

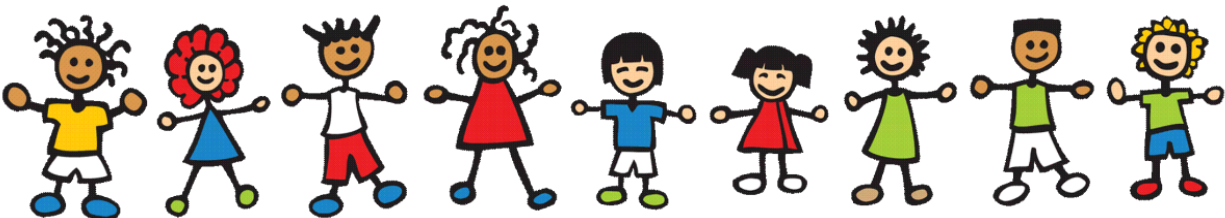


# Sexsmith Preschool

## Parent Handbook

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Dear Parents and Guardians,

Welcome to the 2017-2018 school year. We are very excited to meet all of you and delighted for the opportunity to work with your children this school year. We are looking forward to becoming acquainted with each new face.

At Sexsmith Preschool, children are provided with a safe and nurturing environment. In addition, there are many stimulating activities which enable them to learn through play in a positive manner. We believe that every child is unique and will strive to accommodate the broad range of learning styles by employing a variety of strategies that maximize his/her potential. Further, we want to offer your child many opportunities to work in both small and large groups in order to learn, share and listen to others' ideas and different points of view.

We will encourage the children to become lifelong learners, be curious, and have fun! Discipline through positive guidance, not through punitive actions, is the model at Sexsmith Preschool. When children make mistakes, their focus is redirected and principles are reinforced. Children need consistency between parents and teachers. Parents are welcome to our preschool anytime and are encouraged to actively participate.

Thank you for choosing Sexsmith Preschool. Together, we will achieve a rewarding partnership to the children's benefit.

Sincerely,

The Staff at Sexsmith Preschool

## Overview of the Program and its Philosophy

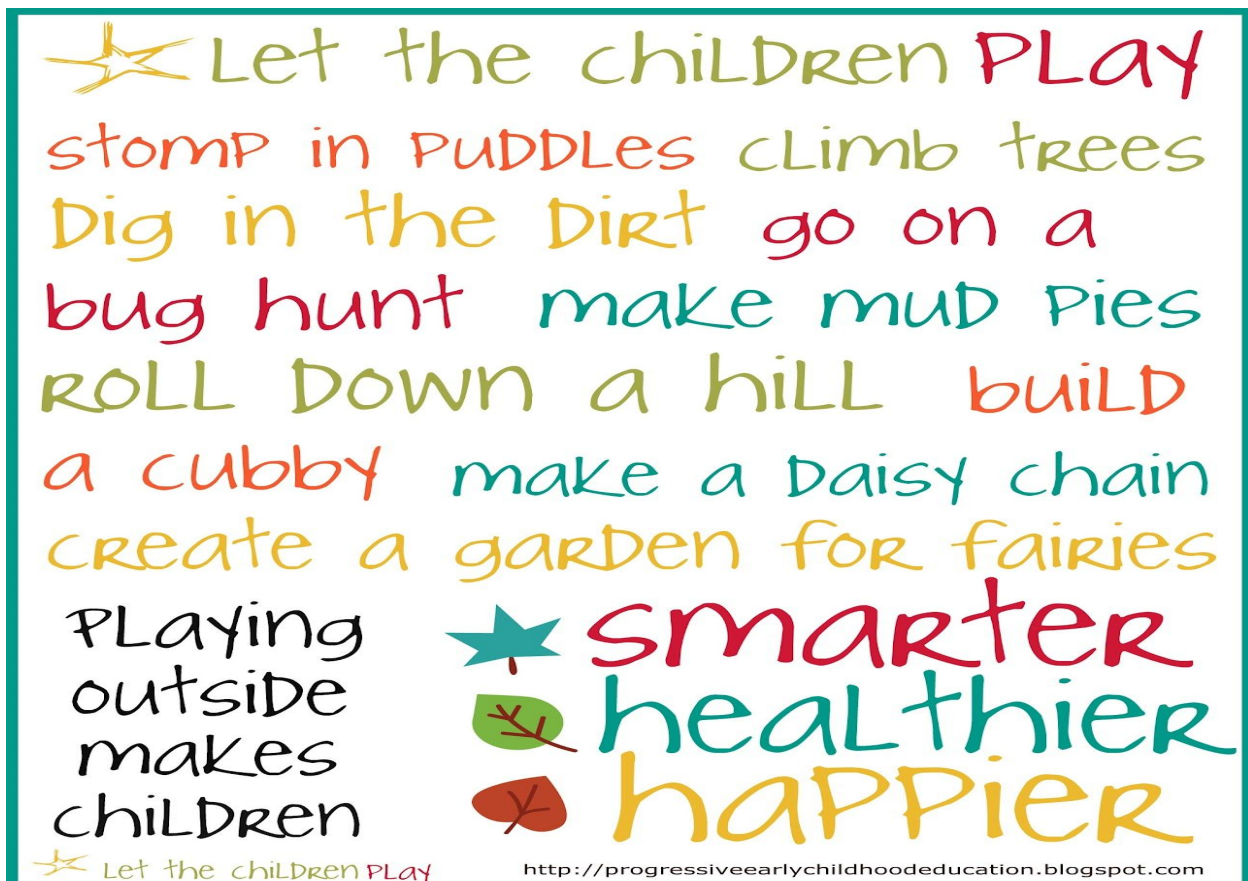
Sexsmith Preschool is run by a board of parent volunteers and a staff of two teachers. Because the preschool is located right inside Sexsmith Elementary school, the children from our preschool get support from the entire school community. We are welcome to use many elementary school facilities including the gym, library, school garden and kitchen. The children from preschool also gain from the support of program staff, teaching staff and from the older children who attend the school. As a result, all families know that they belong and are part of a vital community.

