

SPCDC Preschool

Parent Handbook 2025/26



SOUTH PEACE CHILD DEVELOPMENT CENTRE

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Dear Parents,

This booklet has been prepared as an information reference for parents/guardians of children attending our preschool.

Our program is designed to help prepare children for successful entry into kindergarten. Our curriculum emphasizes learning through play, and using daily real-life experiences. Research supports this learning style as helping in the development of pre-reading and writing skills.

Our goal is to facilitate a regulated classroom to support children in learning and developing optimally in all areas of growth; socially, emotionally, intellectually, and physically.

Please feel free to contact us with questions regarding our program.

Sincerely,

Jodi Penner
Preschool Supervisor
Ph: (250) 782-1161 Ext:232

Our Program Philosophy

The SPCDC believes all children are unique, active learners. A child learns best when they feel secure with educators, who provide opportunities for exploration and emotional comfort when needed. Play-based programming stimulates development of the whole child and encourages curiosity, problem-solving, and peer interactions. The Early Learning Programs at the SPCDC are inclusive spaces where partnering with families is essential to the child's growth, sense of belonging, and well-being.



Our Programs

Our Mission: Through family partnerships we provide early intervention services, childhood education, and individualized programs to enrich the lives of children and youth.

Family Navigation (0-5 years)

Assists and guides families in finding programs and services with the goal of supporting and raising healthy children. Our family navigator also offers a weekly drop-in playgroup.

Early Childhood Parenting Program - ECPP (3-5 years)

Supports families with one-on-one parenting education, and group parent education classes.

Infant Development Program - IDP (0-3 years)

A home-based program supporting infant's healthy growth and development.

Early Intervention Therapy - EIT (0-5 years).

Physiotherapy, Occupational Therapy & Speech and Language Pathology

Provides assessment and treatment.

Supported Child Development Program - SCD (0-5 years)

Supports children in their preschool program to achieve developmental goals.

Building Blocks (0-3 years)

Supports parents through educational workshops and individual sessions to increase the skills and foundational knowledge of raising healthy children.

Lifeskills (0-19 years)

Supports established goals set by Children and Youth with Special Needs (CYSN) for children to work on specific areas of development.

Respite (0-19 years)

Provides caregivers time away from the high demands of caring for a child with special needs.

If you are referred, or self refer to any of these programs while enrolled in preschool, you will be required to do intake. Once intake is complete your child will be added to the waitlist for the program.

Looking for more information?

Call or text our Family Navigator on her direct line

(250) 719-9901



Important Dates - 2025/2026

The preschool does not follow the School District 59 calendar.

The preschool will be CLOSED on all statutory holidays.

September 9th & 10th – Family/Teachers Meet and Greet

Visit the CDC during your child's regular day and time to meet the teachers and see the classroom with your child.

September 11th & 12th – First day of Preschool

September 30th - Closed for Truth & Reconciliation

October 13th – Closed for Thanksgiving

November 11th – Closed for Remembrance Day

December 19th to January 5th - Closed for Winter Break

January 6th– Preschool Resumes

February 16th – Closed for Family Day

March 23rd to March 27th – Closed for Spring Break

March 30th – Preschool Resumes

April 3rd – Closed for Good Friday

April 6th– Closed for Easter Monday

May 18th – Closed for Victoria Day

June 19th – Last Day of Preschool



Curriculum

Our Preschool Program is inclusive and uses play-based learning to support child development. Our programming uses a combination of child-led and teacher directed activities.

The child-led activities are known as “Free Play.” During this time children are able to explore their environment and engage in activities they choose. The SPCDC believes each child is unique and actively learning. A child learns best when they feel secure with educators who provide opportunities for exploration and emotional comfort when needed. Play-based programming supports healthy development. While encouraging curiosity, problem-solving, critical thinking, and social interactions.

Teacher-directed activities consist of more structured time where singing, storytelling, and learning games are presented. This time is known as circle time or brown bench time. This part of their day allows children to practice their listening skills, focus, and taking turns. Teacher-directed activities amount to a quarter of the class time and are adjusted according to class need.

