

## Table of Contents

Parent Letter	-----	2
Policies		
Vision Statement	-----	2
Registration and Fees	-----	3
Hours of Operation	-----	3
Separation	-----	4
Gradual Entry	-----	4
Arrival and Departure	-----	4
Open Door Policy	-----	5
Supplies	-----	5
Dress for Play	-----	5
Fundraising	-----	6
Parent Volunteers	-----	6
Snack Time	-----	6
Field Trips	-----	6
Birthdays	-----	7
Discipline Policy	-----	7
Disaster Planning	-----	8
Emergency Contact Person	-----	9
Earthquake Kits	-----	9
Fire Drills/Evacuation	-----	9
Abuse Policy	-----	10
Illness Policy	-----	10
Other Information	-----	10

Dear Parents,

**Welcome to Little Blessings Preschool.** This handbook is designed to tell you about our school and program and answer some of the questions you may have. Our doors are always open and we welcome further questions, comments or suggestions as we work together to make it an enjoyable time for your child.

**Little Blessings** is licensed by the provincial government under its Community Care Facilities Act. This means our facilities are inspected on a regular basis and our teacher is also approved by Community Care Licensing.

**Little Blessings** is sponsored and prayerfully supported by Chilliwack Christian School Society. We are a Christian-oriented program.

Thank you for your interest in Little Blessings Preschool. We look forward to sharing many meaningful experiences with your child.

## OUR VISION

The Christian community of Unity Christian School, in grateful obedience to God, seeks to educate children in the light of the infallible Word of God.

We believe that children are image bearers of God who have unique gifts and talents. God created preschoolers full of imagination and curiosity. They have an exciting world at their fingertips to explore. Our aim at Little Blessings Preschool is to offer an enriched, non-threatening and stimulating environment that recognizes the God-given uniqueness of each child and his/her individual needs.

We strive to provide for the child's social, emotional, cognitive, ethical, aesthetic, economic, physical, and spiritual growth, so that the child is equipped to be a Christ-like servant. Through play and varied activities, including music and movement, creative art, games, fieldtrips, stories, outdoor play, Bible time and quiet time, your child will be given the opportunity to develop his/her God-given potential in all of these areas.



## REGISTRATION AND FEES

For the school year, our fees are be \$75 per month for children attending 2 days per week and \$95 for those attending 3 days per week. A \$25 non-refundable registration fee is payable at the time of registration.

**Payment for the year must be made by post-dated cheques, dated the first of each month payable to Little Blessings Preschool.** These cheques must be submitted by the first day of class. If your child must leave the program for any reason, unused cheques will be returned to you. Please note that all NSF cheques are subject to a \$25 service fee upon each occurrence.

We require 1 month's notice if your child will be withdrawing from the program.

Upon registration we will need the following to be completed:

1. The completed registration form(s)
2. The registration fee
3. A copy of your child's immunization records
4. A copy of your child's care card
5. A copy of any court order pertaining to your child(ren)



## HOURS OF OPERATION

Four Year Olds

Mon/Wed/Fri  
8:45-11:15am  
12:15-2:45pm

Three/Four Year Olds

Tues/Thurs  
12:15-2:45pm

Three Year Olds

Tues/Thurs  
8:45-11:00am



Our facilities are located in the front portable at Unity Christian Elementary School.

**Little Blessings Preschool** follows Unity Christian School's Christmas, Easter and professional development days. There are no refunds or fees reductions for statutory holidays, professional days, sick days or for family holidays which may be taken throughout the school year. If your child is unable to attend school one day, please call the office at 604-792-4171 or email at [annette.wiebe@unitychristian.ca](mailto:annette.wiebe@unitychristian.ca)

**Separation** – We wish that the beginning days of school are a positive and pleasant experience for each child. Separation can be a difficult for some children.

We ask that parents:

- Discuss with their child their intention to leave.

## Little Blessings Preschool – Parent Handbook

- 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.

However if your child is expressing fear and is very anxious, you will be called to come and we will create a schedule specifically for you and your child, until they become comfortable with coming to preschool.

**Gradual Entry** – To ensure a positive start to the school year, the preschool children will be gradually easing into their schedules. These time specific schedules will be sent to you in August.

**Arrival** – an adult must accompany your child until a staff member acknowledges them. Little Blessings Preschool does not assume responsibility until the child is brought to the teacher. A sign-in sheet is located at the entrance of the center. Please indicate who will be picking your child up.

Unless you have made prior arrangements with the teacher, please do not bring your child earlier than the scheduled times. Our teacher needs this time before the children arrive to set up the various centers and prepare the day's activities. Please also respect the time between morning and afternoon classes as this is personal time for the teacher to enjoy lunch and ready the classroom for the next class.

**Departures** - We also ask for your cooperation in picking up your child promptly at the end of class. It can be very upsetting for a child to be left past closing time when the other children have been picked up. You will be charged \$5 for every 10 minutes you are late unless arrangements have been made with the teacher. Every parent will get one warning. If there is a change in who will be picking up your child, or you will be late, please contact the secretary at 604-792-4171 and she will let the teacher know.

