

# **Vernon Christian Preschool**



**Parent Information  
Booklet**

## **Vision Statement of VCPS**

Vernon Christian School and Vernon Christian  
Preschool are a Christ-centered community, which, led  
by the Spirit, seeks to instill in all our children the  
knowledge of the sovereignty of God.

We encourage and challenge our children to develop  
their unique gifts and talents, to glorify God, to serve  
their neighbours and to care for God's creation.

## **Vernon Christian Preschool**

6890 Pleasant Valley Road  
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Phone (250)545-7345 Fax (250) 545-0254  
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**Mr. Steve Onstage, Principal**  
**Mrs. Tania Driediger, Director**

# Vernon Christian School Preschool Handbook

## Welcome

We believe God created preschoolers full of imagination and curiosity. They have an exciting world at their fingertips ready to explore. Our aim at Vernon Christian Preschool is to offer an enriched, safe and stimulating environment that recognizes the God-given uniqueness of children and allows them to explore and develop a love for learning.

As the saying goes, play is a child's work and the classroom is his/her laboratory. Through play and various activities, including music and movement, creative art, games, field trips, stories, outdoor and gym play, Bible time and quiet time, children will be given the wonderful opportunity to develop God given gifts and talents in all areas of learning including social, emotional, spiritual, cognitive, and physical realms.

Preschool is an important step in a child's early learning career. Every child is unique with special needs, interests, and characteristics. Because children are important to us, Vernon Christian Preschool works in partnership with families to help children to grow, learn, and develop as individuals and as members of our preschool community.

### **How do we as early childhood educators facilitate your child's growth during the preschool year?**

- Giving every child unconditional love with smiles, friendly words, encouragement and care
- Showing each child respect by considering his/her opinions and validating feelings
- Providing limits that are reasonable and understandable to the children to create a safe place
- Giving opportunity to succeed and build confidence; being sure the tasks are challenging and not frustrating
- Helping each child be responsible; giving him/her the tools to do his/her own "task"
- Providing opportunities to make choices ("Would you like to play at the sand table or do a puzzle?")
- Developing problem solving skills; giving guidance while children work through their own problem
- Knowing the individual needs of each child through a good knowledge of child development; working at meeting areas of growth by planning appropriate activities
- Celebrating accomplishments, one step at a time
- Nurturing and supporting children's differences and uniqueness

- Providing opportunities to develop children's interests as the children initiate them, but also introduce and utilize teacher initiated activities

### **Philosophy**

Vernon Christian School Preschool is a play based program, which focuses on exploration, discovery and creativity with small class sizes. Social development is a very important part of your child's emotional growth and preschool is a gentle introduction and transition into this social playground. We foster social development through free play time, discussion time at circle, drama, show and tell and special helper. Our art, math, science and circle curriculum is based on themes throughout the year, with many opportunities for the children to express themselves creatively. We focus on process rather than product; what your child brings home from preschool may not look like a finished project to you, but it's something they have worked very hard on and will be very proud of.

### **Admissions**

Children must be 3 years of age by December 31

Children must be toilet trained or in pull-ups if they have occasional accidents

If there is space in a class we will enroll throughout the year

**\*\*\* Admission into the preschool does not automatically transfer into admission into the rest of the Vernon Christian School system. A separate application must be made for admission into Kindergarten.**

### **Registration Process**

Complete the **Vernon Christian Preschool Registration Form** for each child you would like to enroll. Attach a non-refundable registration fee of \$25.00 per family. Make cheques payable to Vernon Christian School.

Please return to the Elementary Campus office:

1. The completed registration form(s)
2. The registration fee (\$25)
3. A copy of your child's birth certificate
4. A copy of your child's immunization record
5. A copy of any court order pertaining to your child(ren)
6. A void cheque if you would like to arrange automatic payment withdrawals

**\*\*\* Each preschool child will be on two month probation to assess the preschool's ability to meet the child's needs.**

**The teacher will contact you by email. Preschool starts the same as school (Sept. 8) and ends mid-June. There are 2 two-week closures (Christmas & Spring Break) & one pro-d during the year that will be announced once determined.**

### **Preschool Fees**

The fee per child for preschool is \$140.00 per month for the Mon/Wed/Fri am & \$130 per month for the Mon/Wed/Fri pm class. Fees are \$105.00 per month for the Tue/Thur am or pm class. Fees may be paid in full on the first day of preschool, in two installments (Sep and Feb), or by monthly pre-authorized payments. Forms are to be completed and void cheques attached. There may be small field trip fees, 1 – 2 per year. **In the event that a student withdraws, all preschool fees are refunded on a pro-rata basis-with one-month notice. Please contact the VCS business office to make these arrangements as necessary. 250.545.7345 ex 30**

