



## PARENT HANDBOOK

Welcome to St. Patrick's Preschool. We are a Catholic, licensed preschool that offers programs for children aged 3-5 years old. St. Patrick's Preschool is committed to helping children thrive in a safe and stimulating environment. Our program fosters learning by providing opportunities for problem-solving, exploring, engaging with materials and expressing creativity.

### PHILOSOPHY STATEMENT

We believe that each child is a unique gift from God with individual talents and abilities. Each child will have the opportunity to develop to their full potential and be included in all aspects of this program. We believe that each child is entitled to a safe, loving, supportive and nurturing environment that will stimulate his/her spiritual, social, physical, emotional, intellectual, and creative growth.

## MISSION STATEMENT

- At St. Patrick's Preschool, we are committed to providing children with a balance of love and guidance, encouraging each child to participate at their optimal level.
- We will promote positive self-esteem through the appropriate balance of direction, support, and independence every child needs.
- We will provide a variety of themes and activities to stimulate his/her thinking and involvement within the program.
- We will provide the children an atmosphere of a Catholic Community by experiencing a co-operative, loving, and supportive environment.
- We celebrate each child as a unique gift from God.

## POSITIVE GUIDANCE POLICY

At St. Patrick's Preschool, we are committed to providing children with a balance of love and guidance encouraging each child to participate at their optimal level. We celebrate and respect each child as a unique gift from God.

We incorporate a number of guidance techniques including,

- Gentle reminders with explanations of appropriate behaviour
- Teacher proximity
- Positive observation/reinforcement
- Modeling appropriate behaviour and stating rules and obligations
- Redirection when necessary/ offering choices
- Use calm, helpful language
- Teach children what to do rather than what NOT to do.

If problems persist, the teachers and family will meet and talk about the situation. It is understood that teachers and parents maintain open communication regarding our guidance policies.

## ARRIVAL AND DEPARTURE

Preschool starts at 8:45am. Please stay with your child until your teacher is there to receive him/her. It is expected that every child arrives on time. The morning program ends at 11:30am. Please pick up your child promptly. If an emergency makes it impossible to pick up your child, please call to inform us of your expected arrival time.

The Preschool classroom is located on the lower floor (north east side) of St. Patrick's Elementary School. Please line up on the "ramp" located in the school parking lot and wait for your teachers. Children are encouraged to say goodbye to their parents/caregivers when they line up and enter the preschool with their teachers. Accommodation can be made for those children having a difficult time.

The children are dismissed outside at the "ramp location". Please wait for your child outside for dismissal.

If you are unable to pick your child up and have made arrangements with your alternate person, please inform the teachers. Your child will not be dismissed to a person who is not authorized by you.

If you should meet with an emergency and you cannot communicate with us before 11:30am your alternate person will be contacted.

There is a late pick up charge for children left in the classroom for 5 minutes or longer after class has ended. The charge is \$1.00 per minute until the child is picked up. Payment can be made the same day or the following day upon arrival.

## HEALTH

If your child becomes too ill to participate, please do not bring them to school. If your child becomes sick during school hours, we will telephone you or your alternate pick up for your child to be taken home.

Your child must be kept out of preschool if they have one or more of these symptoms

(Please refer to our "COVID Health and Safety" manual for Covid symptoms)

1. A fever
2. Diarrhea/Vomiting
3. Eyes that are reddish or have a yellow discharge
4. A rash that has not been diagnosed by a physician

\*If your child must take medication at school, please contact us for further details. This is very important since we need a doctor's written permission to dispense medicine.\*

## SAFETY

Children will be under the direct supervision of an Early Childhood Educator at all times. Fire drills and Earthquake drills will be practiced regularly during the school year and there will be times where we will practice with St. Patrick's Elementary School.

The Preschool follows mandatory B.C Laws in regards to reporting suspected or evident child abuse to the Ministry of Children and Families.

PROGRAMS OFFERED

(These are the current fees and may increase).