The following policies are in place if the following occurs:

- \* If the parent does not arrive to pick up the child the supervisor will:
  - a) contact both parents work numbers, home number(s) and all emergency contact people listed
  - b) keep trying for two hours at which time MCF will be contacted
- \* If an unauthorized person attempts to pick up the child the supervisor will:
  - a) ask the person to remain outside the classroom door until the parent is contacted for consent
  - b) check the person's ID before allowing the child to be released
- \* If the unauthorized person becomes confrontational to the supervisor's request the supervisor will:
  - a) notify the principal and ask him/her to talk with the person
  - b) attend to the child in her care including the child in question
- \* If the unauthorized person forcefully removes the child the supervisor will:
  - a) write down the license plate number of the vehicles in questions
  - b) call the police and MCF

## OPEN DOOR POLICY

Parents will have reasonable access to their children at the preschool.

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

- knock on the classroom door or window to alert the supervisor
- alert the office and they in turn will contact the supervisor by intercom

A notice will be posted on the classroom door if the class is in the playground, gym, or out of a walk.

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 pick up his/her child.

## SUPPLIES

Most supplies required for **Little Blessings** activities are provided for your child. Please bring two 20 gram glue sticks and a box of Kleenex during the first week of school.



### DRESS FOR PLAY! 😊

Please send your child dressed for play and dressed for the weather. We plan to visit the playground whenever possible, so please send along a jacket if the weather is cool. At the beginning of the year all children are to bring a pair of running shoes with a non-marking sole to leave at the school as inside shoes. We also like each child to have extra clothes in their backpack in case of “mishaps”.

## FUNDRAISING

Most of our costs are met through monthly fees. However, we do have a few special projects which you may participate in if you wish. These extra fundraisers help us to keep our fees low and allow us to maintain a large supply of high quality, educational games, toys, and activity centers.

## PARENT VOLUNTEERS

We encourage parents to volunteer in the classroom and for special events. All volunteers must have a current criminal record check done by the local RCMP detachment. Forms will be available at the beginning of the school year, please complete one and drop it off at the local police department. These records are free.

Volunteers will also need to sign in/out at the elementary school office. They will receive a visitor's tag, which lets staff, and students of the school know that they have permission to in the school. The visitors' tag must be returned at the end of class.

## SNACK TIME

Snack time is a regular part of each day at **Little Blessings**. We prefer something nutritious and low in sugar such as fruit, muffins or crackers. As well, please send a drink for your child either water or juice.

**Little Blessings is a nut-free zone.** Please consider this when preparing your child's snack.



## FIELD TRIPS

Field trips are a favorite part of our program and all children are encouraged to attend. All trips will be made with parents and guardians attending.

Parent participation is required for all field trips. If you are not able to attend the field trip with your child, you will need to make arrangements with another parent or friend/family member to attend instead. If this is not possible, then unfortunately your child will not be allowed to attend the field trip. For transporting children, (other than your own) you must have \$2 million 3<sup>rd</sup> party liability insurance and an appropriate child seat for each passenger.

## BIRTHDAYS

Birthdays are very special and exciting for each child. Child will receive a special birthday sticker and will be able to select a small toy from our classroom birthday cake box. If you would like to provide a cake or cupcakes, plates and forks, please talk to the teacher and she will let you know how many children there are in your child's class. Please ensure that any treats you do bring into the preschool are nut free.



## DISCIPLINE POLICY

It is the goal of **Little Blessings** to guide children to learn appropriate and acceptable behavior patterns. This is achieved by respecting the children's differences in activity levels, distractibility and sensitivities. The teacher will also have realistic expectations according to each child's needs and abilities.

**We have a 3-tiered progression of procedures:**

1. Providing Prevention Strategies:

- establishing clear, consistent and simple limits.
- helping children to know and understand those limits.
- reinforcing those limits in a positive way
  
- providing choices for the child (vs. a power struggle)
- allowing children time to respond – offering warning clues and signs (ringing bell, musical interlude, etc.)
- reinforcing appropriate behavior

## Little Blessings Preschool – Parent Handbook

- ignoring minor incidents (noise, clutter, attention seeking behavior)
- encouraging children to use the teacher as a support to protect, guide, and offer security

### 2. Intervention:

- getting a child's attention using their name, meeting them at eye level, talking with a clam, controlled voice
- moving close, touching their arm to get their attention, and/or moving between the two children
- reminding and reinforcing limits
- acknowledging children's feelings by redirecting or diverting the circumstances that are causing the unwanted behavior
- model and help children in problem solving skills
- when clarifying expectations or limits, offer simple choices (e.g. you can do \_\_\_\_\_ or \_\_\_\_\_, you decide)
- allowing natural or logical consequences
- limit the use of equipment or toys
- help children to make amends

### 3. Challenging Behaviors

- distracting them with some other activity before a conflict escalates
- holding them for the safety of themselves or others (when child has loss of control and is unable to reason with)
- "Time Away"- removing the child from an over stimulating environment to a calming area to provide the opportunity to regain control over their emotional or physical state

## DISASTER PLANNING

To prepare for the eventuality of a natural disaster, we have taken the following steps to make the preschool and staff more disaster ready.

