

Preschool Parent Information Booklet



Abbotsford Christian School Preschool

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Abbotsford Christian School Preschool Parent Handbook

Introduction

God created preschoolers full of imagination and curiosity. They have an exciting world at their fingertips ready to explore. Our aim at Abbotsford Christian School Preschool is to offer an enriched, non-threatening and stimulating environment that recognizes the God-given uniqueness of each child and his/her own individual needs.

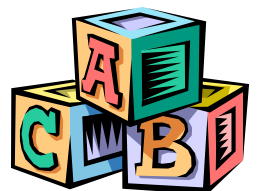
As the saying goes, play is a child's work and the classroom his/her laboratory. Through play and varied activities, including music and movement, creative art, games, fieldtrips, stories, outdoor play, Bible time and quiet time, your child will be given the wonderful opportunity to develop to his/her God-given potential in all areas of learning, including social, emotional, physical, cognitive and spiritual.

As a Christian preschool, we recognize that all children are children of God called to obedience and service. The preschool too must strive to be a community in Christ. Children must be taught to love God above all, love their neighbours as themselves and be good stewards of God's creation.

Thank you for your interest in Abbotsford Christian School Preschool. We look forward to sharing many meaningful experiences with your child.

How do we as teachers facilitate your child's growth during the preschool year?

- Giving each child unconditional love with smiles, friendly words, encouragement and care
- Showing each child respect by considering her/his opinions and validating feelings
- Being a good listener
- Providing limits that are reasonable and understandable to the children to create a safe place



- Giving opportunity to succeed and build confidence, being sure the tasks are challenging and not frustrating
- Helping each child be responsible, giving her/him the tools to do her/his own "task"
- Providing opportunities to make choices (e.g. "Would you like to play in the rice table or do a puzzle?")
- Developing problem-solving skills, giving guidance while children work out their own problem
- Knowing the individual needs of each child through a good knowledge of child development, working at meeting areas of growth through planning appropriate activities
- Encouraging some risk taking. Young children develop healthy attitudes about themselves in environments that accept them as they are, allowing them to make mistakes and to learn from those mistakes without being required to meet adult standards or excellence
- Celebrating accomplishments - one step at a time.
- Encouraging and supporting children's differences and uniqueness
- Viewing all experiences as valuable opportunities to encourage growth
- Talking with the children using conversation that encourages rather than judges (i.e. judging - "I like your painting" vs encouraging - "It looks like you worked a long time on your painting and chose many different colors.")
- Asking open-ended questions that help children become critical thinkers. (i.e. What do you think will happen? How might you fix it?)

Policies

Mission Statement

Abbotsford Christian School, operated by Abbotsford Christian School Society members, seeks to serve Christian families by providing a secure learning environment in which God's children can continue to explore, experience and evaluate all of life under God. We aim to nurture students in the discovery and development of their abilities and unique gifts so that they are enabled to become faithful, discerning, obedient and creative servants of God and of neighbour, and stewards of his creation.

Admissions

- Minimum required age for admission - 3 years or 36 months.
- Children must be completely toilet trained. No pull-ups and no bottles.

Registration Requirements

- Complete the Preschool's Registration Form for each child you would like to enroll. Attach a non-refundable registration fee of \$25.00 per family. Make cheques payable to Abbotsford Christian School.
- Please return to the office:
 1. The completed registration form(s)
 2. The registration fee
 3. The completed immunization record for your child.
 4. A copy of your child's birth certificate
 5. A copy of any court order pertaining to your child(ren)
 6. A current close up picture of your child(ren)
- Each preschool child will be on a one-month probation to assess the preschool's ability to meet his/her needs.



Orientation Session

All new parents are expected to attend this session. An invitation will be mailed out to you with more information in September.

Preschool Fees

- Tuesday/Thursday morning class for 3 yr. olds (2 hrs.) - \$100.00
- Tuesday/Thursday afternoon class for 4 yr. olds (2½ hrs.) - \$115.00
- M/W/F morning & afternoon classes for 4 yr. olds (2½ hrs.) - \$145.00

Fees may be paid in full on the first day of preschool, in two installments (Sept. & Feb.), or by pre-authorized payments.

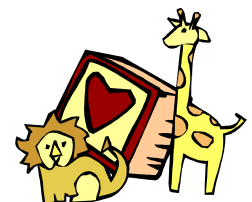
Class times are:

Tuesday(8:25-10:25) & Thursday (9:00-11:00) mornings for 3 yr. olds - Yellow

Tuesday & Thursday afternoons (11:55-2:25) for 4 yr. olds - Orange

Monday, Wednesday, Friday mornings (8:25-10:55) for 4 yr. olds - Blue

Monday, Wednesday, Friday afternoons (11:55-2:25) for 4 yr. olds - Green



About Your Preschool Teachers

The staff/child ratio is in keeping with the Community Care Facilities Licensing Act. The preschool teachers are licensed to practice in BC as an early childhood educator. The preschool teachers and all volunteers are required to submit a criminal record search. The teachers are assisted daily by a qualified assistant.

