



**FRIENDSHIP HOUSE PRESCHOOL
PARENT HANDBOOK**

**744 Fraser Street
Prince Rupert BC V8J 1P9
250-627-1717 ext 26
preschool@friendshiphouse.ca**

PHILOSOPHY

As Early Childhood Educators, we are strongly committed to the health, safety and wellbeing of those entrusted to our care. It is our goal to provide an environment that encourages maximum growth and development, both intellectually and emotionally, as well as physically.

When away from his/her parents and guardians, the child needs people who genuinely enjoy children, make them feel secure, give them individual attention and provide them a rich environment for play and learning. For this reason, we feel it is important that all staff members are trained caregivers who:

- Listen to the children when they speak and respond with interest and respect.
- Accept and value children's ideas and suggestions.
- Display a sense of humor.
- Respond with care and understanding to a child who may be fearful, shy, upset, hurt, and angry.
- Encourage children to be cooperative with one another.
- Promote the development of problem solving skills and a sense of independence.
- Initiate conversations with the children, other than instruction, announcements and commands
- Make children feel good about themselves and others.

MISSION STATEMENT

Our trained staff of professional Early Childhood Educators and our assistants provide a warm and caring atmosphere, treating each child with dignity and respect. Our philosophy is based on the child center approach, which recognizes play as the natural medium in which children can actively explore their developing skills and personalities. We see each of our children as a unique individual, developing and learning at their own pace and their own way. To encourage the development of the whole child, we provide a wide variety of hands on activities that allow children to interact with the environment. The center and staff value and respect the rights of each individual child to self-expression and we encourage parents input regarding their own child.

HOURS OF OPERATION

Morning class is from 9:00 am – 11:30 am

Afternoon class is from 1:00 pm – 3:30 pm

Monday – Friday

Preschool closes for NID Days & holidays

CENTER SCHEDULE

MORNING

9:00-10:15 FREE PLAY

10:15-10:25 CLEAN UP/TRANSITION

10:25-10:40 GROUP TIME

10:40-10:45 TRANSITION/HAND WASHING
10:45-11:00 SNACK TIME
11:00-11:30 OUTDOOR PLAY

AFTERNOON

1:00-2:15 FREE PLAY
2:15-2:20 TRANSITION /CLEAN UP TIME
2:25-2:40 GROUP TIME
2:40-2:45 TRANSITION/HAND WASHING
2:45-3:00 SNACK TIME
3:00-3:30 OUTDOOR PLAY

MONTHLY FEES

Full-time 5 days/week morning or afternoon class	\$225
Part-time 3 days/week morning or afternoon class	\$135

There will be no refund for days missed due to illness or vacation

Preschool requires one month's notice if you intend to withdraw your child.

OUR PROGRAM (3-5 years)

We have 20 spaces for each morning and afternoon classes. The children settle into our class under the guidance of staff. Play is unlimited. There is freedom from right and wrong. Children are not judged when playing, they are encouraged to use and explore all areas of development, and play is a learning ground that helps build confidence, motivation, self-esteem and direct learning. **Play time is a time for growing.**

ARRIVALS AND DEPARTURES

There is a sign in/out sheet located in the front entrance. Please ensure that you mark the time and initials for when you arrive/leave. Please deliver your child directly to a staff member.

EACH CHILD WILL NEED

- A pair of runners
- A change of clothes (shirt, pants, underwear and socks)

THEMES

Various themes are focused on throughout the year. Although a planned curriculum is offered, spontaneous interest by the children is given a higher priority whenever possible.

ILLNESSES

In order to protect the entire group of children, as well as your own, we ask you to assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- A fever over 100 F (37.8 C) orally or 99 F (37.2 C) under the arm.
- Signs of a newly developing cold or severe coughing, runny nose
- Diarrhea, vomiting, or an upset stomach.
- Unusual or unexplained loss of appetite, tiredness, irritability, or headache.
- Any parasite related condition (impetigo, scabies, head lice, etc.)
- Any discharge or drainage from eyes, nose, ears or open sores.
- For the health and safety of all the children, and to comply with public health regulations, parents should report communicable diseases promptly. Parents should also provide us with a record of immunization, which is found on the registration form.
- If a child should become sick. The Friendship House Preschool has a quiet area to rest while waiting for their parent, your child will also be closely supervised until She/he is picked up

HEAD LICE

Throughout the school year it is common to receive a newsletter stating an outbreak of head lice has occurred in your child's class. One of the reasons head lice occurs is a group of children in one area at one time. It is not because a child is dirty; it is quite the contrary, the hair is clean. We at the preschool do everything possible to keep the head lice under control and out of our school, but there are times when the children do come into contact. Head lice is not life threatening, it is only a nuisance and if not cleaned properly one egg or nit will have your child infected again. We do regular head checks at school during this time and we encourage you to check on a regular basis.

