

**YOUNG CLIMBERS
CHILDCARE CENTRE
PRESCHOOL**

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TABLE OF CONTENTS

Introduction.....2
Philosophy.....3
Philosophy of Discipline.....3
Goals and Objective.....3
Registration Procedures..... 4
Late Pick Up Charge.....5
Fee Increase.....5
Hours of Operation.....5
School Term and Holidays.....6
Daily Schedule.....6
Outdoor Play.....6
Field Trips.....6
Snacks.....6
Allergies.....7
Health and Safety.....7
Reports and Record Keeping.....8
Arrival and Departure.....8
Toys and clothing.....9
Child Abuse Policy.....9
Emergency Procedures.....9
Missing Child Policy.....10
Observers and Visitors.....10
Soliciting and Fund-Raising.....10
Information from Home.....10

MISSING CHILD POLICY

The safety of your child is of utmost importance in our preschool. The staff of Young Climbers Preschool believes that it is important to have policies and procedures to eliminate or reduce the possibility of a child going missing. We as a team are trained to ensure that the search for a child will be as efficient and expedient as possible. The following procedures outline the steps to follow in the case where a child is missing.

- The accompanying adult or staff person will determine which child is missing.
- The adult or staff person will notify the senior staff member present who will then notify all staff, field trip adults, and other relevant adults (if you are visiting a museum, notify the staff of the museum).
- The senior staff member will, depending on the number of available staff and adults, designate a team to search and a team to supervise the other children. Whenever possible there will be a qualified ECE staff member on each team.

OBSERVERS AND VISITORS

The Preschool periodically has observers and visitors - prospective parents, and early childhood education students and volunteers who are gaining experience with young children. Notices will be posted regarding long-term visitors so that parents will be informed as to who is with their children.

SOLICITING AND FUNDRAISING

We would ask that there be no soliciting on the bulletin board or in the cubbies regarding home parties, etc. We ask each one of you at the time of registration for a small fee that will upgrade equipment and supplies. No other fundraising will be done for the year.

INFORMATION FROM HOME

Parents should keep preschool staff informed of any event or change of routine at home which might affect their child's behavior.

TOYS

On certain days, part of our circle routine is sharing time. We encourage children to talk about their interests in a group situation. This promotes vocabulary development and helps the children to understand the feelings and experiences of others. Show and tell days will be set, and on those days, children can bring in items (e.g., postcards, shells, books, etc.)

*****We wish to discourage bringing toys from home as we cannot be held responsible for loss or breakage.***

CLOTHING

We are a "hands-on" Preschool where the children can really learn and get involved with the materials. We ask that the children be dressed in comfortable play clothes which they can get dirty. No dress shoes please.

All clothing should be labeled. Please have an extra set of clothing in your child's backpack in case of emergency or accident.

CHILD ABUSE POLICY

As citizens of British Columbia, we are legally required to report by telephone to the local Ministry for Children and Families Office any situation which causes us to suspect that a child has been abused or neglected, or that his/her safety or well-being is endangered.

Please be aware that all children will fall down and may get hurt, we will do our best to protect them but understand bruises, scrapes, scratches will happen as we play. The centre will provide first aid to your child and inform you of the incident.

EMERGENCY PROCEDURES

Emergencies requiring evacuation or closure of the Preschool are:

- | | |
|--|---|
| <input type="checkbox"/> fire | <input type="checkbox"/> power failure |
| <input type="checkbox"/> earthquake | <input type="checkbox"/> bomb scare |
| <input type="checkbox"/> chemical spillage | <input type="checkbox"/> extreme weather conditions |