Program Outline

- Free play: Children explore the different interest centers set up around the room. They also may do a structured art at this time.
- Clean-up time: All children are encouraged to participate.
- Circle time: Good morning routines, music and movement, stories, group games, discussion time, etc.
- Snack time: Wash hands, sit down for snack, prayer of thanksgiving.
- Quiet time: Children choose a book and sit quietly and read.
- Outside play or indoor gym time (depending on weather): Children engage in large motor activities.
- Closing Circle and Dismissal



Separation

We wish to ensure that the beginning days of school are a positive and pleasant experience for each child. Separation can be difficult for some children.

We ask that parents:

- Discuss with their child their intention to leave.
- Say goodbye in a kind but firm manner.
- Reassure the child of the parent's intention to return when school is finished.
- Be consistent and loving and the child will have a smooth and happy start to the school year. Certainty breeds security.

Gradual Entry

To ensure a positive start to the school year, the children in the 3 year old class will be starting school on a gradual entry basis. This means that they will come to school for 1½ hours the first week and 2 hours the second week.

Arrival and Pick Up

- Parents must bring in and pick up their child from the preschool room.
- Parents are responsible for signing their child **IN** and **OUT** of the preschool.
- Parents must make contact with the supervisor upon entry.
- Children will only be allowed to leave the facility with parents, guardians or persons specified on the registration form or a person whom has written permission from a parent. The preschool will assist in making alternate arrangements if a parent/guardian appears "unable" to safely deliver their child home. In the event that there is a concern for the safety of the child due to the adult's ability to drive safely, the police will be notified.
- If the parent does not arrive to pick up the child the supervisor will:
 - a) contact both parents work numbers, home number(s) and all emergency contact people listed
 - b) keep trying for two hours at which time MCF will be contacted
- If an unauthorized person attempts to pick up the child the supervisor will:
 - a) ask the person to remain outside the classroom until the parent is contacted for consent
 - b) check the person's ID before allowing the child to be released
- If the unauthorized person becomes confrontational to the supervisor's request the supervisor will:
 - a) notify the principal and ask him/her to talk with the person
 - b) attend to the children in her care including the child in question.
- If the unauthorized person forcefully removes the child the principal will:
 - a) write down the license plate number of the vehicle in question
 - b) call the police and MCF
- The door to the preschool will open five minutes before class.

Parental Access

- If a parent has a family emergency and arrives unexpectedly the parent can:
 - a) knock on the classroom door or window to alert the supervisor
 - b) alert the office and they in turn will contact the supervisor by intercom.
- A notice will be posted on the classroom door if the class is in the playground, gym or out for a walk.
- The preschool must have all copies of custody agreements, restraining orders or court orders denying a parent access.
- If a parent informs the school that the other parent no longer has access to the child, the written documents must be submitted before access is denied.
- If a prohibited parent arrives to pick up the child or visit, the police will be notified immediately and asked to pick up his/her child.

Late Fees

Parents are required to pick up their children promptly after preschool. More than one late occurrence (more than 10 minutes late) will result in a late fee charge of \$10.00 per late occurrence. This fee must be paid before the child returns to class.

Withdrawal

Withdrawal notice of 30 days is required. Failure to submit adequate notice will result in forfeiting one month's fees.

Attendance

School is in session from September to June observing the same statutory holidays and professional days as the rest of the school (K - 5).

- School begins the first Tuesday after Labour Day with individual classroom visits.

- There are no refunds or fee reductions for statutory holidays, sick days, or for family holidays which may be taken throughout the school year.
- An annual Abbotsford Christian School schedule of events will be handed out in September.
- School closures due to bad weather, lack of heat or water or emergency will be announced on radio Star FM 107.1 by 7:30am or check the school website at www.abbotsfordchristian.com.