### 1. Meeting Place

- We will evacuate the preschool to our designated fire drill destination, which is in the main entrance of the church next door to the elementary school. In the event of an earthquake – after initial attendance, we will avoid walking close to any building and join the elementary school in the backfield of the elementary school. We will wait at our designated area with the rest of the school population in the field. In the event of other disasters and if safety allows – we will proceed out of our fire exit door to the backfield destination.

### 2. Alternate Site

- In the event we are unable to return to our preschool building we stay with the school population.

3. Emergency Contact Number (Out of Province)

- In the event that local phone lines are damaged, the preschool supervisor will call this number to inform them of the safety of the preschool children and parents are able to call this number as well.

**Ernie and Fran Wiebe 1 (306) 783-4240**

## **EARTHQUAKE KITS**

Each child is required to have an earthquake kit containing the following items:

- a comfort item (family photo, small stuffy etc)
- a picture of your child with an out of town or province contact person

Other items will be provided and stored by the preschool.

## **FIRE DRILLS/EVACUATION**

Fire and evacuation drills are posted in the preschool and practiced monthly. All staff, volunteers and other adults will be familiar with fire drill procedures.

## **ABUSE POLICY**

British Columbia has “mandatory” reporting laws regarding child abuse. *The Family and Child Services Act* states:

A person who has reasonable grounds to believe that a child is in need of protection shall forthwith report the circumstances to the superintendent or a person designated by the superintendent to receive such orders. A child is in need of protection under *The Family and Child Service Act* if he or she is:

- abused or neglected so that his safety or well-being is endangered
- abandoned
- deprived of necessary care, through the death, absence, or disability of his/her parent
- deprived of necessary medical attention, or
- absent from his/her home in circumstances that endanger his safety or well-being

## **ILLNESS POLICY**

Parents should keep their children at home or seek alternative care arrangements for the following symptoms:

1. Pain – any complaint of unexplained or undiagnosed pain.
2. A common cold with listlessness, runny nose and eyes, coughing and sore throat. If symptoms are allergy related (e.g. hay fever, asthma) the child is not contagious.
3. Fever (100F/38.3C or more) accompanied by general symptoms such as listlessness which may be an early sign off illness that requires a physician’s attention.

## Little Blessings Preschool – Parent Handbook

4. Sore throat or difficulty swallowing.
5. Infected eyes, skin, or undiagnosed rash.
6. Headache and stiff neck.
7. Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps. These symptoms may indicate a bacterial or viral infection which is very easily passed from one child to another.
8. Severe itching of body and/or scalp.
9. If child has any known or suspected communicable disease.

Please inform the preschool within 24 hours if your child has been diagnosed with or exposed to a serious illness or contagious disease. (e.g. chicken pox, measles, etc.)

A plan will be in place for each child should they become ill while in care. Parents will be contacted at home, and, if contact cannot be made, the emergency contact numbers will be phoned.

Prescriptions and/or nonprescription medications will not be administered by staff members.

When the teacher releases the child to the parent or alternate from the activity room, the child becomes the adult's responsibility. (ie. parking lot, playground, etc.)



## OTHER INFORMATION

Attending Little Blessings Preschool does not automatically guarantee admission into Unity Christian School (UCS). For admission and enrollment information for UCS, please contact the office at 604-792-4171.

If you are interested in information on becoming a member of the Chilliwack Christian School Society, please contact the office at the number above.

**Illness in Child Care – A Quick Guide**

<b>Disease</b>	<b>Symptoms</b>	<b>Infectious?</b>	<b>Remove from Centre</b>
Chicken Pox	Fever Blister type rash	YES 5 days after inset	YES From when spots first appear and 5 days after
Cold with Fever	Runny nose, clear discharge, doesn't want to eat, slight cough, plus fever – above 37° C Runny nose – green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Until symptoms return to common cold
Common Cold	Runny nose, clear discharge, doesn't want to eat, slight cough	YES Before and during symptoms	NO
Diarrhea #1	Runny stools, if no other problems, check with parent. It could be normal or because of diet	NO	NO
Diarrhea #2	Runny stools, fever about 37°C, bad smell, fussy cranky, pain and/or vomiting	YES	YES Until doctor says it is not infectious
Ear Infections	Fever, clear discharge from nose, cranky, pulls on ear	NO	NO
Flu	Fever is above 37°C, cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Until symptoms are gone
Hand, Foot & Mouth Disease	Spots on palms of hands, fingers and soles of the feet. Sometimes on buttocks; for 7 to 10 days	YES	NO
Herpes Simplex (common cold sore)	Fever blister or sore around mouth	YES	Decide each individual case with
Impetigo	Crusty rash, mostly on face, arms or legs	YES	YES Until on antibiotics for 24 hours
Nausea/Vomiting		YES	YES Until it stops
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes	YES	YES Until seen by a doctor who says child may return
Rashes	Red spots anywhere – can be measles, chicken pox, allergies, impetigo	YES	YES Until doctor says it is not contagious
Sore Throat	Fever, red throat, hurts to swallow (could be strep throat)	YES	YES Until on antibiotics for 24 hours