

**Bulkley Valley Christian
Preschool
Parent/Staff Handbook
Policies and Procedures**

2018-2019



**"... We will tell the next generation the
praise worthy deeds of the Lord,
His power, and the wonders he has done."
Psalm 78:4**

Parent Handbook

Welcome to Bulkley Valley Christian Pre-school located at 3575 – 14th Ave. in Smithers! This handbook is designed to tell you about our program and answer some of the questions you might have. If you have comments, or suggestions along the way, please share them with us, for your input will help us give shape to our program.

Our pre-school program is licensed by the provincial government under the “Community Care Facilities Act”. This means that our facilities have been inspected and our staff approved by various government departments. Our pre-school is sponsored and prayerfully supported by the Bulkley Valley Christian School Society.

(Please take note that your signature is required at the end of this handbook, please detach and give to the Pre-school teacher the first day of attendance.)

Bulkley Valley Christian School Vision Statement

Bulkley Valley Christian School adopted the following vision statement:

“In joyful obedience to Christ, the Bulkley Valley Christian School community strives to provide a comprehensive program of quality instruction that is shaped by a Reformed understanding of the Scriptures. We recognize our need to personally know Christ through His Spirit and Word. It is out of this relationship that we encourage and teach our students to develop a view of life and creation that is centered in God. Students are led to appreciate, understand, and evaluate the world so that, as they grow in faith and knowledge, they will take up the challenge to bring the healing power of Christ to all areas of life.”

This vision statement will also provide direction for our pre-school program in an age-appropriate way.

Goals of the BVCS Pre-School Program

The pre-school program at BVCS will provide the children with the following:

- a structured program taught from a Biblical perspective;
- a safe environment where they are respected;
- opportunity to develop social skills while in community with others;
- developmentally appropriate challenges;
- play times and learning activities which will serve as preparation for kindergarten; and
- consistent and clear guidance and discipline.

Hours of Operation

The pre-school program will operate on Tuesday and Thursday from 8:45 – 11:45 and on Wednesday and Friday from 8:45 – 11:45 and 12:30 – 3:00. You may choose one of these sessions. Preschool will not operate on Mondays.

Conditions for Admission

For a child to be accepted to the 2018-19 pre-school program at BVCS, they must be four years of age by Dec. 31, 2018.

Pre-School Fees

The Board of Directors of Bulkley Valley Christian School has set the pre-school fee at \$115/month for a two day program. Fees must be paid by post-dated cheque or through auto-debit at a financial institution of your choice. One month's notice is required if you decide to withdraw your child from the program.

Class Size

There will be a maximum of 10 children in each class. This is in keeping with the guidelines of the Community Care Facilities Act.

School Supplies

School supplies will be provided by Bulkley Valley Christian School. However, the children will be required to have a pair of indoor shoes (non-scuffing), a healthy snack and a full change of clothing to keep at school in case of accidents.

Illness Policy

Staff and parents, please keep your child home when he/she is suffering from one or more of these symptoms:

- unexplained or undiagnosed pain;
- an acute cold with fever, runny nose and eyes, coughing, and sore throat;
- difficulty in breathing, wheezing, or a persistent cough;
- nausea and vomiting;
- fever (100°F/38.3°C or more);
- sore throat or trouble swallowing;
- infected skin or eyes or an undiagnosed rash;
- headache and stiff neck;
- unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps;
- severe itching of body and/or scalp; and/or
- any known or suspected communicable disease.

Please inform our pre-school within 24 hours if your child is diagnosed with a serious illness or contagious disease (e.g., chicken pox, measles, etc.).

If your child becomes ill at pre-school, we will place him/her in a quiet part of the classroom and immediately notify your home. If there is no one home, we will phone the emergency contacts that you have provided.

Prescription and/or non-prescription medications will not be administered by staff members.

Care and Supervision Policy

BVCS Preschool staff will ensure adequate supervision for children in our care. The educational and developmental needs of the children must be considered when determining appropriate supervision for each situation.

