

# SCHOOL DISTRICT PRESCHOOL

## Parent Handbook

School District 60



## SCHOOL DISTRICT PRESCHOOL

School District 60 offers a licensed Preschool child care program specifically designed to support children 3 years to School Age.

The program provides a positive and nurturing early learning experience while supporting children as they continue to learn, grow and transition to Kindergarten.

These Centres are part of the school system allowing families to become familiar with their community school, creating an easier transition to Kindergarten. Our PreSchool programs operates in conjunction with existing StrongStart BC or Before After School Care programs.

### EARLY LEARNING PROGRAMS

Our district offers many different options for families. Check out our website for more information.

[www.earlylearning.prn.bc.ca](http://www.earlylearning.prn.bc.ca)

- Preschool  
School District 60 Centres
- StrongStart BC  
Fulltime, Outreach and Virtual
- Ready Set Learn  
Events at all Elementary schools
- Welcome to Kindergarten  
Events at all Elementary schools
- Seamless Day Kindergarten  
Taylor Elementary



# WELCOME TO SCHOOL DISTRICT PRESCHOOL

## Parent Information

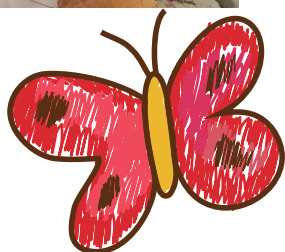


### We believe:

That all children benefit from access to quality early learning programs within their community. Our School District Preschool program for 3 years to School Age children is designed to foster and reflect a holistic approach that encompasses all areas of child development. We are committed to providing children with a safe, nurturing and inclusive environment and give each child in our preschool program an opportunity to explore, invent, discover, observe, and problem-solve while becoming an active learner.

We believe that all children should be celebrated for their unique abilities and contributions. We support children to develop new skills and gain a sense of belonging within their catchment school. Children learn through play and within our Preschool classrooms children have the opportunity to explore, discover and build important early learning and personal skills. We aspire to create a culture of curiosity and inquiry both for children and staff, in a climate where personal goals are respected and nurtured.

School District 60 is committed to creating an environment of inclusion that recognizes and responds to every individual child's strengths, interests and learning styles as well as their families dynamics and culture. We believe that children of all developmental abilities should be able to attend the program and we strive to provide the necessary services to support their successful participation in our programs. Families who are unable to receive necessary support may be required to withdraw when safety becomes a factor.



# Guiding our Practice

School District 60 Preschool programs follow BC's Early Learning Framework and focuses on five areas of healthy child development:

- Social
- Emotional
- Physical
- Creative
- Intellectual

Early learning refers to the emerging and expanding of young children's social, emotional, physical, creative and intellectual capacities. All children are born with a curiosity about themselves, other people, and the world around them, and in this sense are *born learners*. As they grow, they develop both their capacity and dispositions to learn through supportive relationships with their families, other children and adults in their community and their environment. Early learning is the foundation for lifelong learning, and the basis for individual, social, economic, and environmental well-being.

The framework recognizes that, while all children should have equal access to rich early learning experiences, no two children are the same. Each brings a wealth of individual, social, cultural, linguistic and ethnic characteristics to their learning. They are strong, capable in their uniqueness and full of potential. These differences enrich their own early learning and that of other children.



## Communication

Families know their child best and can provide us with invaluable insight. Sharing any information with our staff that may impact the start to their day helps us to understand and assist your child to manage themselves throughout the day.

We Value:

- Positive relationships between Educators and children
- Meaningful interaction between ECE's and parents
- Quality relationships between staff and families
- Responsiveness to family needs
- Communication between staff and families

Preschool staff will keep you informed of your child's progress, accomplishments, likes, dislikes, difficulties, and behavioral challenges. They will also identify any concerns regarding your child's development, their safety and/or the safety of their classmates.

## Family Crisis/Changes

If there are any changes in the family such as separation, death, divorce, illness, extended absences or any change in routine that may affect your child, please advise the Preschool teacher so they can be prepared and supportive of your child.

