



Bright Beginnings Community Preschool

Helping Children to Learn Through Play

PARENT HANDBOOK

1601 2nd Ave

Enter at the back of the building

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www.brightbeginningsfernie.com

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Preschool Registration Checklist

Philosophy

The primary purpose of a Community Preschool is to aid in the development of the child; socially, emotionally, physically, cognitively and intellectually. **Children learn through play** and with age appropriate activities we aim to achieve the following goals:

Social

- to be responsible for one's own belongings
- to be cooperative and to share with others
- to be courteous, prompt, friendly and helpful
- to have healthy attitudes towards others
- to help the child find resolution for conflict

Emotional

- to express feelings in a socially acceptable manner
- to adjust to and be happy in a group away from home
- to overcome shyness and make new friends
- to control temper and tears
- to have a feeling of self worth and competency
- to cope with feelings of jealousy, anger, etc
- to take risks

Physical

- to develop large muscle control through games, creative movement, and use of apparatus
- to develop small muscle control through manipulative and coordination activities
- to establish desirable health habits

Cognitive

- to increase awareness of their environment and the people around them

Intellectual

- to develop language and listening skills
- to be able to think for oneself and to share ideas in a group
- to develop curiosity, creativity and imagination
- empowerment to make choices

Values and Goals

Bright Beginnings Community Preschool believes in the **importance of play, being outdoors and being part of the community.**

Here are a few ways they want to implement our philosophy:

- Allowing children to learn through play.
- Maintain a safe, supportive and stimulating environment.
- Respect children's uniqueness and recognize & celebrate their individual differences.
- Development of an environment that says "YES" to exploring and experimenting.
- Discovering, having fun with friends and being a child.
- Emphasis on the "process" rather than the "product."
- Use of positive language.
- Model empathy and compassion.
- Encourage children to take risks.
- Help children make a balance of choices.
- Keep a sense of humour and create laughter.
- Provide a "child-centred program" which evolves from the interests of the children, as well as successfully planned and implemented units.
- Cultivate a curriculum which is developed and revised to ensure a variety of developmentally appropriate experiences for children.

Curriculum and Schedule

- dramatic play
- block play
- gross motor skill building
- literature and pre reading
- small group learning activities
- outdoor play
- music
- science/math
- pre writing
- group time
- field trips/community exploring
- free expression and planned art

CLASS SCHEDULE

Tuesday/Thursday AM - 8:45-11:15 AM

Monday/Wednesday/Friday AM - 8:45-11:15 AM

Monday-Thursday PM - 12:30-3:00 PM

DAILY ROUTINE

AM Class

free play / group activity / circle time / snack / story time / outdoor or inside gross motor activities
(depending on weather)

PM Class

outdoor play (depending on weather) or group activity / circle time / snack / story time / group activity /
free play

This schedule is a general plan but is very flexible. Changes are made for special circumstances such as field trips, visitors, outside play, class projects and the general feeling of the class.

FIELD TRIPS

Volunteers may be needed for some field trips. The teachers will inform parents about when these will take place and will post a sign up sheet at the Parent Information Board for helpers. Parent Helpers will need a Police Check prior to taking part. We try to go on one field trip per month to places such as the Salvation Army, the Fire Hall, Police Station, Fernie Public Library, Post Office, grocery store, Isabella Dicken Elementary School, Fernie Secondary School, the Arts Station, Tom Uphill Manor, the Water Park and playgrounds (weather permitting). We also get visits from the Firefighters, Police Officers, a Yoga Instructor and Dental Hygienist, and of course Santa! Our field trips and visitors may change from year to year.

BIRTHDAYS

We will celebrate birthdays during the school year with a hat and a song and you are welcome to bring in a special snack to share on this day. We will celebrate summer birthdays at our “Un-Birthday” party for ALL the children, towards the end of the school year. If your child is having a party and wants to invite someone from the school, we suggest you hand out the invitations to the parents before or after the class to avoid hurt feelings or lost invitations.

SCHEDULED HOLIDAYS

Preschool will be closed on all statutory holidays, 2 weeks at Christmas, 2 weeks at Spring Break. There may also be closures due to unforeseen circumstances and emergencies.