Health and Illness

Our preschool is committed to provide a safe and healthy place for each child. A child with a communicable disease must be kept home. This includes fever, cold, vomiting, diarrhea, rash, chronic cough, pink eye, etc. The following points are to be observed:



- Parents must call the school if their child is not attending.
- Children must be kept home if not able to participate in outdoor play.
- If a child does not appear well at school, parents will be called to pick up their child.
- If a child has been exposed to any contagious disease (e.g.: chicken pox, mumps, measles, etc or a parasite e.g.: lice) the school must be notified. A child may only return to the school with a written medical consent.
- Children must be fever-free and have stopped vomiting for a twenty-four hour period before returning to school.
- Please refer to "Illness in Child Care - Quick Guide" at the back of this handbook.
- If your child becomes ill at school: a) child will be isolated in comfort and with supervision, b) parent or emergency number will be contacted, c) if no contact person can be reached, child will remain isolated and observed.

Updating Information in Your Child's File

Information about your child needs to be kept up-to-date at all times. Kindly inform the supervisor of any changes of information such as: immunization records, change of address and phone number, changes in custody/

authorized pick up persons etc. We will transfer all of the information you provide into your child's file.

Immunization of Children Required

All children who attend Abbotsford Christian School Preschool are strongly recommended to have completed all the standard course of immunizations.

The student profile form has space for providing this information and parents are required to notify the center of updates to their child's immunization. Information provided must include: Hemophelius/Meningitis, Measles (Mumps and Rubella), Diphtheria, Influenza Type B, Polio.

If Your Child Has Allergies

Your child may be allergic to various substances and this needs to be brought to the attention of the supervisor. This is especially true if the allergy is to any food type. If your child requires special treatment in case of a reaction (such as a bee sting allergy) be sure that the supervisor is aware of it and that there is a kit on hand at the center at all times. While allergies are listed on your student profile form, be aware that allergies can also develop in people over time so updating of information is very important.

Medications

No medications whatsoever will be administered by any school staff member, prescription or over-the-counter. An exception will be given for medication that is needed in a life threatening situation. Please ask your doctor if the dosage times can be set up to fit your home schedule. This way you will have control personally of administering amounts and times of dosage.

Discipline

Children feel accepted and secure when they know what is expected of them. The classroom is a happy place when it is free from confusion and disorder. There are clear guidelines that we use to encourage appropriate social and behavioral development such as:

- Setting limits early in the year to recognize appropriate and inappropriate behaviour
- Logical and natural consequences
- Redirection

- Teacher facilitated problem solving
- Reminding child of limits and consequences
- Time out
- Giving clear instructions

Time out is used when a child physically hurts another child. The child needs to know that this behavior is serious and not acceptable. This method allows the child to have a few minutes to reflect on his/her feelings and those of the other child. Then with the help of the supervisor the child is given the opportunity to come up with a positive plan for future encounters.

Conflict Resolution

When a parent has a concern, grievance, or complaint that cannot be resolved by the supervisor:

- The parent may put the concern/complaint in writing to the principal.
- The concern/complaint shall be dealt with by the principal. Following a fair hearing any decision or action plan shall be documented.
- The principal shall inform the parent who laid the complaint.
- The principal may choose to hear an appeal if additional information is presented in writing.

Pictures

- Individual photos are taken in September and are usually available in November
- Class photos are taken in the spring
- Throughout the year photos will be taken, collected and given to families at the end of the year. We hope that these photos will be a memorable collection that you and your child will enjoy. If you do not wish to have your child photographed please indicate your preference on the registration form.



Book Clubs

- Most months you will receive a Scholastic Book Club order form. These books are offered at a reasonable price to help you build your home libraries. There is no obligation to purchase books. We do remind you to choose books carefully because not all books are suitable to individual family values.

- The preschool benefits by receiving bonus dividends to select books for children's use.
- When ordering books please check your payments and make sure your cheque is made payable to Scholastic Canada Ltd.

Parent Communication

- Throughout the year you will be receiving newsletters to inform you of preschool happenings including themes, areas of focus, highlights, fieldtrips, celebrations, etc.
- An information board is located inside the classroom informing you of the day's events and other helpful information.
- A communication space is provided on the sign in sheet on the sign in table. Please record any pick-up changes, days your child will be away, or any other specific information you would like the supervisor to know about.

Clothing

Children should wear play clothes that are washable to school. During cold or rainy weather appropriate clothing should be worn, including warm jackets, boots, mittens and scarves. An extra pair of soft, non-marking **VELCRO** shoes are required to be left at the school for indoor play. Sunscreen and a hat must be worn from April to June. All personal belongings must be marked with a black permanent marker.



Bringing Items from Home

Please keep toys from home at home. Many toys are lost when children bring them to preschool. Any items such as watches, videos, video games, favorite toys, etc. should not be brought to the preschool.

Lost and Found

The lost and found is located outside the school library. All lost and found articles will be displayed approximately 3 times per year. Any unclaimed items will be donated to Bibles for Missions.

