

SUNSHINE PRESCHOOL

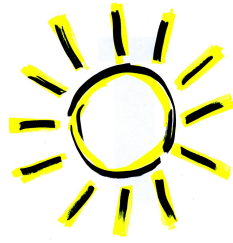
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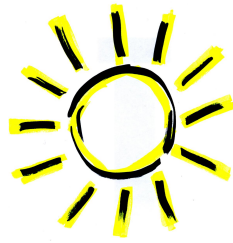
SUNSHINE PRESCHOOL

PARENT HANDBOOK

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SUNSHINE PRESCHOOL PARENT HANDBOOK

WELCOME TO SUNSHINE PRESCHOOL!

A preschool program designed for children to meet and play with other children their own age. This school has been in operation since 1986. The portable, which houses the preschool, is privately owned by Patti Symons and the land is leased from the North Vancouver School Board.

TEACHERS

Each class has two teachers who have their Early Childhood Educators Certificate and hold a valid First Aid Certificate. The class may also have a program assistant if there are any children who require additional support.

PHILOSOPHY OF THE PROGRAM

“It’s Childs’ Play To You But It’s Learning To Them”



Research shows that during the early years, fun and learning are one and the same. Young children who are allowed to learn through play actually become better students later on. Preschoolers explore and learn about themselves and their world through developmentally appropriate play. Preschool is fun with a purpose. Children explore their growing abilities, from motor skills and socialization. Play for a child is thinking time, language time, problem solving time, memory planning time and investigating time. Keeping in mind that each child is

individual, the program will be flexible, competent and will motivate and reflect the needs of each child. Since our program strives to be one of high quality, our curriculum revolves around developmentally appropriate practices.

SCHOOL OPERATION

The school year follows the same year as set by the North Vancouver School District, with the exception of public school professional days, which we do not follow. When the public schools have professional days, the preschool will remain open. The preschool may be closed for one Professional Day a year. This enables the staff to attend the Early Childhood Educators annual conferences. This conference is held in late April or early May.

CLASSES

3 year old group:	8:45 a.m. – 11:15 a.m.	Tuesday and Thursday
3 and 4 year old group:	8:45 a.m. – 11:15 a.m.	Monday, Wednesday, and Friday
4 year old group:	12:25 p.m. – 2:55 p.m.	Monday to Thursday

Each child is an individual and will separate from parents in different ways. If you are concerned about your child, please consult with the staff. Many times all it takes is one or two days of a parent leaving with the child in tears. The staff is trained to deal with this type of behaviour and will calm your child and get them involved in play. If there is a problem, the staff will not hesitate to call you, or you may call once you arrive home to ensure all is well.

The following are some guidelines to think about before and after your child starts school:

Beginning:

- ▶ Be positive, but don't oversell the idea of going to school. Remember a child's time sense. Don't talk often about going to school until very close to the starting day.
- ▶ Each child is different. No two react to school alike. His/ her adjusting to the new situation depends on many things – their place in the family (eldest, middle, etc.) feelings of self-worth, and how they feel each day as they leave home to come to school.
- ▶ The child needs to feel that the parents are glad to have him go to school and that school is a good place to be. The child also needs to feel not that the parent is leaving them, but that the parent is letting the child do the leaving and will always be glad when re-united.

After school begins:

- ▶ Be interested but don't over press your child for information on what they did during the day. Many children often say "nothing".
- ▶ Don't expect your child to bring something home every day. Some children seldom bring home art. We will collect each child's art to be displayed in our classroom and then once a month your child will bring home an art folder full of their beautiful art, please take time to appreciate the things they bring home.

ORIENTATION

September is orientation time for the children in all our classes. This is a chance for each child to become familiar with the school, teachers and other children. To enable each child to feel at ease with starting a new program, the classes will be divided in half and the sessions shorter for the first few days. After this, the children will come together as one group and class times will run from 1 to 1 ½ hours to 2 hours and then finally to the full 2 ½ hours. A schedule of times, dates and groups will follow in July.