# Policies and Procedures

## SD60 Preschool General Information

SD60 offers Preschool programs at Duncan Cran & Robert Ogilvie Schools for 3years to School Age children. Centers are staffed with licensed Early Childhood Educators (ECE), provide service for up to 10 children, and offer the following options:

- Duncan Cran – Mon/Wed/Fri 12:15 – 3:00pm and Tues/Thurs 12:15 – 3:00pm
- Robert Ogilvie – Mon/Wed/Fri 12:15 – 3:00pm and Tues/Thurs 12:15 – 3:00pm
- **Both Preschools are closed for all statutory holidays, school holidays and Professional Development Days.**
- Centers are covered by SD60 liability insurance.
- Parents/Guardians are welcome to visit their Preschool Classroom at any time during the hours of operation, unless prohibited by custody court order. Preschool staff will need a copy of applicable custody court order on file.
- Parents wishing to visit/volunteer on a regular basis will be required to complete a criminal record check through the RCMP. Criminal Record Check forms and instructions are available from the Preschool teacher. There is no charge for this service.

## Admission to Program

Priority will be given to:

1. 3 or 4 year old children in the catchment area attending Kindergarten the following year.
2. Independence in toileting needs.
3. Returning student
4. Date of registration

Please note: Children outside the catchment area or an independent 3 year old will be considered if space is available.

## School Closures

Our Preschool programs will follow the School District Calendar. This includes but is not limited to:

- All Pro D and Non Instructional Days
- Winter and Spring Break
- Summer Break
- All closures are reflected in our adjusted monthly fees.

## Snacks/Nutrition Policy

Parents are responsible for providing nutritious snacks that contain foods from at least two food groups for their child. Please refer to Canada's Food Guide for snack ideas. Children will be encouraged to serve themselves, with assistance from the Preschool teacher as needed. Teachers will remind children at snack time to "look for and choose a healthy snack first". For the health and safety of all children, all Centres are **nut free**. Notices will be sent home with children and posted at the Preschool Centre entrance to notify parents of any other snack restrictions.



# Fees and Refunds



## Fee Payment

- All parents/guardians are required to pay a one-time \$30 non-refundable registration fee.
- Monthly fees are pro-rated for the year based on the yearly number of in school sessions. This means that monthly fees take into consideration that some months fluctuate due to school closures (ie, Winter Break, Spring Break and NID days). Fees are all inclusive and no extra fees will be applied once registered. Fees are due by the first Preschool day of each month:
  - Duncan Cran and Robert Ogilvie: Mon/Wed/Fri – \$185/month
  - Duncan Cran and Robert Ogilvie: Tues/Thurs – \$145/month

Fees may be paid by post-dated cheques, cash, debit or credit card. NSF cheques may result in charges of up to \$40. All fees can be made at the SD60 Administration Office, 10112 105 Avenue. Payments accepted are cash, debit, cheque, posted dated cheque and credit card.

## Child Care Fee Reduction Initiative

All SD 60 Preschool programs will be receiving the CCFRI from the Provincial Government. Fee reductions are based on the age of the child and the type of care they are receiving. As of September 1, 2023, families can receive up to \$95 per month in savings for children enrolled in participating programs. The CCFRI reduction will vary for families based on the type and frequency of care.

## Subsidies

- Our Preschool qualifies and accepts the Affordable Child Care Benefit (ACCB) offered by the Ministry of Children and Family Development (MCFD).
- Child Care Resource and Referral (CCRR) and/or our Early Learning Lead Educator can assist in accessing and filling out the forms.
- Parent/Guardians must apply for the benefit before starting.
- It is the parent/guardian's responsibility to continue with the ACCB renewal process. Families qualifying for subsidized preschool are required to pay the remaining monthly fee not covered by the Ministry of Children & Family Development.

