

# Avalon Christian Preschool



## Parent Handbook

Box 974

Port Hardy BC

VON 2P0

Phone: 250-949-8243

*Teach the child in the way he should go, and when he is old he will never part from it.*

*Proverbs 22:6*



Dear Families:

Welcome to Avalon Christian Preschool and Learning Centre.

God created preschoolers full of imagination and curiosity and knows how precious the heart of a child is.

For some, this will be your child's first formal learning experience. Going to Preschool is a great adventure, learning through play offers your child hands on experiences to explore, identify, negotiate, take risks and make sense of their social world.

It is our top goal to make your child feel secure, understood and valued. We believe that children learn best through hands on exploration with a balance of academic curriculum. This carefully planned program provides opportunities to foster Christian attitude and values, activities that are age-appropriate and nurture the creativity, imagination, self-expression and self-awareness in each child.

As a partner in your child's care, we will do everything in our power to keep the lines of communication open. Our interaction with you is as important as our interaction with your child. Feel free to call at any time during the day or set up an appointment during hours to discuss any problems or suggestions you have with regards to your child's care.

We look ahead to being your child's launch pad to a marvelous, exciting adventure through learning. We hope to open doors and windows that will last their lifetime. In the pages to follow you will find some policies that will be helpful in your understanding of how Avalon Preschool operates.

It is going to be a wonderful year here at Avalon Preschool and I thank you for choosing to be a part of it. I consider it a privilege to share the love of Christ with each of you.



## School Information

### Preschool and Learning Center

Preschool and the Learning Centre start the day after labour day and ends according to the school calendar, which usually is the last week of June. Classes are from 8:30-12:30 for Preschool, 12:30-3:00 for Learning Centre, Monday to Friday

We follow the Avalon Adventist Junior Academy calendar, which you will find below. Preschool and Learning center will be closed when the elementary school is closed. (Statutory holidays, Professional Development Days, Spring Break, Christmas Break.). Last day of Preschool and Learning Center will be announced at the beginning of June,

We will be closed on the following statutory and non-statutory holidays.

October-Thanksgiving

November-Remembrance Day

December- Christmas Break (2-week Closure)

February-Family Day

March- Spring Break (2-week Closure)

April- Good Friday/Easter Monday

May- Victoria Day

Pro-D Day I will give you a week notice

### Start of school

The Preschool program begins at 8:30 a.m., I ask that you respect this start time to the best of your ability, and in doing so this allows your child to have full opportunity to participate in all the activities planned for the morning. If you are going to be later than 8:45 please text me @ 250-949-6090 or call the school @ 250-949-8243. The front doors will be locked at 8:30 SHARP! You can be buzzed in at the front doors or come to back of the school where you will find our classroom door.

Learning Center (daycare) If you are requiring care past 3:00 a TPR is required by licensing. This form requires a letter from you outlining why you think it is in the best interest of your child to attend the afterschool program, and reason for needing the care. Once we have approval from licensing your child can start staying past 3:00 pm. Please note that this process can take up to a month.



## REGISTRATION AND FEES



### Registration Requirements:

All children must be trained to use the toilet independently, as we do not have a changing facility in the classroom, I do understand that accidents do happen.”

Preschool is for Children who are 3 years of age and older. Children who are 2 ½ and are fully potty trained are eligible for enrollment, there are only two spaces available.

A registration fee of \$75.00 for all families is to accompany the Registration form when applying for admission to Avalon Preschool or learning centre, this fee is non-refundable. Licensing requires that all item listed below be collected before your child can attend.

1. The completed registration form(s)
2. A copy of your child's immunization records or a note stating you do not immunize your child.
3. A copy of any court order pertaining to your child(ren)
4. The registration fee

### Fees:

4-hour Preschool: cost is \$24.00 a day. You will receive a bill at the end of each month, that will need to be paid within 30 days. otherwise a late charge will be applied to your bill of \$35.00.

Learning Centre: cost is \$4:25 an hour. If your child is requiring staying past 3:00 a temporary placement from Licensing will need to be obtained before your child can stay past 3:15.

Tuition can be paid at the office by debt machine, cash or check and e-transfer. If you are doing and e-transfer, send it to [treasurer@aacaph.ca](mailto:treasurer@aacaph.ca) . Please let the office know that you are paying for Preschool or the Learning center.

There will be a \$45.00 charge for NFS Checks. A late fee of \$35.00 per family will be charged if tuition is not paid by 30<sup>th</sup> of the month.

### **Tuition must be paid in full, without deduction.**

There are no refunds or fee reductions, on the days you have booked for your child to attend, Adjustments will only be made if prior arrangements have been made with the teacher, in advance. We are confident that you will understand our need for financial stability, and we appreciate your cooperation.

