

BCCNS Duty Day Overview

(morning programs only)

A duty day offers parents a first hand opportunity to share in their child(ren)'s preschool experience. You will see your child(ren) grow as they play at the different learning stations in the classroom, find out which are their favourite activities, and watch them interact with their peers. At the same time, you will be contributing to the smooth running of the program while assisting the teachers.

Family Members & Caregiver Participation

A grandparent, aunt, uncle, caregiver or friend is welcome to be the duty person for your family, provided that an approved Police Record Check (PRC) has been submitted and processed. Only individuals with a completed PRC will be permitted to fulfill this role, even on short notice or emergency circumstances.

Duty Day Monthly Schedules

A schedule of duty days is prepared by the Registrar and is posted outside the classrooms and distributed via email. If you are unable to attend your assigned duty day it is your responsibility to find a replacement or exchange duty days with another member. Please do inform the teachers or Program Director of changes in the duty schedule to ensure the duty roster posted outside the classroom reflects the change.

Duty Day Responsibilities

A detailed information sheet regarding "Duty Parent Responsibilities" is available in each classroom for reference and on the website under "For Parents" and "Start Here." If you have a special skill, talent, interest or hobby that you would like to share with the group, we welcome your creative participation! It will make the days more fun and enrich the children's experience. Please inform the teachers before your duty day of what you'd like to share.

Snack Guidelines & Suggestions

On your duty day, you are required to bring a snack for all the children and teachers in your child(ren)'s class. Beverages are not required, as pitchers are available to fill with water in every classroom. You are responsible for being aware of any food allergies in your child(ren)'s class. Any known food allergies will be listed on the duty roster for each class. Parents must ensure that the snack they provide on their duty day does not contain these allergens.

Snacks must be Peanut/NutFree: Our preschool is peanut-free and nut-free. Any peanut, nut, or nut-related product will NOT be allowed in the school. You are responsible to carefully read the labels and ensure that the snacks you bring on your duty day are nut-free.

Because labelling is constantly changing, every label should be checked each and every time a product is purchased. If a food label states any of the following words: "contains", "may contain" or "may have come in contact with", this product is not acceptable. Please be aware that all foods purchased from a bulk bin may have come in contact with nuts or nut products and should not be brought into the school. The Program Director must be consulted before bringing unlabeled foods into the school (i.e. baked goods from a bakery or donut shop). We recognize that these guidelines impose many restrictions on snack choices but we are not willing to take unnecessary risks with the health and safety of any of the children.

Suggested Snacks:

- Fresh fruits: fruit kabobs are a fun way to serve a variety of fruits. Cut grapes in half lengthwise. A yogurt-based dip could be offered along with the kabobs.

- Unsweetened canned fruits. Be sure to provide a spoon and serving dish for each child.
- Wholegrain crackers and dry cereals, Melba toast, Cheerios & Shreddies, rice cakes.
- Wholegrain bagels, breads, sandwich quarters.
- Raw vegetables, with or without dips.
- Cheese, in combination with any of the above items.
- Muffins and "quick breads" (fruit, vegetable, or wholegrain based).
- Milk pudding, fruit yogurt, "Minigo", yogurt tubes. Be sure to provide a spoon and serving dish for each child.
- Dried fruits: Only 100% real fruit such as raisins, dates, or apricots.
- Cookies: wholewheat cookies, fig newtons, digestive cookies, graham wafers.

Special Treats: Treats are welcome on special occasions, such as your child(ren)'s birthday! Notify the teacher or Program Director in advance if you plan to bring a special treat so that they can notify the duty parent and parents of children with allergies who may wish to send a special treat for their child(ren). Special treats could be cupcakes, cakes, brownies, cookies, Rice Krispie squares, sweet breads or muffins, or other sweet treat of your own making.

Bringing Infants to Duty Days

Duty parents may bring an infant with them into the classroom so long as the infant can be worn (i.e. in a sling or snuggly). For safety reasons, car seats and other similar chairs may not be permitted in the classroom, however check with the teachers for more information if you plan to attend with an infant.

Cancelling Your Duty Day

We understand that things may suddenly come up that prevent you from making it to your assigned duty day. There are several things you can do in this situation:

- **Duty Day Switch:** Each Duty Day schedule will include the email addresses of other parents/caretakers who are participating in Duty Days. If you cannot make the Duty Day to which you have been assigned, email other parents in the class to see if you can arrange a switch. **IMPORTANT:** Once you have arranged an alternate day/switch, please inform the Program Director so that she and the teachers are aware of the change. If you are really stuck, we will do our best to help you!
- **Another parent/caretaker/family member:** As long as the person who will be replacing you on your Duty Day has an approved Police Record Check on file at BCCNS, you can ask another member of your family to substitute.
- **\$40 fee:** If you cannot find anyone to take your Duty Day, then there will be a \$40 fee to cover the cost of a substitute teacher and snack. This is very uncommon.