### **Class times**

|  |              |
|--|--------------|
| 4 yr old Mon/Wed/Fri a.m.                | 8:30 – 11:00 |
| 4 yr old Mon/Wed/Fri p.m.                | 12:15 – 2:45 |
| 3 yr old Tues/Thurs a.m.                 | 8:30 – 11:00 |
| 3 & 4 yr old mixed class Tues/Thurs p.m. | 12:15 – 2:45 |

### **About Your Preschool Teachers**

At VCS Preschool we believe a lower staff/child ratio serves learning better. The staff/child ratio is in line with regulations from the Community Care Facilities Licensing Act. The preschool teachers are licensed to practice in BC as Early Childhood Educators and have up to date first aid certification. The preschool teachers are required to submit a criminal record check.

### **General Program Outline** (routine may be adjusted slightly)

- Opening circle: Good morning routine (calendar, weather, special helper)
- Free play: Children explore centers and they may do art
- Clean up time: All children are encouraged to help
- Wash routine: All children will wash their hands before snack
- Snack time: Sit down for snack, prayer
- Quiet time: Children choose a book and sit quietly and read
- Learning Circle/Discussion time: Music and movement, stories, drama, discussion time
- Outside play or gym time (depending on weather): Gross motor time
- Closing Circle and dismissal: Includes a weekly Bible story or life lesson and goodbye song

## Separation

We would like the first days of school to be a positive and happy experience for each child. Separation can be difficult for some children and parents. We ask that parents:

- Discuss with their child their intention to leave.
- Say goodbye in a kind but firm manner.
- Reassure the child of the parent's intention to return when school is finished.
- Be consistent and loving and the child will have a smooth and happy start to the school year.

## Gradual Entry

If this is your child's first preschool or group experience away from you, the teachers can help assess his/her gradual entry needs. If your child is having difficulty adjusting, the teacher will help decide how long your child will stay each day. **Please do not discuss your child's problems or concerns with a teacher when your child is within earshot.**

## Arrival and Pick Up

The protocols regarding arrival and pickup are for the safety of your child and must be respected. Parents or assigned substitute must bring in and pick up their child from the preschool room. Parents or assigned substitute must sign in upon entry. **Children will only be allowed to leave the facility with parents, guardians, people specified on the registration form or a person who has written permission from the child's parent.** The Preschool Director may choose to verify permission by telephone prior to release. The preschool will assist in making alternate arrangements if a parent/guardian appears "unable" to safely deliver the child home. In the event that there is a concern for the safety of the child due to the adult's ability to drive safely, the police will be notified.

If the parent does not arrive to pick up the child the teacher will:

- (a) contact parent(s) work and home number(s) and all emergency contact people listed
- (b) keep trying for two hours at which time Ministry of Children and Family Development (MCF) will be contacted

If an unauthorized person attempts to pick up the child the teacher will:

- (a) ask the person to remain outside the classroom until the parent is contacted for consent AND
- (b) check the person's ID before allowing the child to be released

If the unauthorized person becomes confrontational to the teacher's request, the teacher will:

- (a) notify the principal and ask him to talk with the person
- (b) attend to the children in her care including the child in question

If the unauthorized person forcefully removes the child the principal will:

- (a) write down the license plate number of the vehicle in question
- (b) call the police and MCF

### **Parental Access**

If a parent has a family emergency and arrives unexpectedly, the parent can:

- (a) knock on the classroom door or window to alert the teacher
- (b) alert the office and they in turn will contact the teacher by intercom

The office secretary will be apprised of the preschoolers' whereabouts if not in class.

The preschool must have all copies of custody agreements, restraining orders or court orders denying a parent access.

If a parent informs the school that the other parent no longer has access to the child, the written documents must be submitted before access is denied.

If a prohibited parent arrives to pick up the child or visit, the police will be notified immediately and asked to intervene. The supervisory parent will be contacted and asked to pick up the child.

### **Late Fees**

Parents are required to pick up their children promptly at the end of class. More than one late occurrence (more than 15 minutes late) could result in a late fee charge of \$10.00 per late occurrence. This fee must be paid before the child returns to class.

### **Withdrawal**

Withdrawal notice of 30 days is required. Failure to provide adequate notice will result in forfeiting one month's fees.

