

Vicki McLellan

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**Welcome to Creative Trails Preschool**

My name is Vicki McLellan and I am the manger/owner of Creative Trails Preschool.

I have successfully operated a preschool in Burnaby for the past 35 years and am looking forward to a new adventure here in Maple Ridge. I have my certification in ECE as well as numerous courses and workshops in the field of young children, current first aid certification and criminal record check.

I have worked with children, families, and adults in a myriad of capacities. I enjoy exploring with young children and offering experiences to create interest, curiosity and enhance communication and collaboration.

I am looking forward to your child being a part of this journey.

**Our Philosophy**

Creative Trails provides a safe and nurturing environment for children 30 months to 5 years of age. Every child is unique and we strive to learn about and encourage, acknowledge and respect these differences while walking through the trails of their childhood.

Our approach is to nurture your child while they explore the environment surrounding their day. The four trunks of our philosophy include your child’s social, emotional, physical and creative development.

Our goal is to provide a safe, supportive and engaging environment where your child can develop these skills and learn about themselves through this process.

“Children are not things to be moulded, but people to be unfolded”. – Jess Lair

**Guidance Policy**

At Creative Trails Preschool we will ensure children will have opportunities to learn, grow, and explore. As children develop, they are curious on how to manage their own bodies and treat others. When children need guidance, it is best to remind them of how to manage a situation. Helping children to take deep breaths and using their words for communication is the techniques we use within our centre. These techniques offer children to learn how to control their own emotions and learn to use words to express themselves.

**Registration and Fee Schedule**

Please fill out the attached forms and return to the centre.

Registration Fee will be due at the time of registration. This fee is non-refundable and will secure your spot at Creative Trails preschool. (This fee will be stated on the fee schedule form and may be subject to change on a yearly basis)

Monthly fees are due on the first of the month. Creative Trails requires post-dated cheques or arrangements can be made for etransfers to be done prior to the first of the month. Fees will be a flat rate prorated throughout the year based on an average of 12 sessions per month.

One month’s notice will be required to withdraw your child from Creative Trails Preschool. This will need to be done on the 1st of the month or prior to the first in order to withdraw your child for the following month. (ie. January 31 or February 1 for a March 1 withdrawal). Withdrawal notice will not be accepted after April 1 for that school year.

If your monthly fees are returned as NSF (non-sufficient funds) a $20 banking fee will be required along with the monthly fees owing.

If you are withdrawing your child from Creative Trails Preschool and have given adequate notice all post-dated cheques will be returned to you.

Creative Trails follows the Maple Ridge School District schedule however we will not be closed on any district or provincial school

Pro D-day. We will be closed for Christmas and Spring Break.

If there is a power outage, water disruption or other situations that happen during the preschool hours and we feel it is not safe to operate under these circumstance Creative Trails will contact parents for immediate pick up. If his happens during preschool hours parents will not be reimbursed. If Creative Trails needs to close for more that a day due to do unforeseen circumstances parents will be reimbursed for the day missed.

An exception to this would be in Fraser Health closes us for a Covid outbreak. For the safety of all we will close for the days necessary and parents will not be reimbursed if this adds up to less than 7 days.

**Items to bring to Creative Trails Preschool**

All items need to be clearly marked with your child’s name.

Please provide the following items:

-healthy snack/lunch and water bottle

-back-pack

-inside shoes

-spare clothes (in Ziploc bag)

-muddy buddies or rain pants

-appropriate outside shoes (boots preferred for most of the year)

Creative Trails offers various experiences with paint, glue, and markers on a daily basis. Please keep in mind through exploring and eating children will get dirty and clothes may get stained. It is best to dress your child in clothing that is comfortable and okay with getting dirty and/or stained. Creative Trails will do our best to wear protective smocks when doing messy activities.

Creative Trails has a large outdoor area for ample opportunities for children to learn and expand their knowledge. Children will also play outside in sand and mud and grass on a daily basis, so clothing must be weather appropriate. Muddy buddies or rain paints will be worn during the wet season as we will be outside for a portion of each day.

**Nutrition Policy**

Creative Trails Preschool promotes healthy eating. Please ensure you offer a variety of food and lots of snacks for your child. Due to the high volume of activities and physical movement, children tend to eat more while at our centre. Lunch could include sandwiches, wraps or roll- ups, cheese, meats, vegetables, fruit, yogurt, nuts (if no allergies at centre) hummus, tzatziki and dips, granola bars (healthier variety), dried fruits and boiled eggs. We encourage parents to “pack the rainbow” trying to incorporate all the colors of the rainbow in their child’s lunch bag, it helps to create variety and good nutritional eating habits. We ask that all food be ready to eat and not need cutting or heating. We will not force your child to eat any or all of the snack/lunch you have provided and will only encourage them to do so stating that healthy foods fuel our bodies. Your child will always be supervised while eating.

**ALLERGIES**

Parents are required to inform staff at time of registration if their child has any allergies. If there are anaphylactic food allergies all parents will be informed in writing and Creative Trails will become a “nut free zone”.