## Outstanding Fees

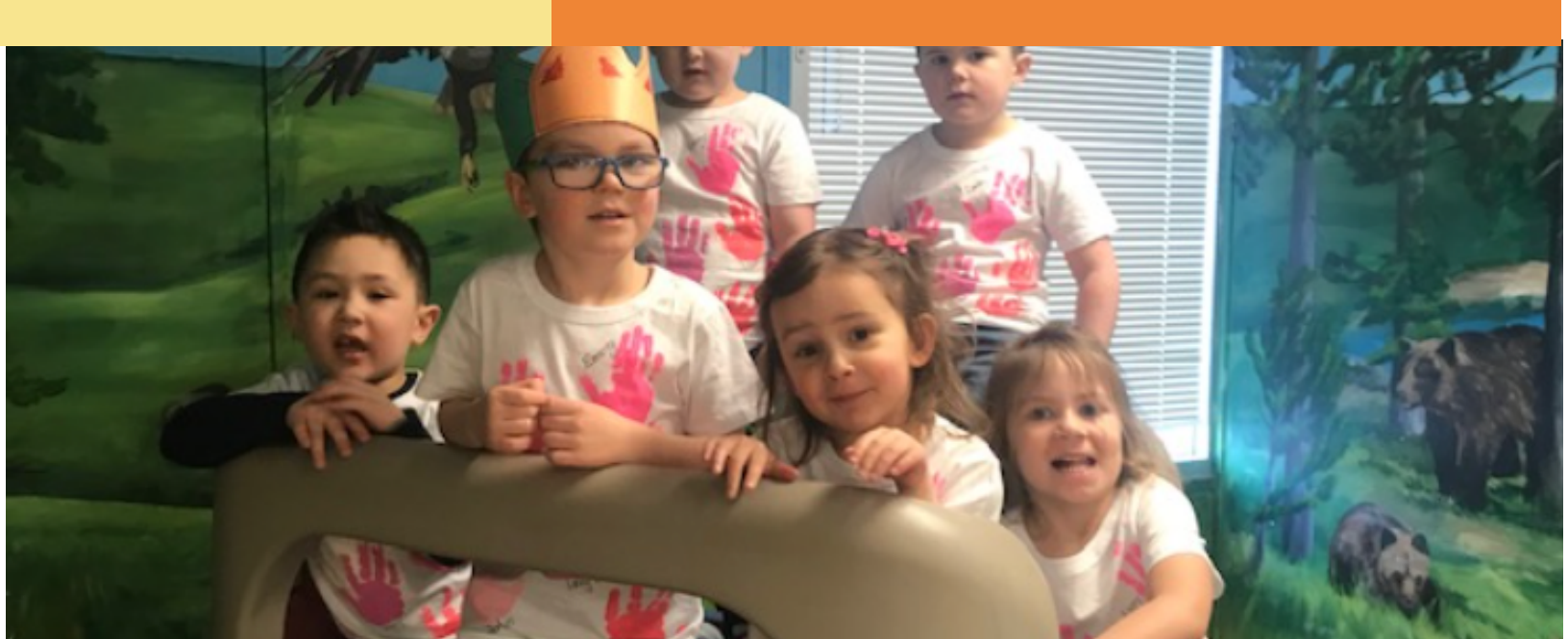
It is assumed that parents/guardians will be prompt with monthly fees, however

- One week late – Preschool staff will give you a friendly reminder.
- Two weeks late – a letter will be set home when your child is picked up. A copy will remain in your child's file.
- Three weeks late – a phone call will be made to discuss payment options.
- Four weeks late – service for your child, unfortunately, will be discontinued.

## Refunds

- Refunds are not issued if your child is sick or on vacation.
- If a class is canceled without notice, a credit of \$15 will be issued. SD60 will make every effort to keep all Preschool Centres open.
- One month notice must be given if your child will be withdrawing from the School District Preschool program. There will be no refunds of fees without one-month notice.





## Home and Preschool – Partnership

### OUR GUIDANCE STRATEGIES

We believe in providing a safe, secure, respectful and nurturing environment where each child feels free to express thoughts and emotions. Children are encouraged to develop deep and meaningful relationships with their peers and Preschool staff. By providing opportunities for social interaction and discussion, children learn to understand and deal with their own feelings, and to respect the feelings of others.

With respectful guidance from Early Childhood Educators, children gain independence, self confidence, self control and a sense of personal and social responsibility. Our goal is to provide a safe and healthy learning environment in which each child can feel secure. Families can expect Preschool staff to:

- Model appropriate, respectful behaviour at all times
- Promote the development of positive social skills including self-esteem and self-control
- Encourage children to understand and follow simple rules
- Supervise children at all times

#### 1. Expectations

Clear, consistent and simple rules help children learn and understand what is expected of them. Our Preschool staff create boundaries positively, encouraging children to focus attention on what to do, rather than what not to do.

#### 2. TRANSITIONS

Cues and warnings signal to the child that there will be a change in their activity or routine. This provides children with an opportunity to anticipate, prepare and adjust to the change.

#### 3. ACKNOWLEDGING FEELINGS

By acknowledging children's feelings, we help them to feel understood and supported in their environment. Acknowledging their feelings prior to stating a limit helps to elicit a positive response.