Birthdays

Birthdays are very special and exciting for each child. Children will receive a birthday crown, a card and will be able to select a



small toy from our classroom treasure chest. We want to encourage healthy nutrition so we ask that you refrain from bringing in birthday treats. Your child is welcome to bring in stickers or birthday pencils, etc., instead if they wish to. Summer birthdays will be celebrated on a special day in June.



Snacks

The child who is the helper for the day will provide healthy snacks for all children in the class. Parents will be notified of the helper schedule rotation in the monthly newsletter. Nutritional snacks are encouraged such as cut up fruit or vegetables, cheese, crackers, etc. Please refrain from pop, candy or anything made with nuts. Please note: We are a NUT-FREE school.

Field Trips

Our program includes field trips to various interesting and educational places in the community. Notices will be sent home as each event approaches. We require that parents accompany their child on the field trip or find someone who can take his/her place or their child will not be permitted to attend the event. Small fees may be collected to cover expenses.



Disaster Planning

In the event of an emergency:

- If we are unable to return to our building, we will be located across the street at Sandy Hill School. Once relocated, we will contact you regarding our circumstances and pick up procedures.
- No child will be dismissed from the center unless a parent or caregiver or other previously designated adult comes for him/her.
- No child will be released from the center with another person, even a relative, or babysitter, unless the center has written permission to that effect. With this in mind please ensure that you have provided us with an up-to-date contact list. It is important that this list is kept current.
- All parents, caregivers or designated parties, who come for the children, must sign for their release.

- Parents and alternate caregivers may not pick up children until all students and staff are accounted for and the supervisor approves the release of students. No exceptions.
- Please do not call the school. We must have the lines open for emergency calls. The preschool has established an out-of-province contact for post disaster information. You may call Michelle and Ben Vanderkooi 1-306-955-8345 after an emergency to get updated information regarding the children, staff and their location.
- Help us protect your child during a disaster, please be patient with the student release procedure.

Earthquake Kits

The preschool will provide an earthquake emergency kit for your child containing:

- a store bought bottle of water (500ml)
- a compact rain poncho
- 3-5 non-perishable snacks (nut free: granola bars, raisins, fruit leather, etc.)
- form with contact information
- your child's pictorial identification

Please provide a comfort item for your child (small stuffy, photo, etc.)

Fire Drills/Evacuation

Fire and evacuation drills are posted in the centre and practiced monthly. All staff, volunteers and other adults will be familiar with fire drill procedures.

Child abuse policy

We hope and pray that all children attending our school are growing up in a secure and loving environment. Unfortunately, the statistics show that Christian communities are not immune to problems with child abuse. Should a situation arise in which a staff member has reasonable grounds to believe that a child is suffering in an abusive situation, that staff member is morally and legally obligated to file a report immediately with the principal of the school, and the Ministry of Children and Families. In these matters, we follow a protocol published by the Society of Christian Schools in B.C. If you should suspect abuse in the center than you are required by law to report it to the Ministry of Children and Families.

Illness in Child Care - A Quick Guide

Disease	Symptoms	Infectious?	Remove from Centre
Chicken Pox	Fever Blister type rash	YES 5 days after onset	YES From when spots first appear and 5 days after
Cold with Fever	Runny nose, clear discharge, doesn't want to eat, slight cough, plus fever – above 37° C. Runny nose – green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Until symptoms return to common cold
Common Cold	Runny nose, clear discharge, doesn't want to eat, slight cough	YES Before and during symptoms	NO
Diarrhea #1	Runny stools, If no other problems, check with parent. It could be normal or because of diet	NO	NO
Diarrhea #2	Runny stools, fever about 37° C., bad smell, fussy, cranky, pain and/or vomiting	YES	YES Until doctor says it is not infectious
Ear Infections	Fever, clear discharge from nose, cranky, pulls on ear	NO	NO
Flu	Fever is above 37°C., cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Until symptoms are gone
Hand, Foot & Mouth Disease	Spots on palms of hands, fingers and soles of the feet. Sometimes on buttocks; for 7 to 10 days	YES	NO
Herpes Simplex (common cold sore)	Fever blister or sore around mouth	YES	Decide each individual case with a Public Health Nurse
Impetigo	Crusty rash, mostly on face, arms or legs	YES	YES Until on antibiotics for 24 hours
Nausea/Vomiting		YES	Yes Until it stops
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes	YES	YES Until seen by a doctor who says child may return
Rashes	Red spots anywhere – can be measles, chicken pox, allergies, impetigo	YES	YES Until doctor says it is not contagious
Sore Throat	Fever, red throat, hurts to swallow (could be strep throat)	YES	Yes Until on antibiotics for 24 hours