### **Attendance**

School is in session from September to mid-June observing the same statutory holidays and vacations as the rest of the Elementary Campus (K-6). Please note that preschool WILL NOT be affected by professional development days or non-session days (parent-teacher interviews, student-led conferences, report card writing days). Preschool begins on the first day after Labour Day just like the Elementary School. There will be only one professional development day for preschool teachers.

There are no refunds or fee reductions for statutory holidays, sick days, or for family holidays that may be taken throughout the school year. Please regularly visit the school's website to check the calendar. As a parent of a preschooler at Vernon Christian School, you are warmly invited to attend all school events.

For school closures due to bad weather, lack of heat or water, or emergency, please listen to **KISS 107.5FM**. The school will contact the radio station as soon as possible.

### **Health and Illness**

Our preschool is committed to provide a safe and healthy place for each child. A child with a communicable disease must be kept at home. This includes fever, cold, vomiting, diarrhea, rash, chronic cough, pink eye, etc. Everyone appreciates you leaving a sick or potentially sick child at home. Please be considerate of germs that spread so quickly among children. The following points are observed:

- Parents should call or email the school if their child is not attending
- Children must be kept home if not able to participate in regular activities including outdoor play.
- If a child has been exposed to any contagious disease (Chickenpox, mumps, measles, etc. or a parasite like lice) the school must be notified. A child may only return to the school with a doctor's consent.
- Children must be fever free and have stopped vomiting/diarrhea for a twenty-four hour period before returning to school.

If your child becomes ill at school:

- (a) your child will be isolated in comfort and with supervision
- (b) the parent or emergency number will be contacted
- (c) if no contact person can be reached, the child will remain isolated and observed.

### **Updating Information in Your Child's File**

Information about your child needs to be kept up-to-date at all times. Please inform the Preschool Director of any information changes such as: immunization records, email address, address or phone number, custody or authorized pick up persons etc. We will transfer all the information you provide into your child's file.

### **Children With Allergies**

Your child may be allergic to various substances and this needs to be brought to the attention of the teacher. This is especially true if the allergy is to any food type. If your child requires special treatment in case of a reaction (such as bee sting) be sure that the teacher is aware of it and that there is a kit on hand at all times.

### **Life Threatening Allergies**

If your child suffers from a life-threatening allergy (ie: anaphylaxis), it is of paramount importance that you fill out an extended medical form prior to admission into the preschool. **NO CHILD WITH A LIFE-THREATENING ALLERGY WILL BE ADMITTED INTO VERNON CHRISTIAN PRESCHOOL WITHOUT EMERGENCY PROTOCOLS BEING ESTABLISHED AND IN**

## **PLACE.**

### **Medications**

No medication will be administered by any staff member, prescription or over-the-counter, unless a "Permission to Give Medication" form has been completed. All medications are dispensed by the school secretary in the office. Please ask your doctor if the dosage times can be set up to fit your home schedule. This way you will have control personally of administering amounts and time of dosage. Verbal consent will not be accepted. (licensing regulation)

### **Immunization**

For the health of all our preschoolers, all children who attend Vernon Christian School Preschool are strongly recommended to have completed the standard course of immunizations.

The student registration form has space for providing this information and parents are required to notify the preschool updates to their child's immunization. If you choose not to immunize please write a note that we can include in your child's registration papers. If an outbreak occurs your child will not be able to attend un-immunized.

### **Guidance and Discipline**

Children feel accepted and secure when they know what is expected of them. The classroom is a happy place when it is free from confusion and disorder. There are clear guidelines that we use to encourage appropriate social and behavioural development such as:

- Setting limits early in the year to recognize appropriate and inappropriate behaviour
- Using choices and natural consequences
- Redirection and distraction
- Teacher-facilitated problem solving
- Giving clear instructions

**Cool down time** is used when a child physically hurts another child. (A short amount of time away from the other child/ren s/he has hurt, where the child will be given a moment to engage in something quiet and easy. The teacher will then explain and model a positive response for future situations.) This method allows the child to have a few minutes to reflect on his/her feelings and those of the other child if applicable. Then, with the help of the teacher, the child is given the opportunity to come up with a positive plan for success in future situations.

