

## **Our Philosophy**

At the College Heights Preschool our primary focus is to develop strong socialization skills while utilizing a “learn through play” philosophy. Our goal is to provide opportunities for growth in all areas of social, emotional and cognitive development. We will provide children with a high range of quality learning experiences in a safe, nurturing and inclusive environment. At the College Heights Preschool we encourage play and exploration where the children can share their experiences with each other in a stimulating environment. Children build a strong sense of self confidence and accomplishment through problem solving and conflict resolution through positive and supportive role modelling. Above all, at the College Heights Preschool children will learn respect for themselves, respect for others, and respect for their environment.

## **Partnership with Families**

The partnership between family members and the staff at the College Heights Preschool is based on cooperation, respect and the mutual goal of doing our best for the children in our program. The family structure it’s beliefs, values and culture is viewed as part of our program therefore we encourage and value any and all feedback with regards to holidays, ceremonies, and beliefs that may affect your child in our program. The mutual respect and collaboration between parents, teachers, aides, children and peers are of vital importance in helping children meet their goals of independence and self awareness.

## **Family Changes**

If there are any changes in the family, such as a move, separation, death, illness, or change in routine that may affect your child, please advise staff so we can be prepared and supportive to your child. Please be sure to give staff any changes in address or phone number.

## Custody and Access

If parents live separately the staff will assume that the information provided by the enrolling parent is accurate. Without a copy of the custody agreement or court order on file, the staff will not be able to deny access to the non-enrolling parent. Parents/guardians may add or remove names from the pickup authorization form at any time. Children will only be released to authorized adults listed on their registration forms. Please notify staff if your child is being picked up by someone else.

## Suspected Child Abuse

**The Child Family and Community Service Act** states that all children in the Province of BC “are entitled to be protected from abuse, neglect, and harm or threat of harm”. The Act also states that “any person who has reason to believe that a child needs protection must promptly report the matter”, to the Ministry for Children and Families. Staff at the College Heights Preschool will follow these guidelines and the program policy and procedure if a report is necessary.

## Illness

You **MUST** keep your child home if the following symptoms are present:

- Pain in the head, chest or stomach that is undiagnosed
- A sore throat or difficulty swallowing
- Vomiting or diarrhea that occurs **WITHIN 24 hrs** of class time
- Any communicable diseases (chickenpox, impetigo, pink eye, etc)
- Headache or stiff neck
- Wheezing or persistent cough
- A severe cold with runny nose and/or eyes
- A fever
- Unexplained rash or infection
- Head lice or nits

When your child is feeling better they may return to the program. If your child becomes sick while attending our program, we will contact you to arrange for immediate pickup making sure your child is comfortable until you arrive.

## **Medication**

If your child should require us to administer medication while in our care the following rules will apply:

- The medication must be handed directly to a staff person.
- It must be prescribed medication in the original container with a pharmacy label and your child's name on it.
- You will be required to sign a form allowing our staff to administer the appropriate amount of medicine.
- All medication including epi pens are to be stored in a "safe box" out of reach of the children.
- It will be the parents/guardians responsibilities to remember to pick up the medication after each class.

## **Medical Emergencies**

All staff at the College Heights Preschool will have current First Aid Training and their certificates will be posted inside the classrooms. If your child requires emergency medical attention while attending our program we will try to contact you immediately. If it is deemed necessary, an ambulance will be called and your child will be transported to the nearest medical facility. All costs incurred by such services will be the responsibility of the parent/guardian.

## **Arrival and Departure**

Preschool parents are responsible for leaving their child in the care of one of our staff members as well as signing in their child before class and signing them out after class. Please ensure you make contact with the instructor if picking up your child early. Before each class, the staff requires time to set up and plan for individual needs therefore children must **NOT** be dropped off any earlier than 5 -10 minutes before their set class time. Please do not leave your child unattended. Being punctual when dropping off your child to their classroom can alleviate anxiety. When consistently tardy, as it can be uncomfortable for them entering a class already involved in activities.

**Please call us if you are going to be late picking your child up after class.**

This can cause unwanted stress in a child being the last one in class. While occasional delays are unavoidable, we encourage families to set up back up plans for such delays. If a child is continually late being picked up a warning will be given. After the warning the next late pick up will result in a \$5.00 late fee due upon the pick up of your child. The second time there after will result in a \$15.00 late charge due upon pick up of your child. Continual tardiness may result in your child being removed from the program.

**If your child is ill and will not be attending class, please call the Preschool at 250-964-7529.**

## **Program Withdrawal**

A one month's written notice must be given to the Operations Manager who may be contacted at 250-964-2662, when withdrawing your child from one of our Preschool programs. You may choose to pay one additional month's fees in lieu of notice.

## **Fees and Closures**

Fees are charged monthly and due on the 1<sup>st</sup> of every month. Government subsidies may be available to assist families with their fee payment. The fees are pro-rated monthly and therefore no refunds or make up days are provided due to holidays and/or unexpected closures. Our program follows the School District 57 Calendar and will be closed on all Statutory Holidays,

Winter Break and Spring Break. **The College Heights Preschool will still be open on all School District Pro D Days.**

If your child is absent due to illness or vacations, you will be required to pay the full month's fee to keep your child's space.

