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# KCS

KING'S CHRISTIAN SCHOOL

*Educating for Life*

# PRESCHOOL

## PARENT HANDBOOK

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### MISSION STATEMENT:

As a community of Christians,  
we desire to educate for life.

Our mission is to teach children to  
know God, his word and his world,  
challenging children to excel, yet  
with humility serve God and humanity.

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## WELCOME TO KING’S CHRISTIAN PRESCHOOL!

Thank you for your interest in King’s Christian Preschool. King’s Christian Preschool is an extension of King’s Christian School which is governed by Shuswap Christian Education Society.

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## SCHOOL HOURS AND FEES

Preschool classes begin one week after the School District begins in September, and finishes mid-June. Please note there are no preschool classes on statutory holidays, King's Christian School Pro-D days, and two weeks during Christmas break, and Spring Break. The fees are set for the year based on operating costs and are averaged over ten months. It is for this reason that you pay the same amount each month.

Three & four year-old class (child must be three by December 31 of the year they attend)

- Tuesday and Thursday 8:30 – 11:00 am  
Fees: \$110 per month

Four-year-old class (child must be four by December 31 of the year they attend)

- Monday, Wednesday, and Friday 8:30 – 11:00 am  
Fees: \$130 per month
- Monday, Wednesday, and Friday 12:00 – 2:30 pm  
Fees: \$130 per month\*

We are not required by Licensing to have a parent helper, but it enables us to provide more one on one and small group activities for the children to help them reach their maximum potential. The preschool setting provides a favourable environment for the growth and enjoyment of the children as well as the parents, so we encourage all parents to participate in some capacity.

We hope this handbook provides you with the necessary information to help you to feel comfortable in the program. If you have any questions or concerns regarding this handbook, please feel free to discuss it with Susan Kamstra.

\*\*A drop in fee of \$15 per class will be billed for children attending a class they do not regularly attend

\* Non-parent participation fee = \$157.50

## PAYMENT & WITHDRAWAL

- There is a \$35 registration fee due at time registration. In September, we require 10 subsequent post-dated cheques, please make cheques payable to **King's Christian School**, or payments can be set up through automated debit.
- Government Subsidy is available for qualifying families. Please ask the Supervisor for forms. It is your responsibility to ensure the forms are submitted promptly. If we have not received authorization for your child within two weeks then you may be required to pay the full amount owing at that time. We will reimburse you once we receive authorization. You may call the toll free number to get information regarding your subsidy file at any time (1-877-544-0699). You may go on line at [www.mcf.gov.bc.ca/childcare](http://www.mcf.gov.bc.ca/childcare) to see if you are eligible. Click on the following links 1)childcare 2) childcare subsidy 3) online evaluator
- **Early Withdrawal from the Program**

Voluntary Withdrawal: 1-month written notice is preferred. We will return your post-dated cheques or remove the authorized debit of the unused portion of fees as long as the above notice has been given.

Involuntary Withdrawal: Unfortunately, we may end up in challenging situations where solutions are difficult. Consequently, and with regret and after attempts to resolve any issues, King's Christian Preschool may ask a child to leave the program. If King's initiates this process, the remainder of fees will be reimbursed to the family for the current remaining months of the school year.

Repayment Agreement: If for any unforeseen reason King's Christian Preschool is unable to provide preschool classes, ex. power outage, staff shortage, area evacuation etc., we will arrange make up classes at a later date. If this is not possible we will refund the unused portion of fees.

Long Term Absenteeism: If your child will not be attending preschool for 30 consecutive days or more, we appreciate, when possible, one month's notice. King's Christian Preschool will hold your child's spot in the program with payment(s) of 25% of the monthly tuition for the time your child is absent. If you choose not to pay tuition while your child is absent, your child's spot will not be saved.

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## PHILOSOPHY

As an Early Childhood Educator, I am dedicated to providing a stimulating, challenging, healthy environment for all children. By providing a safe, loving, and supportive atmosphere children will feel secure and happy.

As a Christian centre, we will be bringing God into everyday classroom lessons through many topics/subjects of learning as well as the ordinary moments of the child's day. I consider it a privilege to be able to begin to fasten these Christian attributes in children at the ages of 3 and 4.

Each child is a unique individual, and I value his/her opinions, thoughts, and ideas and encourage freedom of expression. I feel that by providing opportunities and offering choices, children will make their own decisions and solve problems to successfully meet their own needs.