### **Attendance:**

**Preschool:** There are no refunds or fee reductions, even if the month is shortened by holidays I do ask that you notify the school (250-949-8243 or text my cell phone (250-949-6090) by 8:15 if your child will not be attending school that day or if you are going to be arriving late.

**Daycare (learning center):** Should your child be away please contact the centre to inform me of their absence and their projected return date. You can call the school or text my cell phone.

### **Withdrawal:**

If for any reason, you need to withdraw your child during the year, a two-week notice is required. If a two weeks' notice is not received, an additional month's tuition will be charged. If withdrawal is in June, tuition must be paid regardless of notice.

### **Cancelled Classes:**

If the Teacher is unable to teach, and a substitute cannot fill in, the class will be cancelled, and your account will be credited.

## **Arrivals and Departures**



### **Arrivals:**

An adult must accompany all children inside the building and to their classroom. Avalon Preschool does not assume responsibility until the child is brought to the classroom. Unless you have made prior arrangements with the teacher, please do not bring your child earlier than the scheduled time.

### **Departures:**

When picking up your child you can either get buzzed in at the front doors or come around to the back of the school to our classroom door. if the door is shut just knock and we will open it up.

Children will only be allowed to leave the facility with parents, guardians or persons specified on the registration form or a person who has written permission from a parent. We will not release a child to anyone who is not authorized or who does not have proper identification. The preschool will assist in making alternate arrangements if a parent/guardian appears "unable" to safely deliver their 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 their child I 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 MCFD will be contacted.

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 250-949-8243 and she will let the teacher know.



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

- a) Ask the person to remain outside the classroom until the parent, I contacted for consent
- b) Check the person's ID before allowing the child to be released

# Active Play and Screen Time Policy

Avalon Preschool recognizes the importance of physical activity for young children.

Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits. for the future.

## Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages and gives all children opportunities to participate in a variety of daily physical activity that are appropriate for their age, and fun. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day Avalon Preschool will:

- Provide opportunity for indoor active play through circle time activities which includes interactive stories, music, games, etc.
- Promote active play through all daily activities e.g., Large giant steps when walking, mixing, stirring kneading, while cooking.
- Provide children in Preschool with the following daily outside guidelines:

Length of Preschool program	Amount of Active play
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	1 - 2 hours 20 minutes
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	2 - 3 hours 30 minutes
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	3 - 4 hours 40 minutes
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- Increase indoor active play time so the total amount of active play time remains the same if weather limits outdoor time.

## Appropriate Dress for Physical Activity

We at Avalon Preschool have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are requested. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. It is our expectation that children will go outside EVERYDAY. If you feel your child is too sick to go outside the he/she is too sick to be at Preschool or Learning Center. I request that you keep him/her home until they are well enough to go outside.

## Screen Time

Screen time includes the use of television, tablets, smart phones, videos, computers, and video games during school. Therefore, we will restrict screen time by adhering to the following guidelines:

- I allow a maximum of 10 min per week of educational, age appropriate, skill-building or imaginative screen time..
- We do not offer screen time as a reward.
- we have no Tv at Avalon, but on special occasions we will watch a movie., children will have a choice to watch the movie or engage in other available activities.

# Health and Safety

## Illness:

**Covid-19 sick Policy**- Children, and staff who have symptoms similar to the common cold influenza, fever or COVID-19, I am asking that you stay home for 24 hours and self asses. If your symptoms improve and you feel well and don't have a fever, you can come to school. If they get worse self quarantine, you can use the health check guideline attached or use the self-assessment tool at: <https://bc.thrive.health/> and/or utilizing 811 or their medical practitioner. This is for the protection of your child, and all other children present and the teacher and staff. So, lets keep it safe and healthy, thank you. Our preschool is committed to provide a safe and healthy place for each child.

### **If a child displays any of the following symptoms, he/she should be kept at home:**

- Fever
- Diarrhea
- Nasal secretions that are thick, yellow or green, and accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or white spots on throat or in the mouth.
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucus.
- Vomiting or Nausea.
- Eye drainage of any type should be checked by a doctor to rule out infection.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Child not feeling well, such as lethargic behavior and/or screaming.
- Evidence of lice.

### **The following points are to be observed:**

- Please call the Office or the Preschool (250-949-8243) if your child is not going to be attending that day.
- Children must be kept home if not able to participate fully in all activities, including outdoor play.
- If a child does not appear well at school, parents will be called to pick up their child.: a) child will be isolated in comfort and with supervision, b) parent or emergency number will be contacted, c) if no contact person can be reached, the child will remain isolated and observed

- If a child has been exposed to any contagious disease (e.g.: chicken pox, mumps, measles, etc. or a parasite e.g.: lice) **The following criteria must be met before your child can return to the program.**
- Fever has been broken for 24 hours without medication.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- At least 4 doses of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection.
- The child is feeling well again and normal behavior has returned.
- In the case of lice, there must be no nits seen in the hair.