Themes are planned for each month. Monthly themes are reflected in child-led and teacher-directed activities. This programming style supports repetition of key learning concepts and time for children to explore ideas.

Our educators also use concepts and programming from Calm Connection and Learning Without Tears in their lesson plans. More information on these specific curriculums can be found here: <https://www.connectwithcalm.ca/> and <https://workshops.lwtears.com/LWTstore/s/>.

All children participate in the routines of the class. The routines are predictable; a visual schedule is posted so the children can refer to it regularly. A predictable routine supports regulation and cognitive development.

If a child is needing support to participate in a particular routine, teachers will explore options with the family on how best support the child. Some areas of support may include asking for parent input on meeting behavior needs, referral to services at the SPCDC, or implementing general intervention strategies to support regulation.



General strategies may include:

- Bean bag chairs.
- Weighted toys.
- Heavy work.
- Quiet space.
- Transitional objects.
- Chewing gum.

Children are allowed to chew gum in class and teachers will supply a small piece when needed. If you don't want your child to have gum, please let a teacher know. If you would like more information on general regulatory strategies we may implement when needed, please connect with the preschool supervisor.

SPCDC Preschool has a two-week trial period for new admissions. All general support strategies will be implemented to aid with the adjustment to our preschool program. If after the two-week period the child is still having trouble adjusting, we reserve the right to either postpone attendance to a later date, or until SCD (Supported Child Development) services are available. We would also discuss the option of a referral to our Early Childhood Parenting Program, encourage joining our free playgroup, or another free playgroup in the community. We can also arrange a discussion with our Family Navigator for other local and provincial supports.

Guiding Behaviours

The goal for guiding children's behaviour is to assist them in developing respect, self-control, self-confidence, and sensitivity in their interactions with others. Guiding behaviour is done while appropriate behaviour is occurring, as well as before, during, and after unacceptable behavior is displayed.

Positive guidance techniques will be used to encourage appropriate behavior.

- Acknowledge feelings.
- Focus on the behavior, rather than the child.
- Offer appropriate choices.
- Establish clear, consistent, and simple limits.
- Allow time for children to respond to expectations.
- Offer a quiet space.
- Redirect when appropriate.

To be successful in our preschool, children are required to follow simple routines and transition between activities with minimal support. We know it is hard work for a child to remain regulated in new environments and away from their parent/caregiver. Children are required to maintain a calm emotional state with our team offering their support throughout their preschool time.



Supported Child Development Program

We have team members in the building who will be in and out of the preschool classroom providing a variety of supports for children. These supports take place in collaboration with parents, and the preschool teachers.

Some team members who are consistently present are educators from the Supported Child Development Program. Working with families, the Supported Child Development Program (SCDP) provides consultation, extra staffing supports, and staff training to early childhood educators. This program is funded by the Ministry of Children and Family Development.

Front Desk Hours

The hours for the front desk are Monday thru Thursday, 8:15am-4:15pm with a closure for lunch from 12:00pm-12:30pm. Friday hours are 8:15am- 12:45pm. When you need access Friday afternoon and the door is locked, please ring the bell above the mailbox and someone will open the door for you for preschool pickup. This is a safety measure we practice due to the front desk being closed on Friday afternoon.

Parking

Parents are expected to park in the lower lot (church lot) during pick-up and drop-off. The upper parking lot is designated parking only. This is a measure put in place to ensure safety in the parking lot for everyone at the centre.

Custody and Access Concerns

If a custody order or safety plan 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 order or safety plan on file, the preschool staff cannot deny access to the non-enrolling parent.



Health Policy:

When to Exclude a Child from Preschool

A child should be kept home or sent home if they are suffering from **one or more** of the following symptoms and are **not allowed to return until symptom free for 24 hours** without the aid of medication.

- Difficulty breathing, wheezing or persistent cough
- Fever: 100°F/38.3°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/or 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 without the use of medicine. Once the 5 day contagious period is over, child may be able to return to the child care facility even though coughing and runny nose may persist.