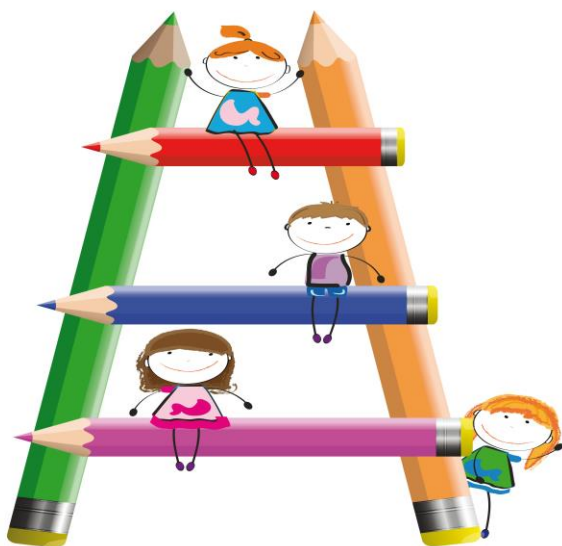
We have regular fire drills and earthquake procedure practices to familiarize the children with the sound of the alarm, and our evacuation procedures.

Weather Conditions: If the Surrey School district is closed, we will also be closed due to extreme weather conditions. Also, for power outages we will be closed for the safety of the children and staff.

INTRODUCTION

This handbook is planned for your use. It has been designed to explain the Preschool Program and to show you how you can help your child make his/her adjustments to school.

The Young Climbers Preschool is sponsored and operated by Newton Fellowship Church as an extension of its ministry in Christian Education. The Church Board supervises the operation of the school. This school has been running since 1987 and sees itself as a valuable service to the community. We care about each child individually, striving not to compare, but to love and nurture each one's own growth. We don't replace the priority of the home but help supplement and enrich the child's experiences. Screen use policy, At Young Climbers we ask that you do not bring in any electronics as we do not use them during preschool hours. Throughout the year we may have a movie day but other than that, we will not use electronics or screen time in the preschool.



PHILOSOPHY

Our preschool is part of Newton Fellowship Church, and the church sees this centre as an important part of its service to the community. We support the beliefs and objectives of Newton Fellowship Church.

We are keenly interested in children and it is our purpose to help the children grow to their full potential by providing the best care and training possible to help nurture and challenge them. Children learn through play and our goal is to provide each child with creative play experiences which will meet the needs of the whole child in a positive, personal way.

PHILOSOPHY OF DISCIPLINE

Instilling a positive self-image and a healthy sense of self-esteem in your child is our goal. At times, disciplinary actions are needed to protect the child from hurting themselves or others. We set limits for your children to not only show them we care, but to teach them safety and respect for themselves and others around them.

Positive approaches to discipline involve modeling, reminding, redirecting, and if other approaches do not work, a time out.

Young Climbers Preschool does not support the use of physical, emotional, or psychological punishment for any child in care.

No child shall be:

- **Subjected to shoving, hitting, spanking, or any other form of corporal punishment.**
- **Subjected to harsh, belittling, or degrading treatment, whether verbal, emotional, or physical, that would humiliate the child or undermine the child's self respect.**
- **Confined, physically restrained, or kept, without adult supervision, apart from children.**
- **Deprived of snacks or necessary use of toilet use as form of punishment.**

GOALS AND OBJECTIVES

***Physical Development:* Provide activities for the development of gross and fine muscle skills appropriate to each child's level of development (i.e. climbing, jumping, running, throwing, catching, printing, puzzles, building, cutting, coloring, tracing, etc.). Preschool Supervisor will then try to reach the authorized emergency contact person. The child will only be released into the care of the parents or the authorized emergency contact person.**

REPORTS AND RECORD KEEPING

The Preschool keeps up-to-date and complete records of attendance, registration, and health. In order to keep the records current, parents must inform the staff of changes (i.e. change of address, phone, workplace, emergency contacts, immunization update, and allergies).

ARRIVAL AND DEPARTURE

Children should be delivered into staff supervision at regular opening times posted for the Preschool. Please do not bring your children earlier than posted times. Be sure to bring your child to one of the staff persons to make sure they are aware of the child's arrival. It is advisable for parents to accompany your child in and help them take off their outer clothing. Always say goodbye to your child. *Please don't sneak out!*

Once goodbyes are said, don't prolong your leaving, especially if your child is crying. This will only make it harder when you leave the next time. If you are worried about leaving your child in this manner, feel free to phone when you arrive at home or at work to find out how your child is getting along.