Each child is an individual and will separate from parents in different ways. No two children react to school alike. His/ her adjustment to the new situation can depend on many things. If you are concerned about your child having separation difficulties, please consult with the staff. The staff is trained to deal with separation and together with you; they will develop an appropriate individual separation plan.

FEEES

The registration fee is \$40.00 and will guarantee your child's space for the coming year. **This registration fee is non-refundable.** The monthly fees are as follows:

3 year old group:	\$220.00 per month
3 and 4 year old group:	\$255.00 per month
4 year old group:	\$300.00 per month

In order to make equal monthly payments, the fees have been averaged over a 10 month period, rather than paying more for some months and less for others. Therefore, even though the program is closed for Christmas vacation and Spring break, and we finish by mid June, the full fee is paid.

**** SEPTEMBER'S FEE IS DUE AT THE TIME OF REGISTRATION AS OUTLINED IN THE FEE POLICY THAT YOU WILL BE ASKED TO SIGN.**

The registration fee and the September fee (which is dated the day you register) must be forwarded to us with your registration form in order that a space is held for your child. **The registration fee is non refundable.** After registration, if you decide to withdraw your child, September's fee will be considered non refundable after June 15th of the school year. **Therefore, if you withdraw you child after June 15th, fees will only be returned if the spot is filled by June 30th of the school year.**



If you are withdrawing your child during the school year, a one month notice is required. Please note that if anytime during the school year you take holidays or your child is away for an extended period of time, the full months' fee is still required in order to hold your child's spot.

FEE PAYMENT

On the first day of your child's class, please have nine post-dated cheques ready, made out to Sunshine Preschool. Remember to change the year on your cheques from January – June. There will be a \$25.00 NSF charge for any returned cheques.

You may pay your monthly fees by E transfer, fees are due the first of the month and can be transferred to patti@sunshinepreschool.ca. If you choose this method of payment it is **your responsibility** to transfer the money on the first of the month, late payments will be charged a \$25.00 late fee.

DROP OFF AND PICK UP

When dropping off your child, please bring them inside and assist them in removing his/ her coat, boots, etc. Parent, guardian or another person designated to escort the child, should be known to the teacher(s) at school.

CLOSURES

The school will be closed on all Statutory Holidays and for North Vancouver School District Closure days. When the public schools are closed for weather conditions, the preschool will also be closed. The local radio stations will announce closures. If Brooksbank School is part of this notice, then the preschool will be closed. This may be your only notice, so be sure to listen to the radio for announcements. Preschool may have to be cancelled due to water main breaks, heating failure, electrical problems, etc. The staff will make every effort to notify you if there is to be any cancellations.

CONFERENCING

If you have any questions or concerns about your child, please feel free to speak with the staff. When dropping off your child, there is a short time for the opportunity to speak with the staff. However, at the end of the session, we ask that you wait until all the children have been excused before speaking with the staff. This enables the staff to make sure the other children get picked up safely. On occasion, the staff may need to speak with you about your child's day. We may ask you to stay behind or ask if we can call later at home. If this occurs, please do not panic and think the worst. Many times it may be to ask a question or get some information about your child.

VISITING

We have an open door policy so please feel free to come and visit the program any time. In order to avoid having too many people on the same day, we would appreciate knowing in advance when you would like to come.



ILLNESS

It is the policy of Vancouver Coastal Health that, at the discretion of the teacher(s), children brought to the preschool with symptoms of illness should not be permitted to remain. Please email (patti@sunshinepreschool.ca) or phone (604-987-8229) the preschool that let us know your what your child is ill with and that they will not be attending school.