As a licensed preschool, we follow 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.

Source: Preventing Illness in Child Care Settings, by BC Health Planning



Ways to Support Your Child's Preschool Experience

- Pack and label appropriate outdoor clothing, two snacks, water bottle, extra change of clothing in backpack, and indoor shoes that stay at preschool.
- Share with staff information about child.
- Establish a strong and consistent routine for picking and dropping off your child.
- Hold your child's hand in the hallway and parking lot.
- Ensure the names of all adults authorized to pick up your child is stated in your child's file.

A child WILL NOT be released to a non-custodial adult without written parental consent. If a teacher does not recognize an adult for pickup, photo ID will be requested to confirm identity. No child will be released to anyone less than 14 years of age.

Late Pick Up: It is mandatory to pick your child up at the time preschool ends. 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.

Affordable Child Care Benefit

The Child Care Benefit is open for all families to apply. The amount each family qualifies for is based on their household income. Once an application has been approved a statement with the benefit amount is sent directly to the SPCDC to be applied to preschool fees. A letter will be provided by email stating the required amount to be paid by parents/guardians each month to maintain the preschool position.

Visit gov.bc.ca Affordable Child Care Benefit to apply.

Need support applying? Visit the Child Care Resource and Referral located at the Co-op Mall.



Child Care Fee Reduction Initiative

Our centre is enrolled in the Child Care Fee Reduction Initiative. This program is accessible through the government of British Columbia and enhances child care affordability for families.

All families registered in preschool will receive this fee reduction, the amount will vary each year and families will be informed for the reduction in September.

Celebrations and Special Days

We embrace unique family structures, cultures, and traditional practices. The preschool practices some traditional holiday and customs such as:

1. Birthdays are celebrated
2. On Valentine's Day, children can share valentine's with each other
3. Both Mother's and Father's Day will be acknowledged
4. Special Helper in our 4 year old program
5. Summer Fun Day
6. Graduation Day in our 4 year old program

Bringing food to the center: Parents are able to bring store bought food (example: bite size cupcakes, fruit platter, etc) for celebrations if they would like. Any store bought food NEEDS to have a clear list of ingredients or it will not be accepted.

Outdoor Time

As per BC Child Care Licensing Regulations, our preschool must provide children with daily outdoor play, weather permitting. **If the weather is lower than -20°C, there is a high windchill, or it is icy, we will NOT go outside (according to weather.gc.ca).** We will make these decisions based on the safety of everyone at the school.

Please ensure your child has appropriate clothing for outside play. In the winter months, provide snow pants, winter boots, toque, and mittens. In the spring months, provide splash pants, rain boots, thin gloves, and a toque.

In the summer months, provide a hat and appropriate footwear such as runners; sandals or flip-flops are not an option. Sunscreen should be applied at home before preschool in the summer.



Outside Outings

We may leave the center to take nature walks around the SPCDC. These nature walks may be sporadic and parents may not be notified beforehand. We will sometimes leave the centre for fieldtrips where an authorized vehicle drives the children to a destination. Permission slips will be handed out as a way of notifying parents for field trips.

Emergency Plan

We have emergency procedures and plans to ensure the safety of all the children, and their families. All rooms are equipped with a first aid kit, fire extinguisher, and emergency blankets.

Two plans that are practiced is fire drills and lock down procedures.

Fire Evacuation:

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 everyone is accounted for. If the building needs to be evacuated, our designated safe place is Ecole Frank Ross.

Quiet Drill (Lockdown):

In the event of a lockdown procedure, the staff will ensure the children are safely hidden from sight of a window or door. 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.

Photographs

We may take videos and photographs of your child while taking part in programming. These photos may be displayed in the classrooms and/or sent home. Occasionally, photos may be posted on our website, Facebook, and/or Instagram page with parental consent as per your registration form. Any photos or videos taken for therapy purposes will be handled confidentially. Please be respectful when taking pictures of your child to ensure no other children are in the photos.