Our program is play-based and built around the belief that children learn naturally through play by experimenting, exploring and experiencing. During free play, children have access to all areas of the preschool; this includes: house/kitchen corner, block corner, books area, music materials, science table, and water play. Art tables are set up daily and emerge from children's interests. During group time, daily structure learning activities such as: music and creative movement, drama, language and literature, and occasionally a special visit from guest speaker around the community (VPL librarian, firefighter, traffic safety officer).



## Value of Play

Children learn through play. When children play they begin to understand the world around them, to express themselves and to practice new skills. Play is critical to the healthy growth and development of children. Play also allows children to use their creativity and imagination while developing their physical, cognitive, language and social skills.



Children develop gross motor skills (especially while playing outdoors) by learning how to reach, climb, run, kick, skip and balance. They also develop fine motor skills by cutting, folding, holding, and learning how to gain control of their hands and fingers. Through play, children also learn to solve problems, learn colours, numbers, size and shapes, enhance their memory skills and their attention span, hence developing their cognitive skills. Play improves children's language and social skills as well, by helping them to learn how to work in groups, to share, to negotiate, and to resolve conflicts.

## What is it like in a typical day?

- Welcome to families and children
- Meet at the carpet for a brief circle time to read a book, sing or participate in group activities.
- Outdoor fun as required by licensing. Please dress your child appropriately for the weather (see recommendations below). We play on the school playground or go for nature walks in the neighbourhood.
- Free play to explore and experience in a positive, creative environment.
- Snack time. Children bring their own nut-free snack in a reusable container and a water bottle with their name labeled.
- Circle time to bring closure to the morning.

## Here are some suggestions to dress for the weather:

- Rainy days - rain pants, rain jackets, and rain boots (a pair of shoes to change into for indoor use)
- Winter - coat with hood, winter boots, and mittens (a pair of shoes to change into for indoor use)
- Summer - sun lotion with SPF 30+, sun hat and sunglasses



## Hours of Operation:

Monday to Friday                      9am - 3:30pm

Saturday and Sunday                  CLOSED

\*We are closed on all Statutory Holidays including Boxing Day and Easter Monday.

The preschool is also closed for Winter Break and Spring Break.

In case of an emergency, every effort will be made to contact those parents who will be directly affected by the pre-school closure.

## Program Options:

2 day morning class	Ages 3-4	T/Th	9:30-12:00	\$149
3 day morning class	Ages 4-5	M/W/F	9:30-12:00	\$199
3 day afternoon class	Ages 4-5	M/W/F	12:45-3:15	\$199
5 day morning class (determined on a case-by-case basis)				\$348

\*Subject to change without notice

\*Fees are subject to change.