In a preschool setting, my main focus is education with care following close behind. My role is to prepare them for entering the school system. I want to make school exciting and fun for them, a place where they feel safe and look forward to coming. I see the most successful classroom setting one of which, for the most part, is teacher directed. The children respond well to a structured program where the rules and limits are clearly marked out for them. Once the children know your expectations they rise to meet them.

At the ages of 3 and 4, most of their learning stems from play; therefore, learning is made fun through games, arts and crafts, free play, story, and circle time. During free play the children are able to choose which centre/activity they would like to participate in with art, math, and science activities being strongly encouraged. During circle time and with simple worksheets and games it is exciting for me to begin to introduce topics such as weather, calendar, the alphabet, math, rhyming, and phonics.

I view working with families of the students equally as important as the children themselves. I work as a team with parents. Because preschool is the setting where parents begin the process of letting go of being the sole influencer of their child, it is my job to make this transition as easy, smooth, and as stress free as possible for the child as well as the parent.

It is my professional responsibility to adhere to the code of ethics set forth by Early Childhood Educators of British Columbia and to maintain open communication with colleagues and other professionals related to the field of Early Childhood Education.

~Susan Kamstra~

## MEET THE SUPERVISOR

My name is Susan Kamstra. I live in Enderby with my husband, Shawn, and three sons, Ty, Levi, and Carson. I attended Enderby Christian Academy and King's Christian School from Kindergarten to Grade 10. After graduating from Prairie High School in Alberta, I attended Northwest Baptist College and graduated with my Early Childhood Education in 1999.

I have had various opportunities over the past 12 years, working in daycare and preschool settings. I keep myself updated in the field of Early Childhood Education by attending several workshops and seminars each year.

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## SUPPORTED CHILDCARE STAFF

We are an all-inclusive preschool, which means we enrol all children regardless of their capabilities or limitations. From time to time, we have children who require extra support for various reasons. We get this support from a program called Supported Childcare in Salmon Arm. This is a government program, which provides an “aide” to qualifying children. This is to be used in addition to the ratio that we have in place at the preschool now.

## OTHER EARLY CHILDHOOD PROFESSIONALS

On occasion, we have various professionals such as Speech and Language Therapist 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 me 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.

## PRESCHOOL CURRICULUM

This centre offers children a wide variety of play experiences set in an atmosphere of trust and acceptance. The activities are planned with care, considering the needs of the class and of each individual child. Any suggestions you may have are welcomed. We provide an environment in which each child can learn at his/her own developmental level.

The classroom routine schedule is posted for each class. Our time together is divided between group times and individual free times when the children are free to choose from the various activities throughout the room. Play centres include: housekeeping, puzzles and games, cars and building area, and library. In addition to this, we provide sensory activities, art projects, painting, math, science experiments, circle time, story, etc. We will try to go outside at the end of each class, weather permitting. We go outside at the beginning of class during the winter months. If we do not go to the outdoor playground, we will go to our indoor play area to ensure that large muscle activities are included in the day.

## FIELD TRIPS

- You will have prior notification of all driving field trips as permission slips must be filled out. Parents are required to drive their own children to and from the trip and are responsible for their child at all times. If you are unable to attend then you may make arrangements for your child by either asking a relative to participate or another preschool parent.
- You will also have prior notification of all walking field trips that are off preschool property as permission slips must be filled out.

## CLOTHING

- **Please dress your child in appropriate and comfortable play clothes. It is important that your child feels free to engage in messy activities without the worry of his/her clothing.** Painting smocks are available; however, we do not make children wear them. Sleeves with a cuff are great for pulling up!
- Please ensure your child wear a jacket to school each day that can be hung on their hook in the entry
- Please bring clean, rubber soled indoor shoes that can be left in your child's bin. Consider croc-type shoes or slippers with rubber soles as they are comfortable, they have rubber grips on the bottom, no laces and the best part is... they have no Velcro to make noises at circle time.
- Children are required to wear close-toed shoes in the playground and shoes that are well secured to their feet. Please do not send your child with sandals, rubber boots, or shoes that are too big or too small for them. This is for your child's safety and comfort. Good solid shoes that lace up or Velcro enables children to have a better grip on climbing structures, keeps the pea gravel, sand, and possibly sharp objects out and prevents tripping and falling.
- Dirty outside shoes can be placed under their coat hook, not in their bin
- Mark all personal belongings with your child's name. Many children cannot remember what jacket or shoes they wore to school and now there are 20 of them to choose from!
- Please check the lost and found basket periodically.
- Send spare clothing only if your child has frequent accidents, otherwise we have spare clothes for the occasional accident. Please wash and return these to preschool.