Financial Agreement

2025-2026 Preschool Class

It's our goal to keep tuition affordable, while maintaining the standards of programming in the face of rising costs. We would like you to know the following:

1. A \$30.00 one-time registration fee and first month of preschool is non-refundable.
2. Preschool fees are annually based and then divided into 10 months. We do *not* prorate monthly fees.
3. We accept cash, debit, credit card and cheque. We do *not* accept e-transfer at this time.
4. If you choose to pay with cheque: Cheques must be dated the 1st of each month. Please note there will be a \$20.00 charge on all NSF cheques.
5. Payment is due on the 1st of the month and must be made no later than the 7th of each month.
6. It is your responsibility to ensure application to the Affordable Child Care Benefit Program and that all childcare benefits are in place for your child's program. Any outstanding balance not covered by the benefit is the responsibility of the parent/guardian to pay.
7. If you are withdrawing your child from preschool, you must notify us by the 15th of the month prior. Failure to do so will result in being charged the monthly fee.
8. We do *not* issue monthly invoices and will print payment receipts upon request. We *will* issue a statement of account upon request at the end of the year.
9. If your tuition fees are 30 days overdue, your space will be given to the waitlist.
10. If you have enrolled in the Affordable Child Care Benefit Program and continue to have financial concerns, please speak with the Executive Director, Kim Hughes.

Preschool fees for the current school year are as follows.

(Subject to change with notice.)

2 days/week

September \$170.00	February \$170.00
October \$170.00	March \$170.00
November \$170.00	April \$170.00
December \$170.00	May \$170.00
January \$170.00	June \$170.00

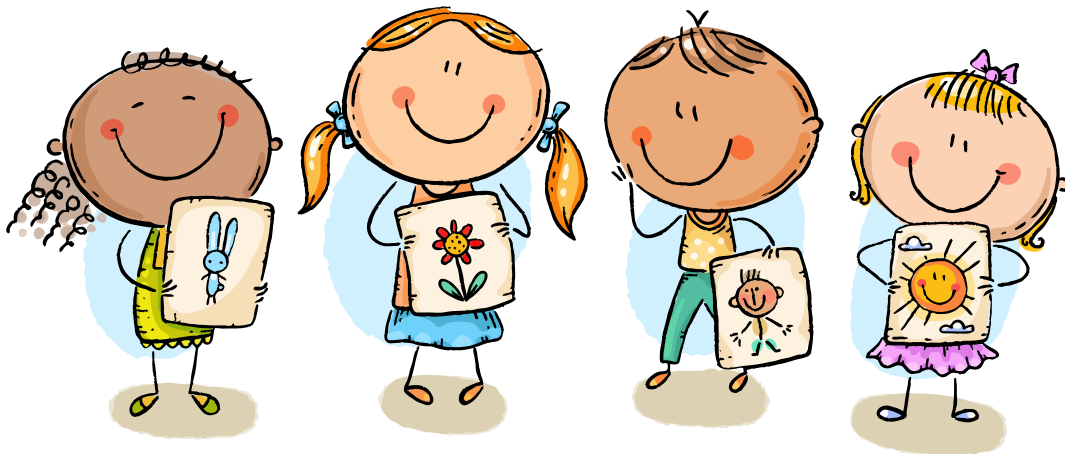
Yearly Total \$1700.00

Our successful application to the Fee Reduction Initiative through the Government of British Columbia has resulted in reducing fees from \$190 to \$170 per month.



Our First Day Checklist

- Lunch kit - filled with 2-3 healthy items
- Water bottle - we encourage water bottles be sent filled with water
- Inside shoes to be left at preschool (labelled with name)
- Appropriate outdoor clothing (labelled with name)
- Backpack to keep their belongings in
- Change of clothes (inside backpack)
- Personal item, such as a picture of the family, if the child has a difficult time transitioning



If you have any questions please contact the Preschool Supervisor,
Jodi Penner at (250) 782-1161 Ext. 232