Procedure

- Staff will ensure that, at all times, the minimum staff member to child ratio will be met as follows:
 - when there are 10 children present at the program, one staff member is on duty.
- Staff will ensure that the program layout is conducive to effective supervision of children.
- Staff will ensure that furnishings, play equipment and materials are safe and maintained in good repair and are developmentally appropriate.
- Play areas are to be inspected for hazards daily before the children are allowed to play and play areas are left clean and tidy after use, .
- BVCS Preschool Supervisor will ensure that all outdoor play structures comply with the appropriate standards.
- Staff will prepare children for outings by explaining where they are going, what will happen, whom they will see and who they need to listen to, and what rules will apply.
- Once the child has been signed out of the program by the parent, guardian or caregiver, the child is now in the care and responsibility of that person and no longer the care and responsibility of the program.
Staff will complete an attendance, or head count:
 - 1) at the start of the program;
 - 2) when moving program locations i.e., inside to outside, outside to inside, etc.;
 - 3) at the end of the program and prior to releasing child to parent/guardian;
 - 4) when a child has been removed from classroom; and
 - 5) when a child is returned to the classroom.

Staff will ensure that children's play will be observed both indoors and outdoors by:

- directing and closely monitoring children when carrying out activities that may involve some risk, such as playing near water, near doorways, or during transition times when children may gather in larger groups;

- observing play and anticipating what may happen next in order to provide program staff with the opportunity to assist children and intervene in the event of potential danger -listening closely to children, even those who are not in the program staff's direct line of sight (such as those in outdoor play spaces);
- positioning program staff to allow for the supervision of the entire group of children;
- monitoring children's health to identify early signs of fever, illness, or unusual behaviour; and
- watching and participating in children's play to expand the play, model appropriate language and interaction as well as to ensure that children are playing safe.

Other professionals providing services to children within the program, such as Occupational Therapist, Speech/language Therapist, Behaviour Consultants, etc., will:

- only provide services with parental consent;
- provide services within the context of the program where appropriate.

If your child has a spill or toileting accident, the staff will:

- locate your child's extra clothing in their shoe bags and assist them in cleaning themselves off, hand washing and properly caring for soiled clothing (putting into a separate bag to take home to launder).

Emergency Evacuation Policy

In any type of emergency situation at BVCS, the physical safety of the children is our primary concern. When an alarm sounds, or an emergency evacuation of the building is required, the responsibility for the children lies with the BVCS Preschool Supervisor and staff.

Procedure

BVCS Preschool staff will be familiar with all fire, lock down, earthquake, and emergency evacuation plans in place at the school. Staff will follow all the instructions and participate in all school training and drills.

In case of a drill or evacuation, employees will bring the accurate portable emergency kit and information. If the preschool needs to relocate, staff will escort children to our safe house: **Ron and Janna VanDriel's, 3823 14th Ave Smithers**, across from the Evangelical Church. There, parents will be notified and asked to pick up their children. Staff will remain with the children until all the children have been picked up.

Arrival and Departure

Please bring your child into the school building through the entrance of the school marked "Kindergarten and Preschool Entrance". Please bring your child on time (but not excessively early) so that the "opening exercises" are not disturbed. Outside footwear and coats can be removed in the hallway outside the classroom where mats and coat hooks are provided. Please ensure that your child is also picked up on time as

it can be upsetting for a child to be left past closing time when all the other children have been picked up.

Please use the sign in/out sheets on the parent information bulletin board outside the classroom door when dropping off and picking up your child.

Release of Child Policy

Parents must enter the classroom or outdoor space to pick up their child. We can only release children to an adult who has been previously authorized by you. Your child's safety is of top priority. Children will not be released if the person picking up the child is incapable of providing safe care.

BVCS Staff will ensure that the parent/guardian/caregiver signs the child into the program when the child arrives and signs the child out of the program when the child is picked up from the program.