#### 4. CHOICES

To promote self regulation and independence, we offer age and developmentally appropriate choices for each child, based on the set of circumstances.



# Health and Hygiene Policies

## **Illness Policy \*see communicable disease safety plan as well\***

Given the nature of group care, germs can be spread easily among children. We do our best to limit the spread of communicable illness. While we are sensitive to the stress that illness may cause for families, we are not licensed to care for children when they are sick. For that reason, we ask that you keep your child at home/ make alternate arrangements and notify your Centre's staff within the first 24 hrs if your child has:

- been exposed to or has a communicable disease
- a contagious infection (including pink eye)
- a fever over 38°C (100°F)
- diarrhea or is vomiting
- a skin infection or an undiagnosed rash
- little or no energy to actively participate in all activities, including outdoor play

Depending on the illness there are specific timelines before your child is able to join class again without the risk of spreading the illness. Please make sure you notify your child's teacher as soon as you become aware of symptoms. In order for staff to control the spread of disease they will refer to the guidelines of the "A Quick Guide To Common Childhood Diseases" booklet written by the BC Centre for Disease Control. If your child becomes ill at Preschool, staff will quickly assess the situation and a parent/caregiver will be notified as soon as possible. You will be asked to pick-up your child within a timely manner of the phone call. If you cannot be reached, your emergency contact will be called. The Centre will notify the Community Care Licensing when it is aware of a child enrolled that has a reportable communicable disease.

## **Immunization Policy**

Each Family is required to provide copies of their child's immunization passport to the Centre at the time of registration. If you chose to not immunize your child each Centre will need a written statement from the parent or guardian stating your child's immunizations status.

## **Handwashing Policy**

All children and staff will wash hands when entering the Centre as well as before and after eating, toileting, wiping noses, playing outdoors and playing with another activity that possibly soils hands. Each sink will have clear signage on how to properly wash hands

## **Head Lice**

Head Lice can be a very difficult organism to eradicate. Head Lice do not carry disease and do not have anything to do with cleanliness. Even when precautions are taken, outbreaks of Head Lice can occur and when steps are not taken immediately to treat conditions, the situation soon leads to frustration for both parents and children. SD60 promotes a preventative and collaborative school environment where:

- Children are encouraged to place hats & mitts in the sleeves of their coats
- Students are reminded not to share their head wear
- Clothing or pillows in play centers are regularly cleaned
- Random head-checks are scheduled throughout the school year

If a child has signs of Head Lice, the parent/caregiver will be notified and advised of home treatment. The affected child may return after recommended procedures have been met.

All Preschool parents will be informed if a case of Head Lice has been found in the Preschool Centre. For more information, please contact the Peace River Health Unit.

## **Toileting**

Duncan Cran Preschool has a washroom attached to the classroom; Robert Ogilvie Preschool has a washroom located in the hallway outside of the classroom. Handwashing is encouraged in the classroom under supervision of the teacher. *Preschool children must be independent in toileting needs.*

# Care and Supervision Policies

SD 60 Preschool Educators believe that focusing on the safety, well-being and development of the children in our program is critical.

## Supervision Strategies and Procedures:

### Staff will:

- Provide continuous supervision of the children in our care and are accountable for all children at all times.
- When leaving the classroom for any activity, staff will take their cell phone, emergency student cards and first aid kit.
- Maintain a safe physical environment by doing daily checks of both inside and outside play areas as well equipment.
- Take into account the location of play equipment and furniture to allow staff to maintain a clear visual of all children at all times.
- Be aware of student numbers by having access to class lists.
- Do head-counts throughout the day, as well as before and after transitions, during regular play activities and as well as before leaving for field trips.
- Clearly set up boundaries with the children when going outside. Staff will position themselves so they can see the play space, moving as required and doing head counts frequently.
- Walking and City Transit will be used when going off school grounds for field trips. Permission forms will be signed by parents and brought on the trip.
- Be aware of where the medications lock box, first aid kit, and emergency numbers are kept.

## Centre Cleaning & Sanitizing

All sanitizing and cleaning of the facility, toys, materials and equipment will be posted within the room for all staff and parents to refer to. Cleaning products are approved by Community Care Licensing agency and School District 60.