**Toys, blankets, and stuffed animals should remain at home.** Exceptions will be made at the beginning of the year for children who may be experiencing separation anxiety. Please let the Supervisors know if your child requires these items to help him/her feel secure.

## ARRIVAL AND DEPARTURE

**Children must be accompanied into the school and signed in each day. They must also be accompanied out of the Preschool and signed out at the end of the day.** There will be a sign in/out binder outside the classroom door. If someone other than the parent/guardian is going to regularly pick up your child, they must be listed on the registration form as an alternate pick up person and photo I.D. may be required. This ensures the child's safety and well-being. In the event that one parent has sole custody, a copy of the court order is required as verification upon enrolment of your child.

The Supervisors are busy setting up in the classroom and will open the door within 5 minutes prior to class starting. **Please wait patiently in either the Parent Room or the Coat Room area until the doors to the classroom are open.** If you need to pick up your child early, just go on in if the door is closed and inform the Supervisor. **We appreciate you picking up your child punctually at the end of class or a phone call/text message if you are going to be late.** We look forward to seeing your child each day and would appreciate notification if he/she will not be attending. **Please call/text the preschool phone number (250)463-5200 and leave a message as soon as you know that your child will be absent.** If you know ahead of time that your child will be away, please inform the Supervisor and write "not attending" beside your child's name in the daily sign in book for the applicable day.

- If anyone other than the usual pick up person will be picking up, please **write his or her name in the sign in book.**
- If you will be at a restaurant or at a different number during Preschool other than what you have indicated to us, please **write that number in the sign in book.**
- If you are sending someone who is not listed as someone you have authorized on the registration form to pick up your child, then you must **inform the Supervisors by telling them and write their name in the sign in book.** .
- Please phone the Preschool phone number (250)463-5200 and inform the Supervisors if you have an emergency and are sending someone different at the last minute to pick up your child.
- If we have decided to go to the outdoor playground at the end of the day, a note will be left on the sign in/out table indicating this. In this event, please head over to the playground at King's Christian School to pick up your child. We will have the sign in/out book with us there. **It is essential that you sign your child out before you take him/her from the playground area. Do not assume that we have seen you leave!**
- Please check your child's labelled bin each day for any artwork or newsletters

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## FAILURE TO PICK UP A CHILD FROM CENTRE POLICY

- Staff will attempt to reach the parent/guardian after reasonable time has passed.
- Staff will call authorized pick up persons listed on registration form, if this person is without transportation, the staff may drive your child to this person and you will be responsible for any significant costs incurred.
- If no contact has been made with the parent/guardian or any authorized person within a reasonable amount of time, we are obligated to contact the Ministry. Please note that they decide whether or not to take the child into custody.
- Staff will inform parent of their child's location by leaving a message on parent's answering machine and by posting a note on the front door of the Preschool.
- Please notify us of any change of address or phone for yourself or your contacts.

## SNACKS

Good nutrition is strongly emphasized. After all, healthy eating starts young!

**Please send a healthy snack containing 2 food groups for your child to eat.**

- **Please send snack in baggie or a small container with your child's name on it.** Place on the snack tray outside the classroom door.
- We will inform you of any children that may have food allergies which may limit what is brought into the classroom.
- **The children drink water at snack, so please leave the juices at home.**
- Children are not permitted to chew gum or have lozenges at school as they are a choking hazard

## BIRTHDAY CELEBRATIONS

We love to celebrate Birthdays! You may bring treats such as cupcakes, Rice Krispy squares, cake, squares, cookies, etc. We will inform you ahead of time if we have any children that may have food allergies which may limit what is brought into the classroom.

- Each child's birthday celebration is marked on the parent helper calendar. If your child's birthday is in July or August we will be celebrating their birthday in May or June.
- **It's great if you can be Duty Parent on this day!**

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## COMMUNICATION

Throughout the year the Supervisor will be evaluating your child's progress in various areas of development. Feel free to discuss your child's development with Susan or Lori. It is of utmost importance that communication be kept open. Your home environment (separation, divorce, live-in, birth, and death) greatly influences your child's behaviour and if you keep the Supervisor informed then together we can help your child adjust.

The Supervisor is always available to discuss any matters concerning your child. Simply make a request and she will set aside some time. It is easier to talk without your child or others hearing, so please feel free to call Susan on the preschool phone (250)463-5200. All information is kept confidential and will only be shared with the staff directly working with your child.

