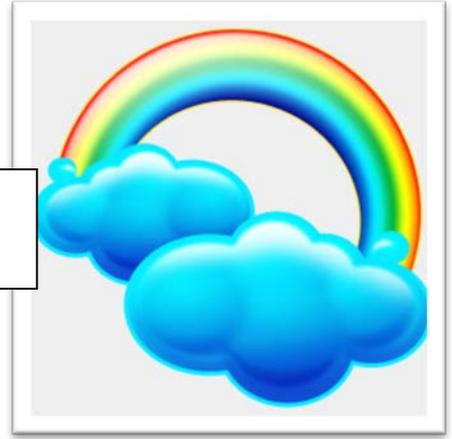


**2017 - 2018**



## **Preschool Information Handbook**

9001 - 10<sup>th</sup> Street, Dawson Creek, B.C V1G 4T1

Phone: (250) 782 - 1161 Toll Free: 1-855-782-1160

E-mail: [spcdc@telus.net](mailto:spcdc@telus.net)



Facebook: [www.facebook.com/southpeacecdc](http://www.facebook.com/southpeacecdc)

Website: [www.spcdc.ca](http://www.spcdc.ca)

*Help us ensure your child has a great day by:*

- *Having appropriate inside and outside clothes for the weather*
- *Pair of Inside Shoes that will stay at the CDC*
- *Daily Snack and water bottle*
- *All items labelled with your child's name*

# Table of Contents

South Peace CDC staff	3
South Peace CDC Program Information	4
Preschool Hours of Operation	5
Events and Closure Dates	5
Behavioural Guidance Policy	6/7
Celebrations and Special Days	7/8
Custody and Access Concerns	8
Emergency Plan	9
Fees and Payments	9/10
Handwriting without Tears	11
Health Policy	12
Information Sharing	13
Legal Requirements	13
Outdoor Time	14
Parental Concerns	14
Photographs and Videotaping	15
Picking Up/ Signing Out Your Child	15/16
Progress Reports	16
Role of Parent/Guardian	16
Substitute Preschool Staff	17

Dear Parents,

Welcome to our preschool. Our Society is proud of all the programs we offer at the Child Development Centre.

This booklet has been prepared as reference information for parents of children attending our preschool. We hope it will be helpful to you.

We operate two licensed classrooms; Rainbow and Sunshine. We are licensed for 16 children in the Sunshine 3 year old room and 20 children in our Rainbow 4 year old room. Our spacious and well equipped programs are designed to help prepare children for a successful entry into kindergarten. Our curriculum emphasizes learning through play using daily real life experiences, which research supports as helping in the development of pre-reading and writing skills. Our goal in the preschool is to provide each child with an environment which will enhance optimum development in all areas of growth; physical, social, emotional and intellectual.

Please feel free to talk to your child's teacher at any time with concerns, questions or suggestions regarding any of our programs. Your input helps us to continue to improve and shape our programs to serve the community.

Yours sincerely,

Amy

Amy Atzenberger  
Preschool Supervisor



# South Peace Child Development Centre Staff

## Our Preschool Department

- Amy Atzenberger, Preschool Supervisor
- Chelsey Whitewood ( Early Childhood Educator)
- Laura Cain (Early Childhood Educator Assistant)
- Gayle Rowe (Early Childhood Educator Assistant)
- Jodi Penner ( Sr Child Development Teacher)
- Lyndsay Cooper (Child Development Teacher)
- Betty Ryz ( Child Development Teacher)

## South Peace Child Development Society Staff

Executive Director	Kim Hughes-Brinsky
Finance Director	Nikki Donkersley
Clerical / Reception	Ardith Banfield
Director of Early Intervention	Angela Chisholm
Stepping Stones Teachers	Jodi Penner, Karissa Hanna
Building Blocks Early Learning	Lisa McLean
Building Blocks Family Services	Lisa DeCosta
Family Education	Nickie Carleton
Occupational Therapy	Elizna Bredenkamp
Physiotherapy	Julie Alexander
Speech Therapy	Sonya White
Infant Development Coordinators	Beverly McCoy, Jo-Ann Terpstra
Life Skills / Respite Coordinator	Keith McKeeman
Accounting / Payroll	Sherri Dilworth

# The South Peace Child Development Society:

*Society Number: S-0011467*

*Charitable Organization Number: 10799 6845 RR 0001*

Our mission is to provide and advocate for quality prevention, early intervention and support services for children, adults and their families based on cooperatively developed goals.

