

Dear Parents,

Welcome to Agassiz Christian Preschool!

This handbook is designed to tell you about our program and answer some of the questions you may have. Our doors are always open, and we welcome further questions, comments or suggestions as we work together to make your child's early years enjoyable.

Agassiz Christian Preschool is licensed by the provincial government under its Community Care and Assisted Living Act and Child Care Licensing Regulations. This means our facilities are inspected on a regular basis and our staff is approved by various government departments.

Agassiz Christian Preschool is sponsored and prayerfully supported by the Agassiz Christian School Society. We welcome children from all denominations as well as those with no church background.

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

Goals of Agassiz Christian Preschool

- To provide a structured play program for your child (ren) with a Biblical viewpoint.
- To engage the children in playtime and learning activities in preparation for Kindergarten.
- To foster the children's social, emotional, intellectual, physical and spiritual growth and development.
- To provide a safe, caring environment in which children can discover, explore and learn about themselves, others and God's world.



Agassiz Christian

PRESCHOOL

Parent Handbook

2010 -2011

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Phone: 604-796-9310
www.agassizchristianschool.com

Parent Handbook

Admissions

- Minimum required age for admission – 3 years by end of December
- Children must be completely toilet trained. No pull-ups.

Registration Requirements

Complete the Preschool's Registration Form for each child you would like to enrol. Attach a non-refundable registration fee of \$30.00 per family. Make cheques payable to Agassiz Christian School.

Please return the following to the office prior to your child's first preschool day:

1. The completed registration form and emergency consent form
2. The registration fee (\$30)
3. A copy of your child's health passport including immunization records
4. A copy of your child's birth certificate
5. A copy of any court order pertaining to your child
6. A current close up picture of your child



Preschool Fees

- 3 year olds: \$80.00 per month for two half-days a week (9:00-11:30a.m., Tuesday & Thursday)
- 4 year olds: \$110.00 per month for three half-days per week (9:00-11:30a.m., Monday, Wednesday, & Friday)
- A 10 month commitment is required. Please pay in full at the beginning of each month to ensure a spot for your child in preschool.
- Post dated cheques dated for the first of each month are preferred.
- If there are extenuating circumstances affecting your ability to pay, please discuss this with the preschool treasurer.

Orientation Session

- Parents and children are expected to come to the preschool on their orientation day to meet the teachers and see their classroom.
- Preschool Orientation day is the first Wednesday after Labour Day.
- Your child will receive a welcome package in August, with information regarding the orientation, the first day of class, the teachers' names, what to bring and a nametag to wear the first day.

About Your Preschool Teacher

The staff/child ration is in keeping with the Community Care Facilities Licensing Act. The preschool teacher is licensed to practice in BC as an early childhood educator and has up to date first aid certification. The preschool teacher, assistant, volunteers and practicum students are required to successfully pass a criminal record search before entering the classroom.

Program Outline

- Art and Free Play: A daily art activity, dramatic play, blocks, sensory table, etc.
- Clean-up Time: All children are encouraged to participate
- Welcome Circle: Good morning routines, special helper, calendar, weather, Bible story
- Snack Time: Wash hands, sit down for snack, prayer of thanksgiving
- Quiet Time: Children choose a book and sit quietly and look at books
- Learning Circle: Music and movement, stories, discussion time
- Outside Play or Gym Time (depending on weather): Children engage in large motor activities
- Closing Prayer and Dismissal



Separation

We would like the first days of preschool to be a positive and happy experience for each child. Separation can be difficult for some children and parents. We ask that parents:

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

Arrival and Pick Up

- The preschool is open from 9:00am to 11:30pm.
- Unless you have made prior arrangements with the staff, please do not bring your child earlier than 9:00. Staff needs this time prior to the children arriving to set up and prepare for the morning activities.
- Please use the front door of the school when entering as all other doors will be locked for security.
- 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 and parents or emergency contacts cannot be reached the following will be contacted (in this order):
 1. Social worker (Ministry of Children and Family Development)
 2. RCMP



Attendance

Preschool is in session from September to June observing the same statutory holidays, school holidays and some professional days as the rest of the school (K-7). An annual Agassiz Christian School schedule of events/calendar will be posted on the website. You are invited to attend all the events. The monthly preschool calendar will also notify you of special events, school closures etc.

Health and Illness

Our preschool is committed to providing 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 or parasite (chicken pox, mumps, measles, lice) the school must be notified. A child may only return to the school with a written medical consent.
- Children must be fever-free for twenty-four hours 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 preschool, we will have the child rest quietly and notify the home. If there is no answer, we will then phone your emergency contacts. Please ensure that someone is available to pick up your child.

Medications

Prescription and/or non-prescription medications will not be administered by staff members. An exception will be given for medication that is needed in a life-threatening situation. Exceptions must have written consent and instructions from the parent.