**Safe Release of Children**

Creative Trails wants to ensure your child is released by an authorized person by the parent for picking up your child. On your child’s file, the parent will indicate who is authorized to pick up their child and in the case of an emergency. When the authorized person or emergency contact person listed on child’s registration form come to our centre for the first time, proof of picture identification is required.

If the parent, or authorized person, or emergency contact appears to be incapable of providing safe care (ie. Appears to be impaired by alcohol or drugs) Creative Trails staff will offer to call someone/taxi for you to go safely home. If the impaired person chooses to not take the advice of Creative Trails staff and drives home with your child, we will have to contact the Ministry of Children and Families once they have left the premises of Creative Trails Preschool.

If an unauthorized person comes to pick up your child they will not be released until we receive verbal confirmation from the parents. Creative Trails must be notified if someone not on your registration form is to pick up your child.

If no one has picked up your child at the end of the preschool session (1:00 pm) staff will attempt to reach parents on cell phone and then wait ten minutes before attempting to call emergency contacts.

If at that time no one is reached to pick up child staff will wait a total of 30 minutes before contacting the Ministry of Children and Families. The Fraser Health licensing will also be contacted.

**Custody and Access**

The staff at Creative Trails Preschool will not become involved in any marital or custodial issues with any of the families. We want to have open communications with your family. The best way is to keep us informed in any family dynamics (divorce, separation, custody) change as this will impact your children. If at any time there is any restriction in regard to access, visits or pick-ups Creative Trails Preschool will require a copy of the current official legal document to put in your child’s file. Without proper documentation we cannot deny parent access to their child. Staff is accountable to the parent who registered the child, and the parent is responsible to provide all pertinent information at the time of registration or immediately if any changes to custody or access was to occur.

**Health, Illness and Medication Procedures**

In order to maintain a clean environment, we have to ensure certain guidelines are followed by the families. If your child is not actively involved to play inside AND outside the parent will be notified to pick up their child from Creative Trails Preschool.

A child should be stay home if has ANY of the following symptoms:

-known or suspected communicable diseases (ex. head lice, pink eye, chicken pox, hand foot and mouth, etc)
-Continuous and/or copious green or yellow nasal discharge
-persistent and/or undiagnosed coughing and sneezing
-fever of more than 38.3 degrees Celsius (100F)
-Rash
-Unexplained diarrhea
-Vomiting
-Infected eyes or skin
-Discharge from eyes or ears
-Lethargic
-Difficulty breathing
-Complaints of undiagnosed pain
-Sore throat
-Abdominal cramps
-Headache and/or stiff neck
-Severe itching of body and/or scalp or a rash
-Head lice-lice needs to be treated and your child must be free of nits before they can return to the centre.

You must inform the centre of any communicable illness your child may have contracted, so we can implement preventative measures within the centre. Please note that fever or vomiting need to be 24 hours of being symptom-free without medication prior to returning to Creative Trails Preschool.

If your child requires emergency medication (ie. Asthma or severe allergies), it must be in the original package, with child’s name, dosage amount and the time to give the medication. Parent will have to sign consent for the medication, and state what to do in case of any reactions to the medication. Medications are stored in a locked box, and out of reach for children.

Any over the counter medications (ie Tylenol or Motrin) Creative Trails Preschool will **NOT** administer to children. These medications are typically given when children have a fever, and in that case if your child has a fever, he/she should remain home.

**Reportable Incident Procedure**

Incidents do occur at the centre. Creative Trails Preschool will ensure the incident has been discussed with you once you pick up your child from the centre. Any minor injury will be reported to the parent at the end of the session and will be written in the Minor Incident Book and signed by staff witnessing incident.

All serious incidents will be dealt with in an appropriate and timely manner. Parents will be informed and if necessary, medical care will be called immediately. Any incident that results in a serious injury, the incident form will be completed, and licensing will also be notified within 24 hours.

**Reporting Abuse And/Or Neglect**

If a child discloses a concern of neglect staff will document the discloser and report the allegation to the Ministry of Children and Family Development. Under the Child, Family and Community Services Act, it states anyone who has a reason to believe that a child needs protection has a duty to report abuse. These incidents will also be reported to the Fraser Health Licensing Department

**Missing Child Policy**

At all times Creative Trails Preschool will have the emergency consent cards available. These consent cards have up to date contact information and pictures of your child. Photos and emergency contact will also be kept on our personal/business phone and it be with me at all times. If for any reason your child is missing, we will:

-call out for your child

-ensure no one leaves the premises

-call the police

-call the parents

**Emergency Procedures**

A fire or earthquake can be a traumatizing experience. In order to best prepare the children in our care at Creative Trails Preschool we will have monthly preparedness drills. The purpose of the drill is to prepare staff and children what to do if an emergency was to occur. We would complete the drill at our meeting place which is located at the front of the church.

**Emergency Kit and Comfort Bag**

All children will have an emergency kit and comfort bag, with enough supplies to last up to at least 72 hours. All items are in a roll out bag, close to the main door. Creative Trails Preschool will supply water bottles and non-perishable foods. Each child will have their own emergency kit. In a Ziploc bag please provide:

-1 extra pair of clothes

-a family photo

-1 small toy/book

-1 small comfort object such as a stuffed animal