Children should be picked up promptly at the end of each day.

Only the person(s) specified on the registration form will be allowed to take your children off the premises. Please let the Preschool supervisor know if a change should occur regarding pick-up details.

If for some reason a parent is going to be late in picking up their child, they should phone the Preschool and let them know what is happening. They may also be charged a late fee depending on the circumstances.

If a parent appears incapable of providing the child with safe and appropriate care a call will be made to the emergency contact. If the emergency contact is unable or parent refuses help, we by law are required to call The Ministry of Children And Families and report the incident.

Due to the large number of children present in the Preschool, please remember to sign your child in and out. In case of evacuation this would be the only way of making sure all the children are accounted for.

We would like to celebrate each child's birthday with the class. If you wish, on your child's birthday, or the class day nearest to their birthday, you may bring a special snack (cupcakes, jello juggler's, rice crispy squares, etc.) for the class to share. We hold a special party in June for summer birthdays. You are also welcome to come and spend the day with your child for this special occasion.

ALLERGIES

Please advise the staff if your child suffers from any allergies. They will need to know what the child is allergic to, what reaction the child has, and what the intensity of the reaction is. If it is necessary for your child to receive antihistamine or other medication for these allergies, written authorization is required from the parent(s) and the child's physician if the Preschool staff is expected to administer the medication. If your child's allergies require an EpiPen or any other form of instant allergy relief, the staff must have a letter from both the parent(s) and the child's physician in advance. The staff is required to have these letters in the child's file to administer the emergency medication if needed.

HEALTH AND SAFETY

Children should be kept home when they show any of the following symptoms:

- sore throat earache
- runny nose headache
- cough lice
- rash fever (temperature of 100° or above)
- red eye(s) anything contagious

A record of up-to-date immunizations is required for children enrolling in the preschool.

***If your child is not well enough to participate in all activities, indoor and outdoor, they are not able to be a preschool until they are better.**

No medication (vitamins, aspirin, cough medication, etc.) can be administered by the preschool staff unless special arrangements are made with the child's physician and parent in writing. This includes asthma medication.

If a child becomes ill the preschool supervisor will try to reach the parents to come and pick up the child. If the parents cannot be reached, the emergency contact will be called.

Intellectual Development: Develop a structured daily program that responds to the intellectual needs of the children with flexibility to adapt to their interests and personal needs. Provide an environment that facilitates the development of curiosity, reasoning and problem-solving skills. Provide age-appropriate activities to encourage the following: classifying, ordering, determining direction, and perceiving spatial relationships. We have some structured time to teach phonics, printing, math, science, socials, language, and literature to accommodate kindergarten readiness.

Language Development: Model proper language and listening skills. Provide opportunities for children to develop receptive (listening) and expressive (speaking) language skills. Encourage communication.

Emotional Development: To let the children learn acceptable ways to express their feelings to build self-confidence in accepting their level of accomplishment.

Social Development: Provide an environment for children to work independently as well as cooperatively in small and large groups. Help children appreciate differences and respect the personal feelings and property of others. Provide opportunities for social interactions that help children develop appropriate social skills.

Creative Development: To allow for creative expression through arts and crafts, music, movement, etc. Whatever the child creates within his range of ability is acceptable.

Spiritual Development: Our program is based on Biblical principles. We have grace before snacks and Bible stories will be told.

Our purpose is to bring the children to an understanding of God's love and the relationship He longs to have with us. As teachers, we hope to provide an atmosphere where God's love and presence is felt and where His teachings are practiced.

REGISTRATION PROCEDURES

The Registration Fee, Field Trip Fee, along with the last month's payment (June) is due at time of registration. We also need a void cheque to at time of registration. Please make cheques payable to Young Climbers Preschool and have the child's name on the bottom of each cheque. The Registration Fee is non-refundable. If your child attends a preschool class, Field Trip Fees will not be refunded. If notice is given one month in advance on the first of the month, the post-dated cheques will be returned. No notice will be taken from April on. The last 3 months must be paid for.

here will be no refund for absences.