Symptoms that require exclusion and/ or medical attention:

1. A temperature of greater than 38 degrees Celsius within 24 hours
2. Worsening symptoms such as repeated vomiting and diarrhea within 24 hours
3. Undiagnosed rash and/ or fever
4. An undiagnosed persistent cough
5. Unexplained (ie. Not related to teething, fatigue, stress, etc.) change in behaviour, such as unusually irritable, cranky or fussy
6. Has a contagious infection, including pink eye
7. Is not well enough to participate in all program activities including outdoor activities

CLOTHING

Please dress your child appropriately for the weather. We may go outdoors exploring in the rain, sun or snow. On the days that your child wears boots to school, please send a pair of shoes or slippers to wear in the classroom. At preschool we paint and do messy work, therefore dress your child in old clothing. Please label all articles of clothing especially coats, boots and backpacks (on the inside). Send an extra change of clothing each day inside your child's backpack. If your child has an accident or gets wet playing in the water table, they will have something to change into. This change of clothes should include pants, top, underwear and socks.

ACTIVE PLAY POLICY

In order to support children's healthy physical development, and to meet the requirements of the Director of Licensing Standard of Practice – Active Play, we at Sunshine Preschool incorporate 20-30 minutes of active play into our daily routine. We achieve this through un-facilitated play and facilitated games and activities during our class time. Our staffs are trained to incorporate these fundamental movement skills and injury prevention into all active play activities.

BIRTHDAYS

Each child will have an opportunity to talk about their birthday, be given a crown and have "Happy Birthday" sung to him/ her. If a parent would like to send a treat to share with the class on their child's special day, please discuss this with a teacher as to which day you would prefer. Treats such as cookies or rice crispy squares are appreciated instead of cupcakes. Please remember we strive to be a peanut/ nut free preschool when sending in treats. For those children whose birthdays fall after the school year (mid-June – Sep), we celebrate an "unbirthday" as a class. This enables everyone's birthday to be recognized.



SNACK

We request that all the children bring in one piece of fruit or vegetable per week. Please remember we strive to be a peanut/ nut free preschool when sending snack items. The teachers will wash and cut up the fruits and vegetables and the children will enjoy a shared snack. Children wash their hands prior to snack time and tables are cleaned with water and bleach solution. (1 cap of bleach in a spray bottle of water, made daily) Snack time is ongoing during free play – this enables the children to go in small groups to share a social snack experience. We find some children spend a lot of time eating and socializing while others prefer to play and forgo snack. In addition, the preschool has cups for each child and we will provide filtered (bottled) water.

******* PLEASE NOTE THAT WE MAY HAVE CHILDREN IN OUR PRESCHOOL THAT ARE EXTREMELY ALLERGIC TO NUTS AND NUT PRODUCTS. THIS CAN BE LIFE THREATENING. WE ASK THAT CHILDREN DO NOT BRING ANYTHING THAT HAS NUTS, NUT OIL TO THE PRESCHOOL. WE ARE STRIVING TO BE A NUT FREE CLASSROOM*******

FIELD TRIPS



The three year old groups have four field trips that are scheduled in the later part of the school year. The four year old groups may have more field trips throughout the school year. Advance notice will be given to the parents, and please note that we require some parent participation on certain field trips. **Field trips are not cancelled due to weather, so please remember to dress your child appropriately.**

SCREEN USE POLICY

Because we care about the health and well being of the children in our care, we follow best practice recommendations on screen time:

- **We do not allow the use of television, computers or other digital devices for recreational purposes in this program.** Similar devices may be used for instructional or physical activity purposes for a maximum of 30 minutes per week.

Sunshine Preschool understands that TV and other screen time can get in the way of playtime, physical activity, and interactions with others, which all contribute to learning and healthy physical/social development.

PARKING

Please observe all parking signs posted outside the school. The laneway is only a drop off area. Also respect the neighbours' driveways that border the laneway.

FIRE AND EARTHQUAKE PROCEDURES

Emergency drills are practiced regularly throughout the year. If we have an earthquake, we will remain in our preschool if it hasn't been damaged, or if necessary, in the gym at Brooksbank School. All Staff have been trained in emergency preparedness and first aid and will stay with all the children until the parent/guardian/emergency contact is able to pick up the child. Licensing requires that we have enough emergency supplies to last us for 3 days, the preschool is fully prepared for an emergency and inspects and replaces supplies yearly.

