



Our Mission Statement

Kool Cats is a non-profit preschool/daycare that promotes social, emotional, educational, and physical growth appropriate to the various individual needs of the children. Our program is all about choices within a safe environment.

Our Philosophy

At the Kool Cats 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 Kool Cats 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 Kool Cats 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 teachers at the Kool Cats 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, support teachers, therapy, 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 a teacher so we can be prepared and supportive to your child. Please be sure to give the teachers any changes in address or phone number.

Arrival and Departure

Preschool parents are responsible for leaving their child in the care of one of our teachers as well as signing in their child before class and signing them out after class. Please ensure you make contact with a teacher if picking up your child early. **Before each class, the teachers require time to set up and plan for individual needs, therefore, children must NOT be dropped off any earlier than 5 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 250- 964- 7529 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.



INITIAL PICK UP

The teachers at Kool Cats Preschool will only release a child to an adult or person(s) on the Authorization Pick Up list provided by the parents.

When a person authorized to pick up a child is unfamiliar to staff, staff will ask for identification to confirm authorization. If the person refuses to provide their I.D, the child will remain under the safety and supervision of the Preschool teachers. The Manager will speak with this individual and explain the policy that no child will be released to unfamiliar/unauthorized persons.

Whenever difficulties exists, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, the staff person in charge may need to call the police for assistance.

UNAUTHORIZED PERSON

In a rare emergency situation, verbal permission via telephone will be allowed from the enrolling parent as long as the parent/guardian confirms the information about this person (name, phone number, relationship to the child and description) and the person authorized present photo identification to verify the information. Staff will document the time of the call and information shared. Whenever difficulties arise, all reasonable efforts will be made to ensure the safety of the child, other children and the staff. If necessary, the staff person in charge may need to call the police for assistance.

Custody and Access

If parents live separately the teachers 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 teachers 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 (that are 19+) and listed on their registration forms. Please notify the teachers if your child is being picked up by someone else as the teachers will require proof of picture I.D for anyone they do not recognize.

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:

- Headache or headache related pain, chest or stomach that is undiagnosed
- A sore throat/ difficulty swallowing
- green runny nose
- Vomiting or diarrhea that occurs **WITHIN 24 hrs** of class time
- Any communicable diseases (chickenpox, impetigo, pink eye, etc)
- 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 preschool teacher.
- 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 teachers at Kool Cats Preschool will have current First Aid Training and their certificates will be posted inside the classroom. 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.



Program Withdrawal

A one month's written notice must be given to the Program Manager, Amanda (KCFC) and Serena (KCKC) who may be contacted at 250-964-7529, when withdrawing your child from our Preschool program. You may choose to pay one additional month's fees in lieu of notice.

Fees and Closures

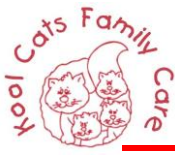
Fees are charged monthly and due on the 7th of every month. Government subsidies (Affordable Childcare Benefit) may be available to assist families with their fee payment. The fees are pro-rated monthly and therefore no refunds or make up days are provided due to holidays. Our program follows the School District 57 Calendar and will be closed on all Pro D Days, Statutory Holidays, Winter Break and Spring Break.

Snacks

At the Kool Cats 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/ chocolate bars
- Nuts (of all kinds)/ shellfish **(We are a NUT AND SHELLFISH 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.

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

Program/Curriculum/Teachers

At the Kool Cats 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. Teachers 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 teachers are crucial to the quality of our program. Our teachers have been chosen for their nurturing skills as well as their knowledge and sensitivity to recognize that each child is unique and develops differently in their own way. The Kool Cats Preschool has certified Early Childhood Educator teachers in all classrooms which have a ratio of 2 teachers (sometimes 3) for 20 children. We work in partnership with all community resources and can both offer and accept support services within our program.



3-5 year old Classes:

Children must be 3 years old by December 31st of their preschool year and potty trained or if enrolling part way through the year, the child must be turning 3 in the month that they start in this program and **MUST** be potty trained. Our class time begins with a short circle time to greet the children and to recognize each child by singing name game songs. The day's activities arts/crafts are explained as well as a short story will be read. After that there will be semi- structured time for exploration in all areas of the classroom. This may include science, art, projects, story reading and spontaneous dance parties! There will be snack about half way through the class where we discuss what our healthy choices are and try to create curiosity to trying new foods.

4 year old Classes:

The 4 year old classes are geared towards children entering kindergarten the following school year. The circle times and activities that the teachers have available may require children to sit at circle time longer or waiting their turn as they are introduced to calendar, counting, weather, as well as having a "Special Helper" job that begins in November. Helper jobs may include setting the placemats out for snack, feeding the class pet, calendar and sharing something for show and tell! 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 and upper 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 throughout the year. You will receive a "Sharing Calendar" for the beginning of November that will have your child's special helper days on it.

Party Days:

These are special days that the teachers plan for, decorate the classroom and have special activities for the day! We may or may not go outside on these days but you will be given notice in our monthly newsletter and we will try our best to remind you verbally or using our outdoor white board. If you are interested in bringing in a shared snack/ treat for your child's birthday, please talk with one of the teachers about allergies in your class. We also have had much success over the years with having families send party favours/ treat bags and party hats to have a "mini birthday party" with their classmates.

Parking

As we share our parking lot with the Montessori School beside us, parking can become difficult at high traffic times. Please be aware that there are "no parking zones" and the bylaw officers are out regularly, making sure no one is parking in those places and the children entering and leaving both preschool and Elementary school are safe. This has been an ongoing issue and safety risk. Please make sure you are parking in a spot that is allowed.

Please feel free to contact the Kool Cats Preschool anytime if you have any questions or concerns.



"Play is the highest expression of human development in childhood, for it alone is the free expression of what is in a child's soul"

**Friedrich Froebel*

Kool Cats Preschool
250-964-2668 (Ext. 1)