The child should be enrolled for the whole year. If circumstances change and the child will not be finishing the year, the Director should be given *one month's notice, or one month's payment in lieu of notice*. Notice must be given no later than the first of the month the child will be attending last.

There will be a \$30.00 fee for each NSF Cheque.

We would prefer that your child is toilet trained before beginning preschool. We do understand that accidents happen, therefore we ask you to pack an extra set of clothing in their backpack each day.

LATE PICK-UP CHARGE

If a parent is more than 5 minutes late to pick up their child a late pick-up fee of \$10.00 and one dollar for every minute thereafter will be charged.

When a parent is late, the child becomes anxious and feels abandoned by the parent. This creates separation anxiety and can become a stressful experience instead of a happy normal transition into independence. Moreover, the staff requires this time to prepare for the next class.

FEE INCREASE

The fee schedule will be evaluated each year and be adjusted for the September to June school year if necessary.

HOURS OF OPERATION

Preschool sessions are held on the following days:

Morning classes:

3-day class.....Mon/Wed/Fri.....9:00 am - 11:30 am

2-day class.....Tue/Thurs.....9:00 am - 11:30 am

Afternoon classes:

2-day class.....Mon/Wed.....12:30 pm - 3:00 pm

2-day class.....Tue/Thurs.....12:30 pm - 3:00 pm

SCHOOL TERM AND HOLIDAYS

Young Climbers Preschool runs from early September until late June. We follow the public-school term for all statutory holidays, Christmas, and Spring Break.

DAILY SCHEDULE

MORNING CLASS..... ACTIVITY..... AFTERNOON CLASS

9:00 - 9:10 am	Welcome Circle.....	12:30 - 12:40 pm
9:10 - 10:10 am.....	Free Play/Art.....	12:40 - 1:40 pm
10:10 - 10:20 am	Snack Time.....	1:40 - 1:50 pm
10:20 - 10:50 am.....	Circle Time.....	1:50 - 2:20 pm
10:50 - 11:25 am.....	Free Play (<i>Weather Permitting</i>)	2:20 - 2:55 pm
11:25 - 11:30 am.....	Goodbye Circle.....	2:55 - 3:00 pm

OUTDOOR PLAY

Outdoor play is an integral part of our preschool program. It is our belief that play time outside each day, even on winter days, is important in keeping children relaxed and healthy. As per request by government. Children must have Large motor activities for $\frac{1}{2}$ hour each day. Please send your child appropriately dressed for the weather. If weather is unsafe or potential down pour, we will have our active play, physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and may make them 'huff and puff' such as running or jumping indoors in the open indoor classroom. We have found that sandals with no back, flip flops, dress shoes, high heel shoes, and strapless shoes cause children to slip and trip. Please send your child in secure running shoes.

FIELD TRIPS

When possible or suitable to the learning experience, field trips are taken into our community to establish appreciation for the people who contribute to the child's life. Field trips are also an important way to socialize and meet the other parents and students involved in your child's class.

Notices of Field Trips are posted on the bulletin board and in monthly newsletters. It is your responsibility to read these newsletters in order to keep up to date with all the activities happening in your child's class. Sometimes Field Trips will change your class day and time, so please read the newsletters thoroughly and frequently. Parents will then be responsible for alternate care arrangements. The yearly Field Trip Fee is payable at the time of registration. Parents may be asked to help by supervising and/or driving on our field trips. For most fieldtrips, a parent or a responsible adult will need to attend.

SNACKS

Due to Boundary Health regulations, the children are required to bring their own snacks to the preschool. Please provide a healthy snack that the child can easily eat themselves (e.g. cut up orange slices, crackers, carrot sticks). Due to allergies, we have a NO PEANUT or PEANUT BUTTER policy. NO NUTS at all..... PLEASE! Please bring a water bottle filled each day with your child's snack. The cup and containers will be returned at the end of each preschool day. Please label all containers and backpacks with your child's name on it.