## BULLETIN BOARD

- Feel free to use the parent's section of the board if you have something you would like to share or advertise.
- Please check bulletin board for information on classroom coming events.
- Newsletters and other important information will be placed in your child's bin. Please assist your child in collecting personal items from their bins so important items don't become misplaced.

## COMPLAINTS

- Please go directly to the Supervisor if you have any concerns or differences of opinion and discuss them with her.
- If you feel that it is not resolved, go to King's Christian School Administrator, Jeff Covey.
- If you are still unsatisfied, you may write a letter to the Shuswap Christian Education Society Board stating the issue and the avenues you have taken to resolve issue.

## DUTY PARENT RESPONSIBILITIES

We encourage all parents to assist in the classroom at some point during the year as your child loves to have you there. We understand that this isn't always possible due to work or younger siblings. Please let us know how else you might be better able to help out in or around our preschool.

- Please sign up on the Calendar in the coatroom area (if all parents were able to participate, it would only be 4-5 times a year). Yes, we welcome relatives to come in your place if you so choose.
- If possible, please arrive 15 minutes before class so that the Supervisor can inform you of the daily plan, and you will be finished within 15 minutes after class.
- Siblings over the age of 30 months may attend with you only if we are not at full capacity or if a Preschool child will be absent. Please check with the Supervisor first.
- Unfortunately, Licensing does not allow children under the age of 30 months to be in the facility during Preschool hours.
- All siblings are welcome to attend field trips as you are the one that is responsible for your child during these events.

## HELPFUL HINTS FOR DUTY PARENTS

- The staff is responsible for the discipline of the children at all times. If you witness a potential problem or injury, please call the staff immediately.
- No smoking on school grounds. This includes the front of the building.
- Please keep hot beverages in insulated mugs and on a high shelf while assisting children.
- Call a Supervisor if a child needs assistance in the washroom.
- Never be behind a closed door alone with a child.
- Please let children do things for themselves as much as possible.
- Be positive; tell children what to do, instead of what not to do.
- Get down to a child's level and listen carefully, if you are unable to understand a child, ask a Supervisor to assist you.
- Clean up quietly and whisper during Circle time as it is very distracting.
- Notify the staff if you are leaving the area for any reason.
- It is of the utmost importance that you keep anything you witness in the classroom confidential.
- **MOST OF ALL... Have fun and enjoy your child's Preschool experience!**

## GUIDING & DISCIPLINING PRACTICES

Children are unique individuals and their behaviour reflects their level of development, which is influenced by their experience in their family and in their culture.

Techniques to foster appropriate behaviour:

- Establish clear, consistent, simple limits in a friendly supportive way
- Offer straight forward explanations for limits
- State in a positive manner, rather than negative (children like adults respond much more positively to telling them what they can do, rather than what they should not do)
- Focus on the behaviour, rather than the child
- Make statements of expectations, rather than pose questions
- Allow time for child to respond to expectations
- Reinforce appropriate behaviour with words and gestures
- Ignore minor incidents
- Encourage children to verbalize their feelings and ask the teachers for assistance in problem solving when having difficulty

Techniques used in the event of inappropriate behaviour

- Gain the child's attention in a respectful way
- Use proximity, eye contact and touch
- Acknowledge child's feelings and remind child of the rules
- Model problem-solving skills
- Offer appropriate choices
- Utilize natural and logical consequences i.e.: child takes off mittens refusing to put on again = hands get cold or child spills = child helps clean up
- Re-direct activity, distract or divert when appropriate
- Limit the use of equipment
- Time out – used only in rare instances by the staff only
- In rare situations if a child loses all control and the ability to reason, he/she may become so upset as to scream or thrash. The staff will hold the child with just sufficient strength to protect the child or other children and only until the child's self-control is regained
- As outlined in the CCF Act, punishment such as hitting, pinching, spanking, or belittling are illegal and strictly prohibited in Preschool

OUR GOAL is to have a secure, happy, safe environment for children.

