can be sent to you by email. Please email [preschool@esquimalt.ca](mailto:preschool@esquimalt.ca) to receive your copy.

#### **Withdraws & Refunds**

Please provide 30 days notice in writing to [preschool@esquimalt.ca](mailto:preschool@esquimalt.ca). Verbal notification to staff is not sufficient notice. Once notification has been received, the next month’s fees will be prorated based on 30 days and future post-dated payments will be cancelled.

No refunds or credits are given for days absent due to illnesses, appointments, extracurricular activities, visiting friends, vacations, missed field trips etc. In the event of extended illness, please contact the Child, Youth, and Family Programmer for further information.

Last Updated: February 2026

### **Dishonored Payment**

Payments returned NSF will be subject to a \$20 NSF fee. Replacement of the payment will be due immediately by cash, certified cheque or debit/credit card. No more than two NSF payments will be allowed. If two payments have been returned NSF, all subsequent payments must be made by an alternative payment method.

### **Delinquent Account**

If an account is more than two months or \$400 in arrears, you will be notified by letter and the following process will take place:

- 50% of the total balance is due within two weeks from the date of the letter. Failure to do so will result in refusal of childcare service.
- A payment plan for the remaining balance will need to be discussed with the Child, Youth and Family Programmer immediately. Failure to do so will result in refusal of childcare service.
- If payment is not received, no future payment plan made, or there is no response from the parent/guardian acknowledging the debt, childcare service will stop immediately. The account will be forwarded to the finance department of the Township of Esquimalt for further collection proceedings.
- All outstanding fees must be paid in full before the child(ren)/siblings may be placed on the waitlist or permitted to re-join the program.

### **Waitlist Policy**

If a space becomes available for your child, you will be emailed the information and you will have 48 hours to respond before we remove your child's name from the waitlist. Response **must** be completed in writing.

## **PARENTAL RESPONSIBILITIES**

### **Attendance**

To prevent any "lost child" concerns it is imperative that parents sign their child in with a staff member each day.

### **Illness**

Esquimalt Parks and Recreation is committed to providing a safe and healthy environment. If your child is sick or displays the following symptoms, we ask that you make alternate arrangements: a persistent fever (38.3c or higher), unexplainable rashes, vomiting, diarrhea, cough/sore throat/runny nose (with listlessness), or is too ill to enjoy preschool activities.

***Program staff reserves the right to refuse attendance of a child who appears to be too ill to participate or who appears to have a contagious condition.***

During the program, if your child becomes ill, our staff will follow these procedures:

1. Contact a parent/guardian to come pick-up the child. If you cannot be located, a staff will contact an alternate pick-up person to take the child home.
2. A record of any notification of illness or injury will be maintained by preschool staff.
3. The child will be provided with a quiet and clean resting place, under the supervision of program staff, while waiting for pick up.

**Hand Hygiene**

Hand washing with plain soap and water or using an effective hand sanitizer reduces the spread of illness. Esquimalt preschool staff will provide regular opportunities for staff and children to wash hands with plain soap and water for at least 20 seconds or use alcohol-based hand rub containing at least 60% alcohol in the absence of a sink or running water. Staff will ensure children practice proper hand hygiene before eating and after using the toilet.

**Medication**

If your child requires the administration of medication during program time, it is the parent/guardian responsibility to deliver any medication and administration instructions directly to the head teacher. A "Permission to Administer Medication Form" must be completed.

**Epi-Pens & Inhalers**

A completed Emergency Medication Care Plan must be submitted with this application. The child is responsible for carrying the epi-pen/inhaler at all times. Children will not be accepted into the program with an expired epi-pen/inhaler.

**Clothing Requirements and Lost/Found**

Children will be outdoors every day. Ensure your child is appropriately dressed or supplied with indoor/outdoor clothing, a jacket is required from Oct to April. The Lost & Found table is located at the entrance to the preschool room. Please check for your child's belongings regularly.

**Items from Home**

Children are asked to keep their personal toys at home. In our experience toys get lost or could cause conflicts amongst the children over sharing these items. There may be an occasion in which the teachers will ask children to share a toy from home. Please encourage children to bring in a toy just on those occasions. If a toy does make its way into their bags, we will ask that it please stay in their cubby area. The preschool program is not responsible for lost, stolen, or broken toys and articles that are brought to program.

### **Pick Up Procedure**

When a child is picked up the parent/guardian/alternate is responsible for signing out with a staff member so that staff are aware that the child is being picked-up from the program. Staff will require **Government Issued Photo Identification** from anyone picking up a child. This includes parents, older siblings, babysitters or anyone else on the authorized pick up list (must be minimum 16 years old).

### **Late Pick Up**

Indoor Preschool ends at 1:00pm at Esquimalt Recreation Centre. Nature Preschool ends at 12:00pm at Saxe Point Park. If the parent/guardian is not present at the end of the program, staff will try to contact the parent/guardian. If unable to make contact, staff will make all attempts to contact an alternative contact person to pick-up the child. If all authorized adults are unavailable and the parent/guardian has not contacted the preschool program within 30 minutes of the end of the program, preschool staff will notify the Ministry for Children and Family Development. If late pick up is an ongoing problem, childcare service may be terminated.

