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# **PARENT HANDBOOK**

**2023-2024**

**Due to Covid-19, scheduling and programming may be different, kindly refer to our policies and procedures (posted on Playshare Pre-School website).**

Playshare Pre-School is a licensed non-profit preschool managed by the parent membership and its executive board. The preschool opened in the early 1980's and is now happily serving a second generation of children.

Qualified ECE teachers deliver a unique, play-based, early literacy program in a welcoming and inspiring classroom. Delightful classroom centres provide an invitation to play and socialize while discovering, exploring, creating, negotiating, taking turns and problem solving. The fun continues in the indoor gym - a big space, where children can zoom (or bike around the track); or have fun on our gym equipment and play centres.

Our preschool believes in an open-door policy where parents are welcome to drop in and join the program as well as share their talents and ideas (Volunteers who are regularly in the classroom require a clear criminal record check).

Through play, we nurture growth in self-confidence, responsibility and a love for learning. Childhood only happens once in a lifetime. This is why we strive to make each preschool experience a magical one.

**We operate Monday - Friday mornings from 9:15 am - 11:45 am.**

Parents may choose a program of 2, 3, 4 or 5 mornings per week.

### **The Encouragement of Learning**

**Our Philosophy:** We are dedicated to encouraging and supporting each child and family towards their full potential.

**Our Goal:** To nurture growth in self-confidence, instill a sense of responsibility and inspire a lifelong love of learning for each child.

**Our Program:** We promote early literacy skills and plan a program aimed to stimulate a child's physical, cognitive, social and emotional development.

**Early Literacy Skills:** These are important because words are essential in building thought connections in the brain. Read-aloud advocates Mem Fox and Jim Trelease stress that children who are entertained by wonderful stories and rhymes have a joyful attitude toward reading. It is said that children who know eight Nursery Rhymes by age 4 are amongst the best readers by age 8. At Playshare Pres-School we use great children's books, silly puppetry, songs and rhyming, to build vocabulary, phonological\* awareness and letter knowledge (\* the system of speech sounds used in language).

**Learning Through Play:** Play is the great motivating force in a young child's learning; children learn best through play. We create opportunities for playful hands-on exploration of the fascinating world of arts and science through our classroom centres.

## Classroom Centres

Childhood is a time for discovery. When children see our centres, they can't help but respond to the invitation to play. Happily they make decisions, manipulate materials, explore, create, socialize, learn to share and problem solve.

**Music Centre:** Music ignites all areas of child development and skills for school readiness, including intellectual, social-emotional, motor, language, and overall literacy. It helps the body and the mind work together. Exposing children to music during early development helps them learn the sounds and meanings of words.

**Dramatic Centre:** Everyone enjoys being dramatic. Favourite themes include: Dress Up, Camping Site, and Tee Pee Times but also Enchanted Forest and Hawaiian Beach Party.

**Dramatic Table:** A wonderful rectangular table with a hole in the centre so that a child can stand in the middle and play Thomas Train Set, Cars, Dinosaur Habitat, and Doll House.

**Cognitive Table:** Put on your thinking cap. Join us for puzzles and math manipulative fun activities, matching, sorting, classifying, counting and working with geometric shapes.

**Science Table:** Children love our magnets, weigh scales, microscope, kaleidoscopes and periscopes; exploring animal habitats stimulates young minds.

**Building Blocks and Carpet Toys:** Bins filled with blocks, building materials, toy cars, animals and even Mr. Potato Head, inspire children to build unique constructions often so meaningful that they are left on display for days.

**Writing Table:** Literacy begins with an interest in scribbling and drawing. Paper and writing tools await the vivid imagination of the young writer.

**The Art Area:** Creative and sensory experiences inspire self-expression and confidence. Water play, painting easel and 2 art tables are set for little hands to create wonderfully original works. This is a safe place to be messy. Paint smocks provided.

**Snack Table:** Children socialize and enjoy their snacks brought from home at our snack table. Please label and provide a plastic drinking cup for water. No juice or unhealthy food please! Hand washing, pouring water, and tidy up are part of this routine.

## Teaching Circles

Teaching students individually or in small groups takes place throughout the day, as well as a theme circle in the classroom, where we have discussions about our day and activities. There is a closing circle in the gym where we share stories or favorite items from home.

### Theme Circle

Greeting songs and circle discussions make way - from time to time - for a visit from a chatty puppet, who's crazy about letters. A read-aloud book ends our group time. We briefly regroup after an active time in the gym with a time of clapping, tapping and reciting playful rhymes followed by a short story and goodbye song.

