



Cambie Preschool Program Information

Program Goals and Objectives

In our preschools, we plan and set out activities that will:

1. Create an atmosphere of trust, security and comfort in which the child can feel motivated, esteemed and appreciated.
2. Promote the uniqueness and individual worth of each child by focusing on competences and capabilities.
3. Provide an enriched and stimulating environment that meets the needs of the whole child, including the cognitive, creative, social, emotional, physical and spiritual self.
4. Provide opportunities for self-expression, investigation and experimentation both independently and collaboratively.
5. Encourage problem solving skills and responsible decision making through respectful guidance.
6. Provide a balance of group and solo activities, as well as between child-initiated and adult-initiated activities.

*I tried to teach my child with books,
He gave me only puzzled looks.
I tried to teach my child with words,
They passed him by, often unheard.
"How shall I teach this child?" I cried.
Into my hands he put the key...
"Come, he said, play with me!"
~Anonymous*

Health & Accidents

Preventative health measures are necessary in the preschool setting. If your child is not well, please keep him/her home. We will contact you or your emergency contact if your child becomes ill at preschool. Please let us know if your child contracts, or has been exposed to, a communicable disease.

A form will be given to parents in order to provide us with a current list of any medications, allergies, or medical concerns your child may have. Please keep us informed of any changes in doctors, dentists, and your child's general health.

Staff can refuse a child who is too ill to attend preschool, and may request medical clearance.

If your child has an allergy that will require medication, you and your doctor will be required to sign a consent form. **Your child will be unable to stay in preschool without a parent present until these forms are filled out and a “Care Plan” created.** Before we can administer any medication to your child at school this plan must be in place. This is for your child's safety. Medication must be in the original pharmaceutical container, and be accompanied by the doctor's instructions.

Health & Accidents

In order to protect your child and all children attending preschool, some health policies are necessary.

SYMPTOMS	POLICIES
Temperature of 38 degrees or above	Child must be picked up immediately. Child may return after 8 hours of normal temperature without medication. (i.e. Children's Tylenol, etc.)
Untreated eye infection (pink eye)	Child must take an antibiotic for a full day before returning to preschool.
Rashes	Unidentified rashes need a doctor's written confirmation that it is not contagious. If treatment is needed, child may return 12 hours after treatment has started.
Scabies/Lice	Child may return 24 hours after treatment.
Diarrhea	Child may return after 48 hours of no repeat incident or with doctor's confirmation that the condition is not contagious.
Vomiting	Child may return after 48 hours of last vomit incident.
Chicken Pox	Parents will be notified for exposure. Child may return 5 days after the onset of the rash.
Strep throat/Tonsillitis	Child may return after 24 hours of treatment with medication.
Sick child	Parent will be notified and possibly asked to pick child up.

Child Abuse

Children depend on others for their safety and well-being, and have the right to be protected from abuse and neglect.

Staff is legally required, by the Child Family and Community Service Act, to report any suspected abuse or neglect to the Ministry for Child and Family Development (MCFD)

Staff responsibility is to report any suspicions of, or disclosure of abuse. It is the responsibility of the MCFD to investigate and determine if abuse has occurred.

Registration Process

To register for our preschools, the following steps are recommended:

- Contact Alexis, our Preschool Coordinator, at 604-233-8376 to arrange to view our preschool programs. She will also let you know how many spaces (if any) are available in the preschools. This is an important step, as we want to make sure the choice you make will be the best fit for you, your child and the teachers.
- View the programs, talk with the teachers in each program and then you decide which class you want to register your child in.
- Registration for our current year (September 2011– June 2012) is ongoing.

We look forward to meeting you and your family in the near future!

Preschool Fees

Preschool fees are based on the yearly program and are divided into ten monthly payments. (To determine this fee, we take the hours that children attend per day, multiply that by the number of days attending and then multiply that amount by the fee per hour. We then divide by 10 months to come up with your monthly fee. The first payment is due August 1st (which pays for September). We are unable to reduce fees for absences due to illness or vacation. Your monthly fee guarantees that your child retains his or her spot in the program.

Childcare subsidy is available through the Ministry of Children and Family Development http://www.mcf.bc.ca/childcare/ChildCar/subsidy_promo.htm

Fee Schedule

Each child must pay a \$40.00 non-refundable registration fee in addition to their monthly payments. The post dated cheques (or payments taken from your Credit Card) are to be made for the following amounts:

	Kinderfun Tues/Thurs Class	Kinderfun Mon/Wed/Fri Class	Little Explorers Mon/Wed Class	Little Explorers Tues/Thurs Class
August 1 st	\$114	\$164	\$98	\$103
September 1 st	\$114	\$164	\$98	\$103
October 1 st	\$114	\$164	\$98	\$103
November 1 st	\$114	\$164	\$98	\$103
December 1 st	\$114	\$164	\$98	\$103
January 1 st	\$114	\$164	\$98	\$103
February 1 st	\$114	\$164	\$98	\$103
March 1 st	\$114	\$164	\$98	\$103
April 1 st	\$114	\$164	\$98	\$103
May 1 st	\$114	\$164	\$98	\$103
<i>Please note: fees are for the 2011 – 2012 School Year.</i>				

Cheques are to be made payable to the *City of Richmond*. They are deposited the first Thursday of the month.