SNACKS

We will be providing healthy snacks of fruit, raw vegetables, low sugar cereals, cheese, raisins, etc. Letting us know if your child has allergies is very important. In some cases it may mean life or death.

TOYS FROM HOME

Our center has more than an adequate amount of toys and learning materials. **Please don't** send toys from home as they may be lost or broken. Exceptions will be on special days for show and tell.

PARENT / TEACHER RELATIONSHIPS

It is important to keep communication open regarding a child's development. Should you have any questions or concerns regarding the preschool please feel free to contact us. If you wish to know about your child's progress or have any questions, again feel free to contact the supervisor.

Parents keep in mind that we do have an open door policy, and that any parent wishing to visit their child may do so at any time.

CONFIDENTIALITY

Our staff prides itself in displaying a professional attitude. We respect the confidences that our families have entrusted to us.

GUIDANCE AND DISCIPLINE

We perceive the role of Early Childhood Educator as that of a caregiver who guides the child toward growth in the ability to assume responsibility for their conduct.

There are two types of guidance (or discipline) - direct and indirect. Indirect guidance is done through the arrangement of learning centers in the classroom, through daily schedules, and through working closely with the parents/guardians. Direct guidance is done through careful interaction with the child by:

- Establishing eye contact with him/her, speaking in a gentle but firm voice, in words easily understood by the child.
- Setting reasonable limits for behavior and responding to inappropriate behavior in a fair, consistent, and non-punitive manner.
- Under no circumstances will a child be hit or spanked by staff members.
- Respecting and acknowledging the child's feelings.
- Removing the child to a quiet corner of the room if they are having difficulty in the group, should this occur the child is supervised at all times, when they are ready to join in they may.
- When there is an upset child we will individually talk, play or read to them, until she/he feels better.

RELEASING OF A CHILD FROM FRIENDSHIP HOUSE PRESCHOOL

- No child will be released from the preschool to any person who is not on the "Authorization for Pick Up" registration form
- Parents may phone a head of time to inform us who will be picking up their child, if not on the list, we will however ask for a piece of Identification when they arrive,
- No child will be placed in the custody of any person (including parent/guardian) who is/are suspected to be intoxicated or under the influence of drugs.

ADMINISTERING MEDICATION

- If a child has a set time for medication while in the preschool and cannot be given while at home, we will then ask the parent to come back and give the medicine if they cannot then in agreement with the parent, we will administer the medication prescribed by a medical practitioner, we will ensure that the amount and the time specified is given
- We also ask that the parent sign a consent form to administer medication

NOTIFICATION OF ILLNESS OR INJURY

- We shall immediately notify the parents or person on the “Authorization Pick Up” if your child should become ill or injured while in the care of the Friendship House Preschool. If the situation is an emergency we will follow the center procedures and notify you immediately, then an accident report will be written and signed from staff

HEALTH AND HYGIENE

- We will encourage the children to wash hands before eating and after using the washroom
- Children are asked to cover their cough/sneeze and to wipe their nose they are asked to wash their hands with soap and water to ensure germs are not spread

FIRST AID

- All staff are trained In “Child safe” first-aid
- We have a first-aid kit situated in the back room of the preschool, it is taken with the preschool class when out on fieldtrips

EMERGENCY PROCEDURES

- We practice fire drills on a monthly basis
- Our fire exit plan/fire drill schedule is posted in the preschool **Cubby Room**

ABUSE/NEGLECT

- We shall ensure that your child, while under the supervision of the Preschool will not be subject to any physical/ emotional abuse or to physical/ emotional neglect
- It is also our responsibility by **law** and under the **Child, Family and Community Service Act** to report and give any reports of any suspected abuse/Neglect to the Ministry of Social Services, Licensing Officer and the Legal Authorities

CUSTODY ORDER

- In order to help protect your child, if there is a custody agreement, the Preschool needs a copy of the details about the arrangement from the parent

ACTIVE PLAY POLICY

The Friendship House Preschool has the following policy in place for daily physical activity:

- Outdoor play is 30 minutes minimum and is incorporated in the daily routine for both morning and afternoon classes. Outdoor play includes walks around neighborhood and/or playing in the preschool playground.
- In the event of very poor weather conditions, staff will set up an indoor active play area such as a tumbling area where children can practice gross motor movements such as balancing, tumbling, crawling etc. Children also have the option to participate in group games, practice yoga movements, dance etc.
- It is part of policy and licensing regulations that children will not have access to screen time by way of tablets, computer or TV.