The first six years of a child's life is the most critical for healthy growth and development. The South Peace CDC has many programs that help families support their child's development. Some of the services the South Peace CDC offers are:

- Infant Development Program
  - *A home based program supporting infant's healthy growth and development (0-3 years).*
- Supported Child Development Program
  - *A program that supports children in their SPCDC preschool program to achieve developmental goals.*
- Early Intervention Therapy - Supporting children 0-6 years of age
  - *Physiotherapy, Occupational therapy (gross and fine motor skills) and Speech and Language Pathologist provide assessment and treatment for children 0-6 years of age*
- Building Blocks
  - *A program to support young parents through educational workshops and a child care program.*
- Parenting Education
  - *A program that supports families who have preschool children with parenting education, and group activities such as Splash Class and Parent-Child Mother Goose.*

The SPCDC is here to assist families with any developmental questions or concerns. If you would like more information regarding SPCDC programs or would like to access a program, please speak with a classroom teacher.

# Preschool Hours of Operation

Morning Programs: 9:00 - 11:30

Afternoon Programs: 12:45 - 3:15 PM

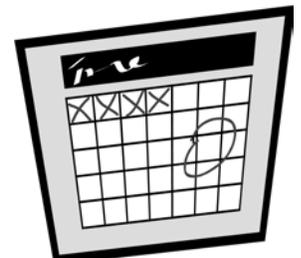
Please note that our reception desk is closed from 12:00 to 12:30.

# Events and Preschool Closure Dates

We **are not** affiliated with the School District or any unions associated with it; the preschool does not follow the School District 59 calendar. The preschool will be **CLOSED** on all statutory holidays.

## Calendar of Events

- Sept 6<sup>th</sup> and 7<sup>th</sup> Meet the teachers -WELCOME
- Sept 11<sup>th</sup> - First day of preschool
- October 9<sup>th</sup> - Closed for Thanksgiving
- November 13<sup>th</sup> - Closed for Remembrance Day
- December 15<sup>th</sup> to Jan 1<sup>st</sup> - Closed for Christmas Break
- Jan 2<sup>nd</sup> - Preschool Resumes
- February 12<sup>th</sup> - Closed for Family Day
- March 26<sup>th</sup> to March 29<sup>th</sup> - Closed for Spring Break
- Friday March 30<sup>th</sup> and Monday April 2<sup>nd</sup> - Closed for Easter
- May 21<sup>st</sup> - Closed for Victoria Day
- June 19<sup>th</sup> - Last Day of Preschool



# BEHAVIOURAL GUIDANCE POLICY

The goal for guiding children's behaviour is to assist children in developing respect, self-control, self-confidence and sensitivity in their interactions with others.

Guiding children's behaviour is an ongoing process. Guiding children's behaviour is done while appropriate behaviour is occurring, as well as before, during, and after socially unacceptable behaviour is displayed.

Positive guidance techniques will be used to encourage appropriate behaviour. They include:

- a. Establishing clear, consistent, and simple limits
- b. Stating limits in a positive way, rather than a negative way
- c. Focusing on the behaviour, rather than on the child
- d. Stating what is expected, rather than pose questions
- e. Providing real choices
- f. Allowing time for children to respond to expectations
- g. Reinforcing appropriate behaviour, with both words and gestures
- h. Encouraging children to use the educators as a resource when there are occasions that they cannot resolve issues on their own



Inevitably there will be occurrences of inappropriate behavior and it will be necessary to intervene. The following intervention strategies or combination will be used to help ensure that guidance is supportive, rather than punitive.