Withdrawal

To withdraw from our preschool programs, parents must give one month's notice at the beginning of the month. If written notice is not received by the first day of the month, one month of fees will be withheld and no refund will be issued. In the case of a summer withdrawal, written notice must be received by July 31st in order have all cheques returned.

The last day that parents may withdraw their child from our preschool programs is March 31st.

A child may be asked to leave the program for the following reasons:

- Child is “too young” for the program; they are not adjusting to the program.
- Child’s actions are physically threatening to the well being and safety of the other children and/or staff.
- Child requires extra support in the program and the support is not available.

Arrival and Departure Procedures

Upon Arrival We Ask that You Please

- Sign your child into the classroom. We need your initials as well as the time that your child is arriving written down.
- Accompany your child into the preschool, allowing time for removing and hanging up his/her clothing.
- Stay with your child until teachers have greeted your child.

If your child is going to be away, please call Alexis’ voice mail (604-233-8376) and leave a message for your child’s teacher.

Upon Departure We Ask that You Please

- Ensure that the adult picking up your child is authorized to do so, and that this person is at least 15 years of age.
- Inform the teacher if the authorized adult is unable to pick up your child. Provide the name of the adult who will be picking up your child. **This must be done in writing.** (A teacher will ask to see picture I.D. if a person is unfamiliar to them).
- Be aware that teachers will not release your child to an adult who appears to be "under the influence". Alternate plans will be made at the time.
- Pick up your child promptly at the end of class. We would appreciate a phone call if you are going to be late. We do charge late fees if you are late picking up your child. Typically, a verbal warning is given the first time you are late; then after that charges will be applied.

Snack

Eating with friends is an important part of each child's social development. As we are a "Nut Free Zone" please do not send nuts or nut products of any kind in your child's snack. We encourage nutritious snacks such as fruit, vegetables, cheese, crackers, and water or milk. Please make sure that all containers are labelled with your child's name. (Little Explorers’ snack is fruit and vegetables only. Children will help prepare snack each day and share with each other.)

Circle Time

Circle time includes a variety of group activities: discussions, songs, stories, creative movement, drama, puppetry, games, poems, and finger-plays.

Special Events

Seasonal celebrations and traditions such as Halloween, Christmas, Valentine's Day and Easter are special events at the preschool. We may ask parents to sign up to bring special snacks and join us for some of the parties. Preschool hours may be changed on some of these occasions to accommodate set up time. We will notify you well in advance of any changes.

Field Trips

Field trips are planned during the school year when they contribute to our themes and goals. Advance notice is given for each event and parents are asked to accompany us to provide extra supervision. Parents are responsible for arranging their child's transportation to and from a field trip. Parents are also required to provide the appropriate child restraint according to their child's height and weight.

Parents & Caregivers

Parent/Caregiver input and help is an important part of our preschool programs. Parents/Caregivers are required to participate in our daily program. In Kinderfun and Little Explorers, a monthly calendar is sent home with helper days listed for each child. If you are unable to come in on your helper day, or find a replacement, we will charge you \$15 which we will give to another parent to fulfill your duties. Our door is always open for those who would like to see their child in the classroom setting.

How to Get Involved

Our program has been greatly enriched by the talents and generosity of our parents. There are many ways in which parents/caregivers may participate and contribute to our programs:

- Volunteer to read a story, sing a song, share a special skill, or lead the children in a craft or cooking project
- Spend a day (every 18 – 20 classes) at the preschool as a helper
- Assist by attending excursions or volunteering to drive
- Join us for special events at the preschool
- Volunteer to help organize, decorate, cook or run an activity during special events

- Contribute ideas or materials to enrich a project
- Collect and donate recycled materials (fabric, beads, cork, paper towel rolls etc.)
- Read newsletters/announcements sent home
- Attend the Parent Night information session at the beginning of the year
- Volunteer to help with the Scholastic Book order program
- Participate in fundraising activities
- Do the classroom laundry
- Help with the Parent Helper Calendars

People in our Classroom

Visitors to our classroom are invited to work alongside the teachers to ensure that your child has the most positive and supportive preschool experience that we can provide. All student teachers, volunteers and professional visitors must have a completed criminal record check prior to being admitted to the classroom. A preschool teacher is always present with the children; they are never left unattended with a visitor or allowed to leave the classroom or the premises with a visitor.

Students

Throughout our school year we host practicum students who are doing their ECE teacher training at local Community Colleges. We also have students from HJ Cambie School who will be in the programs to gain valuable work experience.

Professionals

There is a variety of professionals connected to the field of Early Childhood Education who may occasionally visit the preschool for the purpose of observation. Some of the people you may encounter are the Government Licensing Officer, local college instructors and practicum students. As well, members from the Public Health Unit (i.e. Public Health Nurse, vision and hearing specialists, psychologists etc.) and consultants from Supported Child Development.