

PRESCHOOL

PARENT HANDBOOK

MISSION STATEMENT:

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.

We hope this handbook provides you with the information necessary 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.

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SCHOOL HOURS AND FEES

Preschool classes begin one week after King's Christian School begins in September and finishes mid-June. Please note there are no preschool classes on statutory holidays, King's Christian School Days, 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, resulting in equal monthly payments.

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

- Tuesday and Thursday 8:30– 11:30 am
Fees: \$150 per month

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

- Monday, Wednesday, and Friday 8:30– 11:30 am
Fees: \$200 per month

* At the discretion of administration, an exception may be made for three-year-olds who are planning to attend KCS Kindergarten.

PAYMENT & WITHDRAWAL

There is a \$50 non-refundable registration fee due at time of enrolment. In September, we require September and June fees as well as subsequent post-dated checks, payments can also be set up through automated debit, or a credit card payment.

REPAYMENT AGREEMENT

Tuition that has been paid through pre-authorized debit, which has already been received is non-refundable.

If the school is closed due to an unexpected circumstance, the pre-authorized payments will be discontinued until the program resumes as usual. If you have a fully paid for the year or half year, you will be refunded the month(s) tuition following the unexpected closure.

EARLY WITHDRAWAL FROM THE PROGRAM

Voluntary Withdrawal: Voluntary withdrawal: One month written notice is required. We will return your post-dated checks or remove the automated debit of the unused portion of fees if the above notice has been given.

Involuntary Withdrawal: Unfortunately, challenging situations sometimes arise and solutions can be



ARRIVAL AND DEPARTURE

Children must be accompanied into the preschool 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. If 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 Hallway area until the doors to the classroom are open. 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 pickup person will be picking up, please write his or her name in the sign in book.
- If you are sending someone other than the usual pickup person to pick up your child, please call or 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.

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 your child's snack container that will be provided in September. Place on the snack tray located in the Parent Lounge fridge
- We will inform you if any children have food allergies that 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 Timbits, Rice Krispy squares, cookies, fruit, etc. We will inform you ahead of time if there are any food allergies limiting what can be brought into the classroom.

PARENT HELPERS

There will be times and days throughout the year that we will need parent helpers. This may be to help with a craft or special activity or maybe even just to help supervise play. If this is something you are willing and able to do please let Susan know at the beginning of the year.

COMMUNICATIONS

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 Jacquie. It is of utmost importance that communication be kept open. Your home environment (separation, divorce, living, birth, and death) greatly influences your child's behaviour, if we are kept informed, we will be better able to partner with you in helping 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 to her than to write to her.

ADMINISTERING MEDICATIONS

Prescription Medication: The Supervisor will only administer medication provided in the original container and that has been prescribed by a 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
- Medication must always be locked up and 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