In order for staff to release children to an adult arriving at the program, staff will:

- check to ensure the person is designated as someone allowed access to the child. This information is indicated by the registering parent on the application form or by written notice to the Program and should be documented in the communication book;
- confirm identity by asking another staff or requesting the person's identification if staff has not met the person before;
- where necessary, call the parent/guardian to confirm the arrangements for pick up.

Discipline and Guidance

We recognize that each child is a unique individual. Therefore, our program will provide opportunity for the child to experience, explore, problem solve and learn through play. When behavior is unacceptable, the teacher will guide the child towards a more appropriate way of expressing their feelings. Re-direction, positive time-away, and "cooling off" periods will be some of the means used to achieve desired behaviors. The students will also be challenged in age-appropriate ways to honor the Biblical guidelines for living (e.g.: forgiveness, serving others, honesty, etc.).

There are some forms of discipline that will not be used by our pre-school teacher. They would include excessive yelling, spanking, or withholding food or bathroom privileges. The discipline methods that are to be used will never be intended to humiliate or embarrass a child.

Reporting Child Abuse

BVCS adheres to the guidelines that are written up in a brochure entitled, "Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse". This is a publication by the B.C. Ministry of Education.

Custody and Related Court Orders

If a custody or court order exists, a copy of the order needs to be placed in the child's file. The guardian is responsible for providing accurate and up to date information regarding the legal guardianship of the child.

School Calendar

A preschool newsletter will be sent home each month of the school year. The pre-school teacher will also inform you of any events or programs during the course of the year that are unique to pre-school (e.g., field trips).

Parental Involvement

There will be lots of opportunity for parents to play an active role in our pre-school program. Once the school year has started, the teacher will decide whether this involvement will take place in a formal/structured way or by more informal means (e.g. scheduled visits vs. drop in when you please).

Things to Remember

- Method of payment must be formalized with our business office before the start of pre-school.
- Your child needs to be provided with a healthy snack each day. More information will come from the pre-school teacher at a later date.
- Notify the office of any changes to your original registration form.
- Send your child to pre-school dressed for play and dressed for the weather.
- One complete change of clothes should be provided in case of an "accident" (clearly mark all personal items with your child's name).
- BVCS is not responsible for any lost, damaged or stolen personal property.
- Each child is provided with a bag in which to put their indoor shoes and change of clothes.

Show and Share

We love to promote language at preschool. Your child is welcome to bring an item from home to show and tell with their friends.



Healthy Snack Policy

Procedure

- a) Parents are required to provide healthy snack for their child each day.
- b) A list of healthy snack ideas are sent to parents at the beginning of each program year.
- c) Children will be seated at tables and encouraged to eat a healthy snack first.
- d) Provisional snacks will be kept on hand by the program, to be offered to children who do not have a healthy snack.
- e) A snack break is provided to children at appropriate times in accordance with the needs of each child.

We will provide drinking cups as well as forks and spoons if needed. If you would like to send a water bottle with your child, please make sure it is clearly marked with his/her name.

Some examples of healthy snack choices:

- fresh fruit/vegetables
- yogurt
- applesauce
- cheese and crackers
- granola bars

Active Play Policy

BVCS Preschool recognizes the importance of physical activity in young children. Your child/ren will be provided the opportunity to engage in a variety of fun, age appropriate, and varied physical activities either in the gymnasium or our outdoor space. We will focus on enjoyment and participation, as well as encouraging positive habits and social skills. Depending on weather, please provide your child/ren with safe, active play clothes for each season. Our gym/outdoor times are as follows:

- gym - recess time
- outdoor - end of session (11:15 -11:45) or (2:30 – 3:00).

Our program does not use screens i.e., phones, computers, movies, ipads, etc. by the staff or the children unless we are taking pictures or contacting parents in an emergency.

Please sign and return the slip below to the school office.

I have read the 2018-2019 preschool handbook in its entirety, and understand the goals and structures of the Bulkley Valley Christian preschool program as they have been outlined.

Parent's Name _____ **Child** _____
(please print)

Signature _____ **Date** _____