- a. Gain attention in a respectful way
- b. Remind children of the appropriate behaviour.
- c. Acknowledge feelings before setting limits

- d. Redirect or divert when appropriate
- e. Model problem-solving skills
- f. Offer appropriate choices
- g. Use natural and logical consequences
- h. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.
- i. Renewal time or time away

Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behaviour. These strategies for guiding children's behaviour are based on 'Guiding Children's Behaviour Handbook' available at:

[www.healthservices.gov.bc.ca/ccf/child/index.html#publications](http://www.healthservices.gov.bc.ca/ccf/child/index.html#publications)

## Celebrations and Special Days

At the South Peace Child Development Centre we embrace unique family structures, cultures and traditional practices. The preschool does practise some traditional holiday and customs such as:

1. Santa comes to visit at Christmas
2. On Valentine's Day, children can share valentine's with each other
3. We dye Easter eggs at Easter time
4. Both Mother's and Father's Day will be acknowledged
5. Birthdays are also celebrated



In addition to holiday celebrations, we also plan fun days throughout the year, including backwards day, crazy hair day, hat day, beach day and other such fun things.

## Celebrating Children's Birthday Party at Preschool

The Preschool Team acknowledges each child's birthday but we are often asked by parents if they can bring in something more to celebrate. We are able to accept a fruit platter and the small bite size store bought cupcakes, as we need to have a clear list of ingredients.

## Show and Tell

Show and Tell will be scheduled monthly. This is a time where your child is encouraged to bring an item from home to show the other children. In the Sunshine class the children can bring an item any day during the week show and tell is scheduled. In the Rainbow class each child will be given a scheduled day to bring their item from home to show. This allows the children more time to show their classmates and tell them about their item.



Due to potential allergy concerns we are not able to have pets come into our building.

## Centre Fundraisers

The SPCDC annual Fund Raiser is held in late Spring every year. The Preschool Art Gala Fundraiser involves CDC programs, including preschool. Preschoolers are asked to paint canvas pictures for an auction night. The evening is a great family event that showcases the child's art and we hold a silent and live auction. Family coming to the event enjoy a wonderful meal together, music, face painting and family portraits. More information on these fundraisers will be given out as the times grow closer.

## Custody and Access Concerns

If a custody or court order exists, a copy of the order needs to be placed in the child's preschool file. The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child. Without a custody or court order on file, The Child Development Centre Preschool Staff cannot deny access to the non-enrolling parent.

# Emergency Plan



South Peace Child Development Centre has emergency procedures and plans to ensure the safety of all the children and their families. All rooms are equipped with first aid kits and emergency blankets. There are two drills that are regularly practiced which are *fire drills*, and lock down procedures which we refer to as the *quiet drill*.

## **Fire/Evacuation Drills:**

When practicing a fire drill, the teacher rings a bell in the class. This signals the children to leave what they are playing with and line up at the emergency door. The teachers ensure all children are safely exiting and make sure all children are accounted for. If the situation occurs that the building has to be evacuated, our designated safe place is Ecole Frank Ross.

## **Quiet Drill (Lockdown Drill):**

In the event of a lock down procedure, the staff will ensure the children are safely hidden from sight of a window or door. We will practice this drill a minimum of 2 times per year. We do not want to use language that will frighten the children, so we refer to this drill as the *Quiet Drill*; the children will practice being quiet with the class and the teachers.

# Fees and Payments

It is our goal to keep our tuition as low as possible while maintaining the excellence of the program to which we are committed in the face of rising costs.

Two days a week is \$110 a month

- There is a \$30 one-time registration fee due when the preschool registration forms are returned.
- Payments must be made by the 7<sup>th</sup> of each month.
- We accept postdated cheques, cash or debit.

- Fees are annually based and then divided into 10 months. There is no reduction in fees if there is a shorter month.
- It is your responsibility to ensure all subsidies are in place for your child's program.
- **When you are withdrawing your child we require two weeks written notice.**
- If you are withdrawing your child and have given two weeks written notice we will pro-rate the month of your withdrawal.
- In order to keep costs down we do not issue monthly statements.
- In the event that tuition fees are 30 days overdue, the child's space will be given up to the waitlist.
- The SPCDC is committed to support families and if you require financial assistance to attend preschool please talk to Kim Hughes-Brinsky, Executive Director.
- Please keep your original receipts in a safe place for income tax purposes if applicable. No duplicate receipts will be issued.