### **Unauthorized Pick Up**

Children will not be permitted to leave the Centre with anyone who is not named as a responsible alternate person on the pick-up list unless preschool staff have **expressed permission in writing from the legal guardian** to release the child into their custody. If an unauthorized person arrives to pick up a child, the child will not be released. Preschool staff will speak to the individual and explain the policy that children will not be released without written authorization from the parent/guardian. If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children (CCLR 50). If necessary, the police will be called for assistance.

### **Alleged Impaired Pick Up**

It is preschool staff's responsibility, to the extent it is possible, **not to release a child to an authorized person who is unable to adequately care for a child**. If preschool staff believe a child to be at risk and feel comfortable in approaching the individual, they will offer to call an authorized alternate to pick up the person and child, or offer to call a taxi to pick them both up. If the person is driving a vehicle, preschool staff will explain that they are obligated to ensure the safety and well-being of the child. If the presumed impaired person chooses to get in the car with or without the child, preschool staff will immediately notify the police and provide a description of the car and geographic vicinity. If preschool staff believe the child is in need of protection, they will call the Ministry for Children and Family Development.

### **Custody & Related Court Orders**

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The parent/guardian is responsible for providing accurate and up to date information concerning legal guardianship of the child. Without a custody or court order on file, preschool staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented.

## **Behaviour Guidance Policy**

Our environment helps foster social development and self-esteem. Our educators work collaboratively as a team to encourage appropriate behaviours. When a child is struggling with a behavior our educators address the behaviour in a calm and personal manner. Patience and repetition of expectations will help support the child in finding a positive way of dealing with the situation. Allowing children to experience natural consequences helps them learn problem solving and experience cause and effect.

The preschool program will however also follow the recommended discipline guidelines as set out by Island Health. The purpose of guidance and discipline in this centre is to provide a safe and healthy environment in which every child can feel safe, respected and valued.

1. Guidance and discipline is consistent and is based on individual needs and development. We strive to promote self-discipline by using positive reinforcement techniques to help the child control or change his/her behaviour.
2. The techniques we use include verbal reminders such as “walking feet” or “inside voices”; separating two or more peers; removal from the activity; practice expected behaviour such as walking quietly in the hall; temporary loss or break from an item, activity, or privilege; a break from the activity; physical guidance such as leading a child to their chair to clean up after snack; and physical holding which is used only when a child’s safety is in immediate danger, such as stepping into the road.
3. Children will never be subjected to harsh treatment of any kind such as shaking, striking or spanking. There will be no harsh or belittling language used at any time. Physical punishment or withholding food will never be used as a means of discipline.
4. The following behaviours are not acceptable in the preschool program and all incidents will be documented with a Behaviour Incident Report: physical aggression, self injury, disruption/tantrums, inappropriate language, verbal aggression, non-compliance, running away, property damage, unsafe behaviours. Parents will be notified by phone or at pick up time. Parents may request a copy of the report.
5. If a child/parent/guardian/alternate does not respect the Preschool Expectations, an incident report will be written and the procedure will be as follows: talk with child/parent/guardian, contact family, parent meeting, arrange behavioural consultation, reduce hours in program, early pick-up, and termination of care.
6. The preschool program reserves the right to suspend or terminate childcare service at any time, including when:
  1. An incident is considered severe, such as threatening to injure another person, purposefully injuring another peer or adult, and running away from the programs site or boundaries and refusing to return.
  2. The preschool program has implemented all reasonable program modifications and strategies to support the child, and the frequency and level of challenging behaviour continues to escalate.

**Parent Code of Conduct**

- Treat the children with respect both verbally and physically.
- Treat each staff member with respect.
- Treat other parents and caregivers with respect.
- Use a soft voice while inside the program areas.
- Refrain from using inappropriate language. There are many ears listening.
- If you have a conflict with a staff member, parent, or child, please bring it to the Child, Youth, and Family Services Programmer.
- It is the responsibility of the parent to ensure Participant Information Forms are kept updated with correct addresses and lists of emergency contacts.

**Children Requiring Extra Support**

We are a facility that would like to adapt our program for children with additional support needs (including physical, mental, emotional, behavioural, developmental, or health needs).

Parents/Guardians of children with known special needs must disclose and discuss their child’s needs with the Child, Youth and Family Programmer prior to enrollment. **Failure to do so may result in termination of services.**

If a child has additional support needs, or subsequently develops additional support needs, our preschool, in consultation with the parents, will develop an Individual Care Plan (“ICP”) for the child that ensures the health, safety and well-being of the child, other children, and staff.

If Esquimalt Preschool, in consulting with the parents in making the ICP or after implementing the ICP, determines that the child’s needs cannot be met in light of the centre’s obligations to all children in the program and its staff, Esquimalt Preschool may decline to enroll or continue the enrolment of the child.

\*\* Additional support needs include children with OR without a diagnosis, but are experiencing difficulty with emotional, behavioural, developmental, or health needs.

**Thank-you for choosing Esquimalt Preschool!**