## Staffing Procedures

All staff will have E.C.E certification as well as an up to date First Aid Certification and a Criminal Record Check on file. If a staff member is unable to attend work, a suitable substitute with the same credentials will be called in. If the district is unable to find a substitute that is qualified to teach then the Centre will be closed. If a class is canceled **without notice**, a credit of \$15 will be issued. SD60 will make every effort to keep all Preschool Centres open.

All Volunteers/Practicum Students/Support Workers that are in the Centre will have Criminal Record checks done prior to entering the room. Volunteers and Practicum Students are not considered part of the Centres ratio and therefore will not be left alone with the children. All Volunteers and Practicum Students are expected to adhere to policies and procedures of the Centre.

## Our Routine

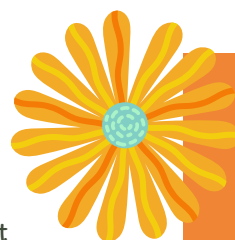
Children feel confident and secure when they know what to expect and have consistency to their days. We keep our daily routines consistent to ease transitions and to keep our days running as smoothly as possible. Our daily routines are planned to ensure that there is a balance between individual, small group and large group activities. There is a balance in child directed and educator initiated activities incorporating both indoor and outdoor experiences. Educators are mindful to remain flexible to meet the needs of the children.







## Dress for the weather! Dress for play!



Play is an important part of the Preschool program and with that comes the topic of active play. Active play is important in the growth and development of the child's gross motor skills and helps to promote healthy living. Educators will ensure that each child has the opportunity for 30 mins of active play during each class. If the weather is too cold or hot for staff to safely take the children outdoors, staff will provide adequate gross motor time indoors. Active play can and will be a combination of outside play along with scheduled gym times. Educators will offer both unstructured gross motor play, where children can freely work their imaginations, as well as large motor play along with some structured games that will be teacher lead play. SD 60 Preschools do not encourage screen time unless teacher lead for educational purposes, for example the use of smart boards during circle time or in a teachable moment.

Play is integral for early childhood education. It's how children learn what it means to be a person.

Play can be messy!



### Clothing/Footwear

Please provide a pair of non-marking inside shoes and a complete change of clothing to be left in the Preschool classroom. As well, please dress your child for play in appropriate indoor and outdoor clothing (including splash or snow pants, boots, coat, etc.). Classes go outside during all seasons up to -20C.

It is important to label any clothing brought to the Centre.





## Drop Off and Pick Up Policy

### Hours of Operation

Duncan Cran - Mon/Wed/Fri 12:15 - 3:00pm and Tues/Thurs 12:15 - 3:00pm

Robert Ogilvie - Mon/Wed/Fri 12:15 - 3:00pm and Tues/Thurs 12:15 - 3:00pm

### Drop-Off

- An authorized adult (as per registration form) may drop children off 5 minutes prior to the start of class, no earlier drop-offs please.
- The adult dropping children off will be asked complete the sign-in form by adding their name and the time of drop-off.

### Pick-up:

- Children will only be released to an authorized adult (as per registration form). The adult picking up children will be asked to complete the sign-out form by adding their name and the time of pick-up.
- Please be punctual when picking up your child. A verbal warning will be given if you arrive 10 or more minutes late, after which a late fee of \$10 may be charged for future late pick-ups.

### Please Note:

- If Preschool staff deem the authorized adult incapable of providing safe care, pick-up of the child will be denied. In this case, an alternate adult (as per registration form) will be called to pick up your child. If no alternate can be reached within a reasonable length of time, Preschool staff have the authority to contact the Ministry of Children & Family Development and the RCMP.

### Authorized Adult Pick-Up

- As a safety measure, we ask that parents provide names of up to four people authorized to pick up your child on the Preschool registration form. As a safety procedure, if an unfamiliar adult is picking up your child, Preschool staff will ask the authorized adult for identification.
- If the individual is not on the registration form as authorized for pick-up, your child will remain in the Preschool Centre until an authorized person arrives. In an emergency, parents can contact Preschool staff and add another person to the list.



# Safety Policies

## **Emergencies - Fire Drills/Lockdown**

Monthly fire drills and lockdown practices will be carried out randomly throughout the year. Preschool children may practice emergency procedures independently or with the entire school. Children and Staff are asked to wear inside shoes at all times. In the event of an emergency evacuation, the educator will lead the class out of the building to a designated meeting place. Your child's teacher will have student contact information in the event that parents need to be contacted.