### **Preschool Subsidy**

The Ministry of Children and Family Development has subsidy available for families who are eligible. The application forms are available from Child Care Resource and Referral located at the Coop Mall for all the information. Talk to the preschool teachers to understand the process.

## **Fieldtrips and Outings**

In our preschool program we will leave the centre periodically for fieldtrips or walks around the community. The children will be transported in an authorized vehicle. When walking the children may visit the treed area that is around our centre and may walk on the sidewalk

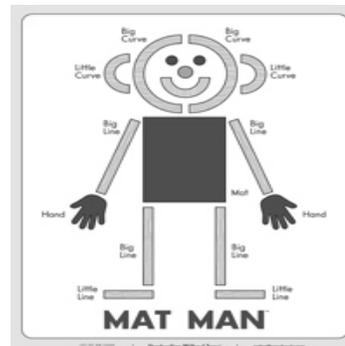
# Handwriting without Tears

In our preschool programs, we introduce pre-literacy and pre-numeracy activities to support your child's development and their Kindergarten readiness skills. The curriculum we use at the Child Development Centre is the Handwriting without Tears: *Get Set for School* program. It was developed by Jan Olsen and Emily Knapton who are occupational therapists.

This Pre-K curriculum is developmentally designed for children to build a strong foundation for Kindergarten. *Get Set for School* uses music and movement to engage children to learn as they play, colour, draw, count, build and sing.

Some concepts we will be teaching are:

- Recognizing letters and numbers
- Learning habits for writing capitals and numbers (start at the top!)
- Sorting objects by size , colour, and other attributes
- Counting, sorting, creating patterns
- Building vocabulary
- Crayon grip
- Left/ Right awareness
- Body awareness



For more information please check out the Handwriting without Tears website at [www.hwtears.com/gss](http://www.hwtears.com/gss).

## Health Policy: When to Exclude a Child from Preschool

The South Peace Child Development Centre is a licensed preschool and must follow the BC Child Care Licensing Regulations. When a child is ill the regulations state:

*A licensee must immediately notify a parent or emergency contact if, while under the care or supervision of the licensee, the child becomes ill.*

A child should be kept home or sent home if they are suffering from **one or more** of the following symptoms:

- Difficulty Breathing- wheezing or persistent cough
- Fever: 100 degrees F/ 38.3 degrees C or higher with signs of listlessness or sluggishness
- Infected skin or eyes
- Undiagnosed rash
- Unexplained diarrhea or loose stool
- Nausea and vomiting
- Head lice or scabies
- Children with known or suspected communicable diseases
- Any complaints of undiagnosed pain
- Not well enough to take part in the regular program
- Common Cold with listlessness, runny nose and eyes, coughing and sore throat (contagious period: 1 day before symptoms appear to 5 days after). The child may return to preschool once the child's temperature, wellbeing and energy have returned to normal. The child may no longer be contagious and may be able to return to the child care facility even though coughing and runny nose may persist.



*Information from Preventing Illness in Child Care Settings, by BC Health Planning*

## Information Sharing

The Preschool Staff will communicate with parents/guardians in a variety of ways. Some forms of communication you can expect is face to face conversations, newsletters, monthly calendars and telephone conversations. We also have a Facebook page that we share information, news and events with. In addition to having a Facebook page, the CDC has a Pinterest account where we share all our fun ideas. To find both, please access our website at [www.spcdc.ca](http://www.spcdc.ca).

## Legal Requirements

The South Peace Child Development Centre Preschool Programs are licensed programs under the Child Care Licensing Act. As a licensed Preschool, there are regulations we must adhere to such as having your child's file complete before they start. This includes all documents being signed and the registration forms having personal health number, immunization records, two emergency contact names with phone numbers, and a picture of the child (taken at preschool). All information pertaining to the child, including file information, is confidential and is not shared without written consent; however, confidentiality can be broken and by law we are required to share information if

- We observe a criminal act or abuse
- We believe you or your child is in danger
- Court order or subpoena is issued





## Outdoor Time

As per BC Child Care Licensing Regulations, the CDC preschool department must provide children with daily outdoor play, weather permitting. Preschool staff will monitor the weather to ensure suitability for playing outside. This includes checking the weather forecast on the Environment Canada website before each class starts. Children will not go outside when temperatures are -20 C or lower (with wind chill).