NEWSLETTERS

Each month a newsletter will be sent out with information about what we will be doing the following month. If anyone has anything to add (advertisements, outside activities, etc.) please let the staff know by the 20th of the month, so it can be added to the letter. At the beginning of the school year, each child will be given a mailbox. Newsletters and artwork are put into these boxes, so please check and empty them daily.

GUIDANCE AND DISCIPLINE

Children's behaviour is influenced by overall developments, their environment and the adults who care for them. When a behavioural problem occurs, the staff will first identify the problem. The staff will ask themselves the following questions:

1. Was the environment conducive to the action?
2. Are the adults nurturing and guiding?
3. Are there good schedules, routines and transitions making the program run smoothly?
4. Are there enough toys and materials that are age appropriate?

Once the problem has been identified, then guidance strategies can be set up. The staff will choose a single or combination of methods to help prevent the disruptive behaviour or intervene to help guide the child through their problem.

When a child continually has difficulties with his/ her behaviour, the parent will be notified and together with the staff will set up a plan of strategy to solve the problem. **Please see full Guidance and Discipline Policy.**

****Please contact the staff should you have any further information or questions.

GUIDANCE AND DISCIPLINE POLICY

When parents are choosing preschool for their child one of the most important aspect of the program is how discipline is handled.

The following is a description of the policies the staff at Sunshine Preschool follow when disciplining a child. According to Section 27b of the Community Care Facility Act, the Child

Care Regulations states: no child enrolled in a facility is, while under the care or supervision of the licensee:

- i. Subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment,
- ii. Subjected to harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self respect
- iii. As a form of punishment, confined, physically restrained or kept, without adult supervision, apart from other children, and
- iv. As a form of punishment, deprived of meals, snack, rest or necessary use of a toilet.

PREVENTION TECHNIQUES

How we establish a positive atmosphere that will minimize undesirable behaviour:

- ✓ Establish clear, consistent and simple limits
- ✓ Offer explanations for limits
- ✓ State limits in a positive way
- ✓ Focus on the behaviour, rather than on the child
- ✓ Make statements of expectations, rather than pose questions
- ✓ Allow time for children to respond to expectations
- ✓ Reinforce appropriate behaviour, with words and gestures
- ✓ Ignore minor incidents
- ✓ Encourage children to use staff as a resource
- ✓ Scan and circulate the room to gain total awareness of what is happening and to foresee troubles

INTERVENTION TECHNIQUES

How we ensure guidance is supportive:

- ✓ Gain a child's attention in a respectful way
- ✓ Use proximity and touch
- ✓ A simple reminder
- ✓ Acknowledge feelings before setting limits
- ✓ Distract or divert when appropriate
- ✓ Model problem-solving skills
- ✓ Offer appropriate choices
- ✓ Use natural and logical consequences
- ✓ Redirect – remove from situation and offer another choice
- ✓ Limit the use of equipment
- ✓ Provide opportunities for children to make amends

When a child continually has difficulties with his/ her behaviour, the parent will be notified and together with the staff, will set up a strategy to solve the problem. The staff will continue to work with the child and parents for a certain period of time, which will be established during the initial conferencing time. If a child's behaviour continues without improvement, the parents will be asked to withdraw their child from the program.

For further information on guidance and discipline, please refer to the handbook published by the Province of British Columbia, titled, "Guidance and Discipline with Young Children".

SUPERVISION OF CHILDREN POLICY

The Child Care Licensing Regulation requires care providers to ensure that children are supervised at all times. Supervision, together with thoughtful design and arrangement of the children's environments, can prevent or reduce the likelihood of accidents and injury to children. At Sunshine Preschool, we use active and positive supervision to ensure enjoyable play and to promote learning opportunities. We are continually monitoring what is happening in the classroom in order to provide instant intervention to protect your child's health and safety. The preschool environment will be assessed to ensure that the indoor and outdoor areas are free of hazards. Furniture and equipment will be age appropriate, and caregivers will have a view of all play areas and doors.