CLASS PHOTOS

Class photos will be taken in May each year and available for parents to purchase.

Administration

ADMISSIONS AND WITHDRAWALS

Only children who are toilet trained are eligible for admission into the preschool. In case of an accident with a toilet-trained child, the parent will be phoned and given the choice to come in and change their child or have staff do it. If no one can be reached, the staff will change the child into spare clothes: please launder and return. If this becomes a frequent occurrence, the parents will be notified regarding the toilet training requirements.

Parents are required to complete **all necessary enrolment forms** before their child is left at the preschool due to licensing regulations. This includes a medical history and immunizations records (for children whose parents have chosen not to immunize, a note stating this will do).

If for whatever reason, the preschool is no longer appropriate for your child, we require one month's notice before withdrawing your child. Your deposit of June's prepaid tuition will be kept in lieu of notice. If you would like to pre-register your child we require a non-refundable \$20 deposit.

FEEES FOR 2017/18 CLASS YEAR

Our yearly operating costs are averaged into ten equal payments so that even "shorter" months require the same fee. If your child is away due to illness, vacation etc. you are still required to pay for your child for that time frame. Our fee schedule is set up before September, based on our budget for current enrolment.

- The 2 days a week class (Tuesday/Thursday AM) will be \$100 per month.
- The 3 days a week class (Monday/Wednesday/Friday AM) will be \$145 per month.
- The 4 days a week class (Monday-Thursday PM) will be \$190 per month.

June's fee is required to be paid with your September fee as a deposit (so come June there will be no further payment). We will collect 9 post-dated checks at our Annual General Meeting (AGM) in September. (As June's fee is included on September's cheque). They must be dated the first of each month from September through May. An annual or semi-annual payment may also be made in full by cash or check if preferred. Any other financing arrangements may be discussed with the Treasurer.

NSF CHEQUES

As the preschool is a non-profit society, there will be a \$10 charge on all NSF cheques. Immediate notice will be given when a cheque is returned unpaid. A new cheque is required plus \$10 charge, which must be received within seven days. Failure to reply will result in your child not being able to continue coming to class. If there is more than one NSF cheque in a year, all further payments must be made by cash or certified cheques.

What To Bring To Preschool

IN THE BACKPACK

Your child needs to bring a backpack to each class containing a **change of clothing** (a backpack is easier for your child to carry on outings).

Children should be in comfortable weather appropriate clothing for both inside and outside play. Remember hats, mittens, boots etc. We encourage self-help skills, so please send articles that are age appropriate.

Keep in mind the children are active with their art projects and they tend to get messy, please send them in play clothes!

Please leave a pair of white-soled **velcro-closing or slip-on runners** at the preschool, labeled with their name. No laces please!

SUNSCREEN

It is the responsibility of the parent to apply sunscreen on their child before leaving them at the preschool. This gives the sunscreen time to work and it makes sure no one is "overlooked".

SNACKS

Firstly, we are a nut free facility due to allergies!

Please check the contents on granola bars etc. Children should bring their own nutritious snack each day. Healthy snacks = healthy bodies and minds! Please use re-usable containers, labeled with your child's name, instead of saran wrap. As for drinks, we strongly encourage a water bottle with water. Many times we take our bottles outside and on field trips and water is much easier to clean up and refill!

Attendance

PHONE USE

The preschool phone number is 1-778-519-5288 and is published in the yellow pages under Preschools. We would greatly appreciate a phone call (not a text message) if your child is going to be late or absent for the day!

Please **do not** rely on Facebook messaging or emailing the Preschool to get a message to the teachers – please call and leave a voicemail message.

PARKING

We are required to park in The Learning Centre parking lot while picking up and dropping off children for Preschool. Please be aware of the SCHOOL BUS ZONES and fast moving vehicles. We want to ensure the safety of all children.

DROP-OFF TIME

Bright Beginnings is located at 1601 2nd Ave, in The Learning Centre. The entrance to the preschool is in the back of the building, through the gate on the eastern side of the building.

If your child is not accustomed to being left by you and you expect this to be a difficult time, talk with the teachers about it. They have been trained to deal with separation anxiety for both the child and the parent, and can help you with strategies and suggestions. Our teachers are there to help you! Children are to be dropped off and picked up by those on your consent list.