Please ensure your child has appropriate clothing for them to be comfortable outside. In the winter months, this includes clothing such as snow pants, winter boots, winter hat and mittens. In the summer, please send a hat and appropriate footwear such as runners; often sandals or flip-flops do not offer support for running and climbing, which could result in an injury. If it is a day with a high UV index, please apply sunscreen to your child before they come to preschool.

## Parental Concerns

Please let us know if you have a concern or a complaint. Input from families helps us to improve and address gaps in our service. If you have a concern, we encourage you to talk to a staff member involved; very often situations can be resolved quickly at this level. If the problem still exists the process is as follows:

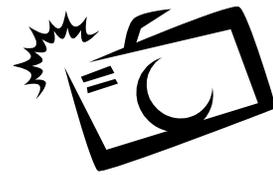
- A) The complaint must be received in writing and within six months of the incident.
- B) The complaint must contain the following; name and department the complaint is against, nature of the complaint and circumstances date and remedy or correction requested.
- C) All written complaints can be addressed to the CDC Executive Director.

## Photographs and Videotaping

The South Peace Child Development Centre may take videos and photographs of your child while taking part in programming at the SPCDC. These photos may be displayed in the classrooms and sent home with the children in the photos.

Occasionally, photos may be posted on our website or Facebook page with parental consent. Any photos or videos taken for therapy purposes will be handled confidentially. Any questions or concerns can be brought to the preschool supervisor.

**IN RESPECT FOR OTHER'S PRIVACY, WE ALLOW PHOTOS OF YOUR CHILD TO BE TAKEN BUT, NO VIDEOTAPING PLEASE.**



## Picking Up/Signing Out Your Child

We ask all parents/guardians to please pick up your child at their classroom door. Both classrooms have a sign in and out board; it is a requirement that you sign in and out your child. If you do not sign out your child we will have no written confirmation that your child has been picked up safely that day.

A child WILL NOT be released to a non-custodial adult without written parental consent. Please update your child's file with any new individuals that may be picking your child up from preschool. No child will be released to anyone less than 14 years of age. Photo ID may be requested by preschool staff to ensure the safety of your child.

*Picking up or dropping off your child is a perfect opportunity to take the time to find out about your child's day and confer with preschool staff. The Preschool Supervisor can also arrange for a private meeting to discuss any specific concerns.*

**Late Pick Up:** Your child and staff depend on your prompt arrival.

If a parent /guardian has not arrived by the designated time that Preschool ends we will:

1. Attempt to call parent's place of employment or home.
2. Contact emergency contacts.
3. Appropriate Authorities will be contacted.



## **Progress Reports**

Progress reports will be sent home to share information on what the class has been working on and how your child is progressing towards Kindergarten readiness.

## **Role of the Parent/Guardian**

At the South Peace Child Development Centre, we embrace family and the important role they play in a child's development. Parents are always welcome to come into the preschool and join their child in an activity. The following are other ways to support your child's preschool experience:

- Communicate concerns about the program to the staff or supervisor.
- Provide your child with a pair of non-marking indoor shoes to be kept at the preschool.
- Provide your child with appropriate clothing for regularly scheduled outdoor time and play clothes for indoors.
- Speak to your child in a positive way when leaving him/her and picking him/her up from the program. Always say good-bye to your child.
- Communicate daily with staff about your child's day.
- Label your child's inside shoes and outdoor clothing.
- Pick up your child's inside shoes at the conclusion of preschool. Shoes that are left behind will be donated to the Salvation Army in August.
- Call the centre if your child will not be attending their class.
- **Provide a healthy snack and a water bottle for your child each day that they attend.**

## **Substitute Preschool Staff**

There will be occasions where a preschool teacher will not be in the class due to illness or other circumstances. We do have qualified professionals that fill in when a teacher is absent. If we know in advance that a teacher will be absent, we will let the children know.