## Fees:

At time of registration

### 1. Administrative fee \$50

- Parents are required to pay a \$50 administrative fee.
- This fee is non-refundable after 14 days of registration.
- In the event of withdrawal from preschool within 14 days of initial registration, 80% of the fee will be refunded.

### 2. September and June monthly fees

Remaining Fees

- Post-dated cheques ONLY (dated the first of each month) are due by September 15 for Oct, Nov, Dec, Jan, Feb, Mar, Apr and May

## **Meet our Staff**

Please don't hesitate to talk to our staff. We devote ourselves to support you and your children. We currently have 2 permanent staffs in our classroom that could accommodate 20 children. Both are fully qualified ECE teachers in BC. Our centre also host students from Langara College, providing support and training our future ECE teachers.

## **Guidance and Discipline**

The philosophy of Sexsmith Preschool is centered on respect for the individual and on the creation of a warm and caring environment. In this setting, the growth of positive self-esteem and the development of warm effective relationships can best be achieved. Discipline is a process through which we learn socially acceptable and appropriate behavior that will assist us in achieving these philosophical goals. The intention is to help children develop self-control, self-discipline and sensitivity in their interactions with others.

To encourage the development of positive healthy behaviour patterns we employ a variety of prevention and intervention strategies. We modify their behaviour not the children's personality. We set reasonable limits to ensure the safety of self; others and the environment and we communicate these limits in a positive way.

Teachers will scan the room frequently, observing the children at play. This way, we can anticipate potential areas of difficulty and address them quickly and effectively by offering a gentle reminder, redirect the children's attention and ensuring principles are reinforced. We set limits clearly and positively and we acknowledge children's feelings and their efforts to play co-operatively. Children need consistency between parents and teachers and parents are encouraged to volunteer or to drop in during hours of operation.



## Safe Environment



At Sexsmith Preschool, we embrace diversity and value respect for others. Our goal is to provide an inclusive environment for you and your children to express your own ideas, celebrate your culture, and feel respected as a unique individual. We are a multicultural community. As a result, in the classroom we explore a variety of cultures, holidays and celebrations.

## Parental Involvement



We believe that the parents know that their child(ren) best. We welcome your input and will work together to best support your family.

At the beginning and end of each class, a designated adult must sign in and sign out the child. Your child will not be released to any person that you have not expressly given permission to in the licensing form.

## Field Trips



During the school year, we would like to invite you and your child to participate in our outings. These excursions allow your child to gain first hand experience that sometimes the preschool itself could not provide. We understand it is difficult for you to take time from your busy schedule, and although it is not mandatory, we strongly encourage you to participate in at least one outing during the school year.

We travel by foot to nearby parks such as Winona, Langara trail, or Langara Garden. For the bigger field trip we travel by licensed school bus to a place such as Phoenix Gymnastics, Science World or a Vancouver Public Library. Ideally, we would like to have 3 children to 1 teacher/adult volunteer.

Notices with information about our annual field trip will be handed out appropriately 2 weeks prior to the actual date. Please note that the field trip permission form must be signed before the outing occurs. Otherwise, we are not authorized to bring your child along on the trip. Please dress your child accordingly for the weather and bring a snack and drink in a small backpack or lunch bag.

## Policy on Illness/Medications

Our preschool is a nut-free and scent-free environment. We would appreciate your thoughtfulness for the health and safety of some of our children who have serious (sometimes life threatening) allergic reactions to these products. Please fill out a form about your child's health history and provide their immunization record during admission. From these forms, we learn about your child, whether she/he has allergies or other health needs that require special attention.



Illnesses spread in a group environment. If your child is showing signs of fever, vomiting, diarrhea, rashes, cough or runny nose (especially with green or yellow discharge) please have your child stay at home to recover. If your child displays either one of the first three symptoms at preschool, we will contact you so that you may seek proper medication attention.

We do not administer medication to your child, except an EpiPen in the case of an emergency allergic reaction. Please do not leave any medicine in your child's cubby as this may be harmful to others. In case of accidental injuries, we would notify you immediately or if it's urgent, we will call 911 and act upon their professional recommendation.



Thank you for choosing Sexsmith Preschool! If you have any comments to our parent handbook, please feel free to contact us. We would love to have your feedback.