Parents are to SIGN IN their children daily to help us comply with licensing regulations.

PICK-UP TIME

Only those who are given permission on the registration form are allowed to pick up the child. Please inform us in writing if there are any changes to the authorized pick ups. If an authorized person seems incapable of providing safe care, we will advise contacting an alternative authorized pick up. If the child is taken regardless, we will contact the RCMP immediately. As well, you must specify on the registration form, if there is anyone who cannot pick up the child.

It is important that parents pick up their children at the appointed time. If you or your designate have not arrived at the preschool to pick up your child 5 minutes after class, a \$5 late pick up fee will be applied for every 5 minutes you or your designate are late. If you or your designate are late more than three times an additional \$25 pick up fee will be charged to you every time you are late thereafter. Additional fees must be paid before the child can be left at the next class.

Care and Respect

GUIDING AND CARING

- “With care and respect” describes the guidance and discipline techniques that we use at Bright Beginnings Preschool.
- We will be available when needed by the children; we will listen to and hear what the children are saying.
- We believe that children need to have clear, consistent limits. We will ensure that children know what behaviours are acceptable and why they are important. Limits will be phrased in a positive way, focusing on what the child needs to do rather than what they should not do.
- Providing choices for children most often avoids power struggles. Choices will only be given when a choice exists.
- Children react more favourably when they are offered warnings to help them prepare for change. Instead of expecting immediate results, children will be given time to respond. Positive reinforcement helps children repeat desired behaviour, focusing on the behaviour, not the child.
- At all times children will be made to feel safe, secure and important.

DISCIPLINE

Our program will help children learn to work through and handle social situations. To assist in this development, we will guide behaviour where necessary during class time.

This guidance policy focuses on helping children to understand their own behaviour, to consider others’ rights and feelings, and to learn alternative approaches to resolving conflicts.

When certain situations arise, there are a variety of strategies that we can use:

Remind - child will be reminded of appropriate behaviour in a positive way;

Redirection - sometimes a child’s activity needs to be redirected towards another that is in line with their needs;

Model Problem Solving - sometimes an adult needs to step in and offer assistance in choosing possible solutions to the problem;

Offer Appropriate Choices - when reinforcing limits, the adult can offer simple choices to the child;

Time Away - children can determine where they would like to spend some time to feel better and gain control of their physical and emotional state. They will be invited to rejoin the group again when they are ready.

If a child has a difficult day, we will let the parent know. If there are ongoing concerns, we will meet with the parents to come up with possible solutions. We will respect each child’s feelings and uniqueness to help them become a happy, healthy, independent individual.

Communication Between Preschool and Parents

PLEASE MAKE SURE WE HAVE YOUR CURRENT EMAIL ADDRESS AND PHONE NUMBERS!

CALENDAR

A monthly calendar is sent out by the teacher to all families. This calendar will contain special dates to remember, classroom events, special requests and theme building activities that will be taking place in the school. Please make a point of checking this daily. **Outside the preschool door is a white board with gentle reminders and pick-up locations. Please check this daily.**

PHONE

The teachers can be contacted at 1-778-519-5288 (This is a LANDLINE so please do not text it.)
TIP: add our number to your cell phone so you know when we've called you.
You may also text the teachers; please ask for their cell numbers.

FACEBOOK

Please DO NOT use Facebook to contact us with any important information. We do NOT check Facebook during class time.

You can find us on Facebook: www.facebook.com/brightbeginningsferniece

When your child attends Bright Beginnings, we will let you know about another Facebook account which is a private account just for our parents, to see pictures from our classes. We will post as often as we can because we know how cool it is to see the children in action.

PARENT CONCERNS

Concerns raised by parents or guardians involving their child's classroom experience should be resolved as quickly as possible. **Parents/guardians are urged to discuss their concerns directly with the Teachers when the concern surfaces.** Please talk to the Teachers or call to set up a time to meet after school hours. If the concern is not resolved at this level, the parent/guardian should then discuss the matter with the Board President. Matters involving fees are dealt with the Board Treasurer and fundraising concerns are dealt with by the Board Fundraiser.

CONFIDENTIALITY

This policy is very important. Whatever happens at the preschool is kept confidential. This applies to children, parents, teachers and board members.