## Daily Schedule:

### IN THE CLASSROOM

**9:15am Parents sign in.** Children hang snack bags on hooks, place their names in the magnetic tray in the classroom and join friends in classroom centres.

**9:15am - 10:35am Classroom Centres** - Children move freely from centre to centre. Centres include Music, Drama, Cognitive, Science, Library, Writing, Creative, Sensory, Puppets, and Building Blocks.

The Snack Table is open throughout the morning. Last call is around 10:20am.

**10:35am - 10:45am Clean up** - Everyone helps to tidy up.

**10:45am - 11:00am - Theme Circle** - We start with songs, rhymes, games, discussions, alphabet, phonics, puppets and we end with a story.

**11:00am - 11:05am - Getting ready for Gym** - Children take snack bags and belongings from their hook, line up, and walk to the gym.

### IN THE GYM

**11:05am - 11:40am - Gross Motor Centres** - Children move freely from centre to centre. Centres include: Riding Vehicles, Roller Skates, Hoops, Ball Games, Net Sports, Dramatic Play, Trucks & Cars and Building Blocks.

\*\*\*\* Show & Tell takes place at this time \*\*\*\*

During gym time we plan an active (5-10 minute) workout alternating activities such as Music & Movement, Games, Sports, or Obstacle Course Challenges.

**11:40am - 11:45am Closing Circle** - Clapping, tapping & reciting followed by a short story and goodbye song.

**11:45am** Parents Pick Up & Sign out in the Gym

### General Information

We offer 2, 3, 4 or 5 morning programs M-F, from 9:15 am to 11:45 am.

### Tuition Fees:

- 2 Morning Program = \$ 150 per month
- 3 Morning Program = \$ 210 per month
- 4 Morning Program = \$ 270 per month
- 5 Morning Program = \$ 335 per month

Tuition is paid by 10 equal prorated monthly post-dated cheques twice yearly: Post-dated cheques Sept-Dec are due upon enrolment OR when preschool

commences in Sept. Post-dated cheques Jan-June are due before Christmas holidays commence.

If you prefer to pay by e-transfer, **payments are due no later than the 1<sup>st</sup> day of the month** at: [playshareboard@gmail.com](mailto:playshareboard@gmail.com) and make sure to reference the month and your child's name.

The 40-week school year includes 34 weeks of actual class time and 6 weeks of school closures (1week Sept set-up, 2wks Dec Break, 2wks Spring Break, 1wk end of June clean-up).

**Fundraising:** Playshare Pre-School is a non-profit co-operative preschool managed by the parent membership and its elected executive board. **The parents will support the preschool in some capacity: by serving on the Executive Board, volunteering a skill and/or supporting the mandatory fundraising events.**

**Days of Operation:** Playshare Pre-School operates from September to June. We follow the school calendar for public schools in District No 67 (Okanagan Skaha) with the exception of commencing one week later and finishing one week earlier than public schools. **Orientation for new children is held in the first week in September 2023, and the first day of preschool is Tuesday, Sept 12<sup>th</sup>, 2023.**

**Licensing:** Our teachers and our preschool are licensed by the Community Care Facilities Licensing Board (a branch of the BC Ministry of Health), which is responsible for setting the guidelines and requirements for the licensing of preschool centres in BC. We are licensed to care for a maximum of 15 children in the classroom. Teachers must have a current first aid certificate, a clear criminal record, the required education and training, as well as, be certified by the ECE Registry in B.C. Volunteers who are regularly in the classroom require a clear criminal record check.

## Health and Safety

### Fire and Emergency Procedures

Safety of the children is always our first priority. Emergency telephone numbers are posted near the telephone in the classroom. As well, an emergency evacuation plan is posted at the entrance of the classroom and gym. We schedule a fire drill every month. In the event of a serious emergency such as fire or earthquake, the children will be transferred to **our evacuation site, the Penticton Library** (one block south), 785 Main Street where all children will remain until a recognized guardian comes to pick them up. We are required to carry out one (1) evacuation drill per year. Date will be announced.