### **Conflict Resolution**

Following the scriptural guidelines in Matthew 18, when a parent has a concern, grievance, or complaint it must first be directed to the teacher or parent involved in a manner of open dialogue with the intention of resolving the problem. If healing does not occur due to tension, lack of communication, etc., the School

Principal shall be notified and both parties shall meet with the Principal in an effort to restore a healthy situation. If a satisfactory resolution is still not made, the concern may be brought to the Vernon Christian School Board.

### **Parent Communication**

Throughout the year you will be receiving newsletters or emails to inform you of things happening in the preschool such as field trips, themes, etc.

A communication space is provided on the sign in sheet. Please record any pick up/drop off changes, days your child will be away, or any other info you would like the teacher to know about.

Be sure to make the teacher aware of any events or problems that may affect your child's behaviour, whether it is his/her health or just a matter of "getting up on the wrong side of the bed". Please email Tania at [tdriediger@vcs.ca](mailto:tdriediger@vcs.ca) or Lara at [lalder@vcs.ca](mailto:lalder@vcs.ca).

### **Pictures**

Throughout the year photos will be taken of your children in the preschool. If you do not wish to have your child photographed please indicate your preference on the registration form. The preschool is required to keep one photograph of your child on file (confidential). You may choose to send one from home or the staff will take a photo for our files.

### **Clothing**

Children should wear comfortable play clothes to school. During cold or rainy weather, please send along coats, boots and mittens. An extra pair of non-marking VELCRO shoes are required to be left at the school for indoor play. Sun protection should be worn from April to June and in September. Children should bring a knapsack with an extra pair of pants and underwear for unexpected accidents. All personal belongings should be labeled with the child's name.

### **Birthdays**

Birthdays are special and exciting for each child. You may bring in a special birthday treat for your child's birthday.

### **Snacks**

Snacks are **NOT** provided by the preschool. Please send a healthy snack with preferably 2 food groups. When you arrive the snack can be placed in the small fridge by the cubbies. Please send a labeled water bottle with your child daily (no Juice please).

The preschool staff will encourage eating and drinking but will not force your child to eat. If your child has difficulty with snack, the staff will apprise you of their observations at the end of the day. **Please note we are an ALLERGY AWARE preschool alignment with the rest of Vernon Christian School.** An email will be sent if a child in your child's class has an allergy.

### **Field Trips**

Our program includes field 1 – 2 trips to various interesting places in the community. Notices will be sent home as each event approaches. **We require that parents accompany and drive their child on the field trip or find someone who can take his/her place or they may not be permitted to attend the event.** Carpooling is recommended, parents are responsible for arranging this.

### **Other Early Childhood Professionals**

On occasion, we have various professionals such as Speech and Language Therapists and Occupational Therapists that visit the Preschool. I will notify you if they have any concerns about the development of your child. If you have any concerns, please let us know so that we can make a referral as soon as possible. Wait lists can be very lengthy and the younger the therapy starts the better chance your child has at overcoming the obstacle.

### **Child Abuse Policy**

We hope and pray that all children attending our school are growing up in a secure and loving environment. Should a situation arise in which a staff member has reasonable grounds to believe that a child is abused or neglected, that staff member is morally and legally obligated to file a report immediately with the Ministry of Children and Family Development. In these matters, we follow a protocol published by the Society of Christian Schools in B.C.

### **Fire Drills/Evacuation**

Fire and evacuation drills are posted in the centre and practiced monthly in accordance with regular Vernon Christian School procedure. All staff, volunteers and other adults will be familiar with fire drill procedures.

### **Disaster Planning**

- If we are unable to remain in the Elementary Campus, we will be located next door at Vernon Christian School Secondary Campus. Preschoolers will walk together to the SC.
- If the emergency requires that preschoolers be removed from the Vernon Christian School property, designated staff (with First Aid) will transport the preschooler by motor vehicle to PLEASANT VALLEY CHURCH OF GOD at 6161 Pleasant Valley Road. Listen to KISS fm 107.5FM for disaster information. Your child will remain at the PVCG until you or a certified designate are able to retrieve the child.

- **ALL release protocols must be followed. All preschoolers will be supervised and attended to until a parent or certified designate is able to pick up the child.**
- In the event of an emergency, please **do not** call the school. We must have all the lines open for emergency calls.
- Help us protect your child during a disaster, please be patient with the student release procedure.

**\*\*\* In addition to monthly fire drills, it is a requirement that Vernon Christian Preschool practice a disaster evacuation once each year. WE WILL DO THIS PRACTICE WITH PLENTY OF ADVANCE WARNING. REMEMBER THAT THIS IS FOR OUR PRESCHOOLERS' SAFETY.**