Health and Safety

Bright Beginnings Preschool is a NUT and PEANUT FREE Zone!!

ILLNESS

We need to be aware of any physically limiting or potentially life threatening conditions which may cause your child harm if handled improperly.

Observable symptoms: If your child has any of the following observable symptoms, he/she should not come to preschool:

- | | |
|------------------------------------|-------------------------------------|
| -diarrhea | -severe coughing |
| -difficult or rapid breathing | -yellowish skin or eyes |
| -pinkeye | -unusual spots or rashes |
| -sore throat or trouble swallowing | -infected skin patch(es) |
| -unusually coloured urine or stool | - headache or stiff neck |
| -vomiting in the last 24 hours | -loss of appetite |
| -severe itching of body or scalp | -temperature of 99 degrees or above |
| -severe nasal/sinus congestion | -bright green or yellow mucous |

The teachers can refuse to accept a child deemed too sick to attend. When a child becomes ill at the preschool, the teachers will notify the parent. If, for whatever reason, we cannot reach the parent, the emergency person will be called. The teachers will make the child as comfortable as possible, but cannot administer medication. Parents are expected to pick up the sick child from the preschool as soon as possible.

INJURIES

All teachers are required to hold a current St. John's Ambulance First Aid Certificate and an up-to-date first aid kit is on site, and will be carried on all field trips.

MEDICATION

As the longest a child will be at preschool is 2.5 hours, the staff will not administer medication whether it is a prescription or not. In the case of an emergency, where prompt administration may save a life, the staff will use an epi-pen, asthma inhaler, or diabetic insulin, only if the parents have properly instructed them and a permission form is signed, as well as a doctor's letter stating proper administration of medication.

SMOKING

Smoking is prohibited on school grounds.

FIRE DRILL/EVACUATIONS:

Regular fire drills are held monthly. Fire drill procedures are posted at both exits. In case of an actual fire or emergency, children will be evacuated to Isabella Dicken Elementary School on Second Avenue. Teachers will carry the cell phone at all times and if evacuated, will contact all parents.

Parent Involvement and Opportunities

FUNDRAISING:

We fundraise about \$5000 - \$6000 annually! This money is essential to the preschool - it helps us maintain current toys, supplies, and equipment as well as attend special events or bring in special visitors.

It is therefore mandatory that all parents participate in our fundraisers as required. If you are unable to participate in these events, a donation of \$20 per child must be made in lieu. Thank you for your support!

BOARD POSITIONS/MEETINGS:

As a non-profit preschool, we rely on community volunteers who are interested in donating some of their time to ensure the high quality programming at our facility. Each school year we require the following positions to be filled: President, Vice President, Secretary, Treasurer, Fundraiser and 2 Class Reps per class. Available positions must be filled by our AGM in September.

Monthly board meetings are about 1 hour in length and are usually held at the preschool.

PARENT VOLUNTEERS:

A schedule for washing laundry, washing dishes and making play dough will be posted on the Parent Information Board. The laundry soap and play dough ingredients will be supplied by the preschool, just pick everything up and return it on your child's next day. Thank you so much!

SPECIAL TALENTS/SKILLS:

If parents have any special talents or work-related skills they would like to share, we would LOVE to have you! If you play guitar, teach martial arts, yoga, have an art idea, sing, ANYTHING! Let us know!

Thank you for choosing BRIGHT BEGINNINGS PRESCHOOL!!

We look forward to an exciting year!

Items to be Included for Complete Preschool Registration Licensing Package

- ___ Post Dated Cheques - dated the 1st of each month (Sept – May)
(Please include June's fee on your September cheque as a deposit)
- ___ Immunization Records photocopy (or letter stating otherwise)
- ___ Child's Personal Information Form
- ___ 3 Current Photos of your child, one for the registration package, one for our wall
and the third is for a parents' gift during the year
- ___ Photocopy of your child's birth certificate

If your child attended Bright Beginnings last year and the school already has copies of your child's birth certificate, medical care card and immunization record, additional copies are not required.

**IF ANY OF THESE ITEMS ARE MISSING YOUR CHILD CANNOT ATTEND CLASSES.
THIS IS A LICENSING REQUIREMENT.**