### Releasing a Child from Care

Unless instructed in writing to do otherwise, teachers will release a child to the following persons only: the child's parents, when applicable the child's custodial parent, the emergency contact person, and any other guardian whom the parent, by way of written authorization, allows the preschool to release the child. *Our license requires that we must report any suspected child neglect or abuse of any kind to the authorities.*

### Health

Please notify teachers of any special circumstance regarding your child's health and/or diet. Sick children should be kept home to prevent spreading illness to others. If your child has contracted a communicable disease, please let us know so that other parents may be notified of required isolation periods and specific symptoms.

### Medication

It is asked that medication be given at home. Please inform the teachers if medication has been administered prior to preschool.

## **Accidents**

If an accident requires more than first-aid attention (band aid), we call parents immediately. Please inform us of any hurts, bruises or emotional upsets that a child has experienced away from preschool.

## **Additional Information**

**Registration** The following forms must be completed and signed: registration, parent agreement and nature walk form, emergency card and a \$40 non-refundable registration fee.

Registration will be open to the returning families and children on the waitlist – two weeks – prior to public registration.

**The parents will support the preschool in some capacity: by serving on the Executive Board, volunteering a skill and/or supporting the fundraising mandatory events.**

## **Sign-In Procedures**

It is a provincial requirement that a child be signed in and out upon arrival and departure. Please do not leave the classroom or gym - until you and your child - has been greeted by a teacher.

**The door to the classroom will open at 9:15 am.** If parents arrive earlier, please wait with other families at the entry door/stairwell. Please do not bring children into the classroom earlier than 9:15 am, as teachers need this time to set up the classroom and gym.

**Pick up is at 11:45 am in the gym.** After children have been signed out, families are free to socialize in the sign out area of the gym.

## **Snack**

Please send a daily snack to school with your child - with healthy, nutritious and low in sugar food. Please do not send chocolate, cookies, pudding, juice, etc... Water is provided (in their plastic cups so your child can pour their own water from our child size water pitcher). Please label your child's cup, which will be kept in their backpack.

## **The First Few Days**

Every child will react in their own unique way to their first days of school. In order to help new children, make a smooth entry, we have an **orientation during the 1<sup>st</sup> week in September. Each family will receive an individual e-mail with the time of their child's visit (approximately 15 to 20 minutes),** prior to the first week of school. If your child joins us during the year, you and your child are invited to come for an orientation visit before their first day of school.

## **Attendance**

Please phone and leave a message if your child will be absent. We really appreciate you informing us.

## **Open Door Policy**

We welcome short visits from parents and relatives. It is especially lovely to get to know grandparents. Be warned, visitors will be involved in work and play. **Volunteers who are regularly in the classroom require a clear criminal record check.**

## **Field Trips & Events**

**(Due to Covid-19, some events, activities or field trips may not be available).**

\*October - Pumpkin Carving with Dad

\*December - Christmas Mini-Performance & Refreshments

\*May - Mother's Day Tea

\*June - Graduation Ceremony and End of Year Picnic in the Park (picnic area).

Additional field trips/ walks will be announced.

### **Behaviour Management**

All rules and routines are consistent and stated positively; we educate children in what is appropriate behaviour. If necessary a child may be asked to leave an activity and choose another activity. Discipline is always approached in a positive, non-punitive way. We convey that it is the action that is unacceptable, not the child. We use warmth and understanding to help children become self-disciplined.

In the event of repetitive behavior that puts self or others at risk or infringes on the learning of self or others, teachers will meet with parents to determine whether the child needs extra support.

### **Withdrawing Children**

We ask that notification of withdrawal be made in writing one month in advance, or one month's fee shall be paid in lieu of notice. If a child is withdrawn for the month of June, the June fees must still be paid unless the vacancy can be filled.

**Parent Information Meeting** will be held **at the** beginning of September (date to be announced). Parents, teachers and the executive board have an opportunity to get acquainted and discuss Playshare operations and the upcoming preschool year. **We strongly encourage parents to attend (at least one parent). Please remember that Playshare Pre-School is parent participation preschool.**

### **Available Documents**

A copy of the **Playshare Policy & Procedures Booklet** is displayed on the Parent Sign in/out table. Please do not take them home. You can download a copy from our website and copies are available at the preschool.

**Board Meeting Minutes** are kept on the sign in/out table. Please do not remove them. Meetings are held every 2 months. We are governed by the Childcare Licensing Regulations and the Community Care Facility Act and these documents are to be kept on file.

**Preschool is an exciting part of every family's life.  
We are very happy to share these wonderful years with you.**

Playshare Pre-School Society,

Lisa Ransom ECEA Teacher / Manager

ECE Assistant Teacher