When an Emergency is Occurring - **Please do not go to your child's school unless requested to do so.**

If you happen to arrive at the school in the midst of an emergency - **Please respect the protocol(s) in progress.**

It's important to speak to the Preschool staff to ensure that you are aware of the Centre's emergency plan and designated meeting place.

## **Custody & Court Orders**

Preschool staff cannot become involved in the marital or custodial issues of the families we serve.

- If parents live separately, SD60 Preschool Program expects that the information provided by the enrolling parent is accurate. Without a custody agreement or court order on file, Preschool staff cannot deny access to the non-enrolling parent.
- If a custody or court order exists, please provide a copy of the order to be placed in the child's file.
- It is the responsibility of the main parent/guardian to provide up-to-date and accurate information concerning legal guardianship of the child.

## **Confidentiality**

- SD60 Preschool programs will ensure that any information or records regarding your family are kept confidential. The only unauthorized release of information or records would be for a legal matter that is requested through a court order.
- SD60 Preschool Programs Requirement to Report Suspected Abuse or Neglect:
  - As citizens of British Columbia and as Early Childhood Educators, Preschool staff are required to report any suspicion of child neglect or abuse to the Ministry of Children and Family Development
  - Preschool staff are responsible to report any suspected abuse, abuse that a child discloses, or that a third party discloses.
  - It is not the responsibility of Preschool staff to investigate or question the circumstances of the suspected abuse.
  - Preschool staff are required to inform the Early Learning Principal of the suspicions or the subsequent report to the Ministry as per School District 60 Policy
  - Preschool staff will keep information confidential, except to the appropriate authorities.
  - It is the responsibility of the Ministry of Children and Family Development to investigate any report and to inform all those involved of their investigation. The source of the report will not be disclosed.

# FAQ's

## What do I need to do before my child begins Preschool?

Please complete the registration package and return it to Preschool staff, along with the non-refundable registration fee and first month's fee, prior to your child's first day of Preschool.

## What does my child need to bring to the Preschool Classroom?

**Footwear & clothing:** Please ensure that your child has a pair of non-marking inside shoes and a complete change of clothing that will stay at the Preschool Centre.

**Snacks:** Parents are responsible for providing their child with a healthy **nut free** snack each preschool day. Preschool staff will update information regarding restrictions on snacks as needed.

## Does my child need to be toilet trained?

All Preschool children must have independent toileting skills.

## My child is feeling sick and I'm going to keep him home, do I have to notify someone?

Please notify Preschool staff of any absences.

## Will my child play outside?

When time and weather conditions permit, Preschool classes go outside. Please ensure your child has appropriate seasonal outerwear and protection (e.g. sunscreen, hat, boots, splash/snow pants, etc.).

## My payment and/or contact information has changed, who should I contact?

Please let Preschool staff know of any payment/contact changes as soon as possible.

## What if I need to withdraw my child from the preschool program?

Please inform Preschool staff as soon as possible. One month's notice of your withdrawal is required. Advanced fees paid will not be reimbursed without 30 days notice.

## If the Preschool closes, will I get a refund?

If a class is canceled without advanced notice, a credit of \$15.00 will be issued. SD60 will make every effort to keep the Preschool Centres open. Please Note: If your child is home sick or you are on vacation, no refund will be given.

## Is there financial support available?

A child care subsidy is available for all licensed Preschool Programs. Please inquire with Preschool staff or go to:

<https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit>



# SCHOOL DISTRICT PRESCHOOL

## Contact Information

School District 60



### Duncan Cran School District Preschool

#### Early Childhood Educator: Loretta Harms

School Contact information:

Principal Griff Peet

Address 8130 89 Avenue

Fort St John, BC V1J 5S5

Contact School Office (250)787-0417

School Fax: (250)785-1581

<http://www.duncan.prn.bc.ca>

### Robert Ogilvie School District Preschool

#### Early Childhood Educator: Christine Bennett

School Contact information:

Principal Jerelyn Orcutt

Address 9907 86 Street

Fort St John, BC V1J 3G4

Contact Phone: (250)785-3704

Fax: (250)785-7963

<http://www.ogilvie.prn.bc.ca>

## Registration and Inquiries

For all Early Learning inquiries and registration  
please email:

Early Learning Team

Email - [earlylearning@prn.bc.ca](mailto:earlylearning@prn.bc.ca)