Discipline and Guidance

Children feel accepted and secure when they know what is expected of them. Please discuss these safety guidelines with your child:

- a. Inside we walk.
- b. Chairs are for sitting.
- c. Hands need to be washed before snack and after using the toilet.
- d. We use “inside voices” in the classroom and in the hall.
- e. Toys stay in appropriate areas and are to be shared.
- f. Everyone at preschool is our friend. We need to treat them as friends. We do not hurt their feelings or their bodies.



There are clear guidelines that we use to encourage appropriate social and behavioural 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 on what the child CAN do

Time out is used as a time for the child to reflect on his/her feelings and those of others involved. Children remain in a supervised area at all times.

Harsh, belittling language and physical punishment will not be used at any time.

If a problem is ongoing, the parents will be notified and asked to reinforce our preschool rules at home.

Conflict Resolution

Please use the following steps when voicing concerns:

1. Speak directly to staff or parent involved.
2. If that does not achieve satisfactory results, speak to the principal and licensee, John Zuidhof.
3. If still not resolved, address your concern in writing to the Agassiz Christian Preschool committee.

Parent Communication

Throughout the year you will be receiving newsletters to inform you of things happening at preschool such as themes, special days, field trips, etc. Please do read and look at what your child hands to you at the end of the day.

Please let us know if there are any pickup/drop off changes or days your child will be away.

Please call the school secretary prior to class if your child is staying home due to illness.

Be sure to make the teacher aware of any events or problems that may affect your child's behaviour, whether it is his/her health or just a matter of having been to bed late.

Pictures

Individual and class pictures are taken in early fall. You will be notified of the date.



Throughout the year photos will be taken of your child in the preschool. If you do not wish to have your child photographed please indicate your preference on the registration form.

Occasionally, pictures will be used on the school website. If you do not wish to have your child's picture used in this way, please indicate this 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 credits to select books for the class room.

When ordering books, please check your payments and make sure your cheque is made payable to Scholastic Canada Ltd. All orders must be dropped off at the office.

Dress for Play

Children should wear comfortable play clothes to preschool. During cold or rainy weather, please send along coats, boots and mittens. An extra pair of non-marking VELCRO shoes are required to be left at the school for indoor play. Children should bring a knapsack with a spare change of clothes for unexpected accidents. All personal belongings must be labelled with the child's name.



Show and Tell

Your child's show and tell day will also be his/her special helper day. We will be sending a Show and Tell bag home starting in October. This will be your child's opportunity to bring ONE item from home and share with the class. Please - no violent toys such as toy guns, Power Rangers, etc. More information will be sent home in September.

Snacks

Please send along a healthy, NUT FREE snack and drink for your child each day. Snacks need to be pre-cut and containers labelled. We encourage healthy eating and nutritional habits, so please avoid sending candy treats (i.e. Fruit roll-ups) as a snack. Fruit, vegetables, yogurt, small sandwiches, cheese & crackers, and muffins are good healthy choices.

Supplies

Most supplies needed for the preschool are provided for your child.

Clean recyclables such as paper towel rolls (no toilet paper rolls please) and small glass jars with lids are often needed for crafts. If you can save these up – we'd be happy to take them.

Fieldtrips

Our program includes local field trips to various interesting places in the community. Notices will be sent home as each event approaches. Notices must be signed and returned prior to the fieldtrip. If required, parents who can provide transportation and additional help with supervision are appreciated. In order to drive other children to an activity, you must have two million dollars third-party liability insurance and be able to provide a car seat (20-40 lb) or booster seat (40 lbs – age 9) and seat belt for your child and for each child in your vehicle. The school office will need copies of your driver's licence and insurance.

At times, the Agassiz Christian School (ACS) bus will be used, at which time the "School Bus Rules of Conduct" (ACS Policy Handbook) will apply. Drivers of the bus must be properly licensed, submit to a Criminal Record Check and be approved by the ACS board. A minimum ratio of 7:1 (children: adult) will be enforced.



Special Programs

Special programs are usually planned for Christmas, Grandparents Day, and Closing Program (or Graduation for those going on the Kindergarten). Parents and other family members are encouraged to attend.

Child Abuse Policy

We hope and pray that all children attending our preschool are growing up in a secure and loving environment. Should a situation arise in which a staff member has reasonable grounds to believe that a child is abused or neglected, that staff member is morally and legally obligated to file a report immediately with the Ministry of Children and Family Development. If you should suspect abuse in the centre then you are required by law to report it to the Ministry of Children and Family Development.

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.

The following Policies and Procedures (taken from ACS Policy and Procedures Handbook) are posted in the centre:

- Crisis Management Plan
- Earthquake Drill & Emergency Protocol
- Emergency Evacuation Procedures

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
Lice		YES	Yes Until all nits are removed