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## HEALTH POLICY

- Licensing requires that we have a copy of your child's immunization on file. If you have lost your passport book, or if your child is not immunized, we have a form for you to fill out stating that you are aware that your child may not attend Preschool should an outbreak occur. We suggest that you obtain a copy from the health unit that they were administered at, as you will need this for Kindergarten.
- Children wash hands with soap after going to the washroom and prior to eating.
- Parents must notify the centre if their child has been exposed to or contracted any contagious illness or infestation, i.e.: chicken pox, strep throat, scarlet fever, pink eye, or lice. If it is the weekend, call Susan on the Preschool phone and tell her so she can decide if she needs to phone all of the parents.
- Head lice checks are performed at school and if knits or lice are found, the parent will be asked to pick up their child.
- A medical exam may be required before a child can return after certain illnesses or infestations.
- Parents will be phoned to pick up their child in the event that he/she becomes ill, unless it is so serious that the physician needs to be alerted first. If unable to notify parent or contacts, a staff member may drive your child to the physician or hospital. If required, an ambulance may be called at the parent's expense.
- Everyone appreciates you leaving a sick or potentially sick child at home. Please be considerate of other children as germs spread quickly with little ones.
- If a child has a temperature, or flu-like symptoms, they must remain at home.
- If a child is too ill to participate in all aspects of the school's program, they should remain at home.

**Parents should be advised to keep their children at home or seek alternate care arrangements for the following conditions:**

- Pain – any complaints of unexplained or undiagnosed pain
- An acute cold with fever, runny nose and eyes, coughing and sore throat. Once temperature, well-being and energy are normal, coughing and runny nose may continue (depending on the suspect illness) without the child being contagious.
- Difficulty breathing, is wheezing or has a persistent cough
- Fever (100 F/38.3 C or more) accompanied by general symptoms such as listlessness may be an early sign of illness that requires a physician's attention
- Sore throat or trouble swallowing
- Infected skin or eyes or an undiagnosed rash
- Headache and stiff neck
- Nausea and vomiting may be early signs of illness that required a physician's attention
- Severe itching of body and scalp

- Children with known or suspected communicable disease

Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. These symptoms may indicate a bacterial or viral (gastrointestinal) infection which is very easily passed from one child to another. The child should be kept home until all symptoms have stopped.

## ADMINISTERING MEDICATIONS

**Prescription Medication:** The Supervisor will only administer medication if it's in the original container and has been prescribed by the physician. The parent must fill out a form with instructions (the care plan) for dosage and times.

**Non-Prescription Medication:** Medication shall be administered only when accompanied by written instructions from the physician stated in the care plan. The parent must fill out a form with instructions for dosage and times. All medication must be kept locked and accessible only by preschool staff.

- Please inform the Supervisor if you have administered any medication to your child prior to school so we can watch your child more closely.
- Medicine must be locked up at all times. Do not leave in backpacks or bins.

## IMPAIRMENT POLICY

- It is the Supervisor's responsibility, to the extent that it is possible, not to release a child to an authorized person who is unable to adequately care for a child due to, but not limited to alcohol, drugs, marijuana, medications, medical condition, or rage.
- If the Supervisor believes that a child will be at risk, the Supervisor will offer to call a relative or friend to pick up the person or child, or offer to call a cab.
- If the person is driving a vehicle, the Supervisor will explain that driving under the influence of drugs or alcohol is against the law and that the Supervisor is obligated to ensure the safety and well-being of the child.
- If the presumed impaired person chooses to drive the car with or without the child, the Supervisor will immediately notify the police and provide a description of the vehicle and geographic vicinity.
- If the Supervisor believes that the child is in need of protection, she will call the Ministry for Children and Families.

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## CHILD ABUSE POLICY

- All child care employees are required by law to report child abuse and neglect to the local child protection office of the Ministry of Children and Families as well as to the Medical Health Officer.
- Any person who has reason to believe that a child has been or is likely to be abused or neglected has a legal duty to report to the Ministry. This includes service providers, family members, and general public. If unsure as to whether there are reasonable grounds for action, be sure to consult with the Child Protections Office of the Ministry.
- If you suspect the child is in immediate danger, call the police first.

## FIRE AND EVACUATION PLAN

Please familiarize yourself with the fire escape plan that is posted at the doorways. Fire drills will be done on a monthly basis. In the case of an evacuation due to a fire, our meeting place will be the parking lot area west of the preschool, closest to the fence. We will remain there until we are informed it is safe to return to the preschool.

In the event of a flood, the children will be safely escorted to the top floor of the church building in which the preschool is housed until we are informed it is safe to return to the preschool.

In the event of any other disaster that we would need to evacuate the building, the preschool children will be safely escorted to King's Christian School playground area. If evacuation from this area is also necessary, a King's Christian school bus will be notified and will pick the children up and transport them to the Salmon Arm Recreation Centre (2250 – 10<sup>th</sup> Avenue NE).

The preschool staff will have the Preschool cell phone with them during these times of evacuation. They will also bring the Emergency Record cards for both staff as well as the - preschool children on hand as they leave the building. An emergency bag equipped with a blanket, water, and snacks will also accompany them out of the building.