<p>2 DAYS</p> <p>Tuesday, Thursday 8:45am - 11:30am Fee: \$152</p>	<p>3 DAYS</p> <p>Monday, Wednesday, Friday 8:45am - 11:30am Fee: \$228</p>	<p>5 DAYS</p> <p>Monday-Friday 8:45am - 11:30am Fee: \$380</p>
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\*Additional fees: Registration Fee \$50, Emergency Prep Fee \$30\*

Each student is charged a non-refundable Registration Fee at the time of registration. September's tuition is due upon acceptance to the program and is non-refundable. Pre-authorized debit forms are used for October-June tuition. Please provide a void cheque upon registration.

\*All required documentation and fees must be complete before your child is accepted into the Preschool.\*

Fees are payable in full whether or not your child attends all the sessions. Fees will not be refunded for illness or holidays.

## CHILDREN'S DAILY SCHEDULE

(detailed information provided at the time of registration)

- Circle time
- Free play
- Arts and Crafts
- baking
- Music
- library
- Stories
- Outdoor Exploration

Our program consists of both structured and non-structured activities.

## SCREEN TIME POLICY

It is recommended by, "The Canadian Physical Activity Guidelines", that programs where children are in attendance for 3 hours or less should not include screen time activities. Therefore, St.Patrick's preschool does not include screen time activities in our program. The staff at St Patrick's Preschool are informed of this policy and will model appropriate screen use by limiting cell phone or computer use during program time.

## ACTIVE PLAY POLICY

At St.Patrick's Preschool we believe that children benefit from fresh air and outside gross motor activity including climbing, riding toys, running and organized and free play activities. We will go outside everyday unless the weather is unbearable. Please dress your child appropriately for the day's weather. If there are days that we are unable to go outside we include music and movement activities including "dance party" that will ensure your child gets the recommended physical daily activity. The Canadian Physical Activity Guidelines recommends that children have 180 minutes of physical exercise spread throughout the day. Therefore, children enrolled in a 2-3 hour preschool program are required to have 20-30 minutes of active play.

## TEACHER-PARENT COMMUNICATION (our door is always open)

Please feel free to set up a time to meet with your teachers if you have any questions or concerns regarding your child's progress. (Please note that we will contact you if we feel a meeting is necessary). This can be done by phone call, virtual or in person after preschool. You can call the school office at (604) 879-4411 or email [rachelreade@spev.ca](mailto:rachelreade@spev.ca) to set up an appointment.

## WITHDRAWAL FROM THE PROGRAM

One full month's notice is required prior to withdrawal. Anything less requires the next month's fees. Withdrawals in May or June still require payment until the end of June as we are unable to fill the spot that late in the year.

## HOLIDAY

Please inform us if you are going to miss school (vacation, sickness, etc.) throughout the year. (Monthly fees are still required).

If your child is going to be absent from class, please phone us and leave a message with the school's secretary or email us at [rachelreade@spev.ca](mailto:rachelreade@spev.ca)

## CLOTHING

There is NO school uniform for preschoolers at this time. We are a "hands-on" play based preschool where the children learn by getting involved with the materials. We ask that the children be dressed in comfortable play clothes, in which you don't mind if they get dirty. Please provide an extra pair of shoes to be worn in the classroom when boots are used on rainy days.

All children must bring a change of clothing to school every day. We recommend that the spare clothing be kept in a knapsack that can be carried to and from school each day.

Please include items such as: sock, underwear, pants, and a shirt. Please label all clothing.

## BIRTHDAYS

A special snack may be sent in for all classmates to share, but please do not feel obligated to do so.

Please send a small treat only, cupcakes or cookies, for birthday celebrations. We are a **NUT AWARE** preschool!

## SNACKS

St. Patrick's preschool will ensure that each child has healthy food and drink while promoting healthy eating and nutritional habits. Teachers will prepare snacks with food allergies and sensitivities in mind. A sample menu is posted on the parent board.

## STAFF

Our staff are qualified Early Childhood Educators who are licensed to work with children three to five years old. They have completed a First Aid and CPR Course and are required to renew their first aid accordingly. We continue educating ourselves in this field through professional development workshops.

- ★ On behalf of St. Patrick's Preschool, we would like to welcome you and your child to our Preschool. We hope that you have an enjoyable experience here and many memorable moments.