### **Snacks**

At the College Heights Preschool we encourage and promote families to pack “healthy” snacks for their child/ren in our program. If you have any questions or concerns regarding snacks our staff will gladly be able to guide and/or make suggestions for you. The following items are prohibited:

- Soda pop
- Gum/candies
- Any nuts ( we are a **NUT FREE FACILITY**)

### **Clothing**

Washable, comfortable play clothes are suggested for all children. An extra set of clothing is also suggested which can be kept in their back packs.

**FOOTWEAR MUST BE VELCRO** as this encourages children and allows for independence in dressing themselves. **Please label all clothing and footwear.**

### **Program/Curriculum/Staff**

At the College Heights Preschool we offer a semi-structures program that has both individual and group activities. These include but are not limited to circle times, story time, music, and learning centres. Our hands on learning centres include reading, dramatic play, blocks, manipulatives, math, science, sensory, arts and crafts. Instructors plan curriculum based on interests and relevancy to the children in the classroom. The curriculum is appropriately designed to the ages and stages of development within in each child. Our philosophy of “Children Learning Best Through Play” is supported through continuous hands on activities.

Our instructors are crucial to the quality of our program. Our staff has been chosen for their nurturing skills as well as their knowledge and sensitivity to recognize that each child is unique and develops differently in his or her own way. The College Heights Preschool has certified Early Childhood Educator instructors in all classrooms which have a ratio of 2 instructors per 16 children. We work in partnership with all community resources and can both offer and accept support services within our program.

### **Parent Helper/Duty Days:**

#### **3-5 year olds**

Children must be 3 years old in the month that they start in this program and **MUST** be toilet trained. Our class time begins with a short circle time to greet the children and to recognize each child by taking attendance. The day's activities arts and crafts are explained as well as a short story will be read. You are there to support your child in the circle time. There is approximately 1 hr of "free play" where dependant on the activities parent helpers are required to help put away activities, wipe paint smocks and wash paint containers/brushes. Ensure that all art work as the children's names on them and assist with washing of hands. At clean up time you will help assist children in putting toys back onto the shelves/bunks while encouraging the children around you to do the same. Positive role modelling is key in this area. All the tables have to be cleared of activities where you will be responsible for washing them. The children will then enjoy approximately 10-15 minutes of "show & tell" where you may be required to assist the instructor with putting their "show & tell" back at their home table spot. The children will then wash up for snack where you will help assist them and then help with the opening of any snacks/drinks if need be. After snack the children will finish their day with some games, songs, stories or finger plays and then our Good-Bye song. You may be required to assist under the direction of the instructor.

**Parent Duty Days are your responsibility – not the instructors.** If you miss your Duty Day without arranging for a makeup Duty Day or having an alternate person to cover your Duty Day, you will be charged the “Non-Parent Participating” rate for that month. An alternate person could be switching Duty Days with another parent, asking a friend or relative to cover your Duty Day.

**Due to Licensing regulations, on your “Parent Duty Day” siblings cannot attend the Preschool class.** Please make alternate arrangements for them.

### **Party Day Parent Helpers:**

There is always a need for extra help on “party days”. Children appreciate parents being involved in their learning experiences, and if not able to participate throughout the school year these are a few special days that both children and teachers appreciate the extra help to make it a positive successful experience.

### **4 year olds**

The 4 year old classes are geared towards children entering kindergarten the following school year. The circle times and instructor lead activities require children to have longer attention spans as they are introduced to calendar, counting, weather, as well as “Special Helper”. Special Helpers are chosen at random at the start of every class, so please be on time as they will miss out on this opportunity. Tasks include setting the placemats out for snack with 1 friend of their choice to sit beside them, feeding the class pet/s, calendar, choice of game for class to participate, and best of all they do not have to clean up when it is clean up time! Throughout the year we introduce your child to the letters of the alphabet. We use alphabet sheets where we can individually look at hand grasps in an informal setting so that there is less chances of anxiety and pressure. We introduce the letter as well as the sounds it makes and other words that use that letter in the English language. At the end of the year, you will be presented with a “book” of your child’s worksheets each dated, so that you can witness your child’s progress. Your child will be practicing “lower case” letters as this is what they will be learning to print with in kindergarten. We will be encouraging all children to be

printing their name (other than the 1<sup>st</sup> letter) in lower case only. A monthly calendar is handed out so that parents can see the assigned “sharing” days for your child as well as any other special days.

### **Parking**

Please park in the cleared area across from the Preschool. No parking in front of or behind the walkway into the Preschool. This can cause safety concerns when children and families are exiting the walkway and cannot be seen entering the parking lot.

Please feel free to visit or contact the College Heights Preschool anytime or contact your child’s instructor if you have any questions or concerns.

**College Heights Preschool 250-964-7529 (964-PLAY)**

**College Heights Community Association 250-964-2662**