## MEDICATION USE AT SCHOOL



It is requested that medication be given before or after school hours whenever possible. However, only in an emergency situation will any prescription medication be administered by a staff member. Medication must be in its original container and be labeled; the label is to contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date, and expiration date if applicable. This information is checked when receiving the medication from the parent. An Individual Child's Record of Medication Given is signed by the parent/guardian authorizing its administration.

Please Note: Our program does not administer non-prescription medication,

### Allergies:

If your child is allergic to various substances, this needs to be brought to the attention of the teacher. This especially true if the allergy is to any food type. We will do our best to work with you and your child to make this a safe place for them. If your child requires special treatment in case of a reaction (such as a bee sting allergy) be sure that the teacher is aware of it and there is a kit on hand at the school at all times while allergies are listed on your child's registration form, be aware that allergies can also develop in people over time so updating your information is very important.

### The Emergency Response Plan

#### Emergency and Severe Weather Conditions

The Avalon is proactive when it comes to creating safe environment. but from time to time emergencies do occur. In the case of fire, earthquake, or an evacuation due to the safety of the facility, the program may have to close. We will follow Avalon School procedures; your child will be cared for by the Preschool and School staff until he/she have been picked up. The program may also close due to poor weather conditions. Please call the school, at 250- 949-8243 or my cell 250-949-6090, if you are unsure whether the program is open.



Emergency Evacuation Procedures Fire drills are held once a month as required by Child Care Licensing. The staff will sound a bell and then have the children line up quickly and quietly. We take the first aid kit, attendance sheets, emergency cards, and then take the children to a designated location to conduct a head count and attendance. We record information from the event: the date and time it took place and how long it took evacuate everyone. Earthquake drills are also held once a month. During the drill children are taught to stay away from windows and to "duck, cover, and hold" until shaking stops.

## School Closure Due to

In the event of severe weather conditions, Avalon preschool will follow the lead of the Avalon Adventist Christian Academy. Parents are advised to check with Avalon website or facebook page as well as the radio station or [school](#) district 85 website to see if the schools are closed.



## Snacks and Lunches

A nutritional morning snack will be supplied by the school. If you like to help and support or snack program you may do so by donating food items or monies. **No juice for morning snack**, only water please.

Water is essential to your child's health; it helps keep all parts of the body functioning properly. Some of the benefits of drinking water include digestion support, proper blood circulation and constipation prevention. So please pack a water bottle, for your child to use throughout the day. It must go home at the end of each day to be cleaned and refreshed for the next day. Parents are requested to pack an alternative healthy snack in case your child does not like what is being served. Please send cut up fruits, vegetables, crackers and cheese, yogurt, granola bar and please refrain from sending pop. Those who stay for lunch; we ask that you send at least 2 to 3 items of food from the Canadian Food Guide.

To keep lunches cool we ask that a freezer pack be placed in the lunchbox, as we do not have a fridge to keep meat and dairy products cool. Children are encouraged not to share their snacks or lunches with others. Parents will be notified of food serve during the preschool class.



## Clothing:

Children should wear play clothes that are washable, suitable for active play and painting. Paint shirts are worn to prevent major paint spillage and the paint is mixed with soap to assist the washing process. Please ensure your child is dressed appropriately for the weather. We usually go outside for part of the day. On the extreme cold and rainy weather, we will stay inside and access the school gym or have free play in the class. Indoor slippers or crocks are required, **no indoor running shoes please**. A set of spare clothes is to be left at preschool. Please label each item with your child's name.

## Items from Home:

Please do not allow your child to bring toys from home. The classroom is well stocked with equipment for your child's use therefore, if any toys are brought from home they must remain in your child's cubby. This prevents issues concerning a possible breakage or loss of the item. An exception will be made for the show and share days, which will be announced by the teacher.



## Pictures:

Sometimes we take photographs of children either at school or when they are involved in organized activities away from the school site. We may use photographs and images of children in our newsletters, website or on school displays. We may also make video and web cam recording for educational use. From time to time the media may visit our school and may take photographs. Children will often appear in these images, which may appear in the local newspaper. Photos for the media and other publicity purposes may also be taken at events where our school is participating. Please fill out the consent form and return with your registration form.

## Special Holidays and Birthdays:



### Traditional Holidays:

My philosophy concerning special occasions and holidays is that of simplicity, my instructional time does not allow time for extensive celebrating. Traditional holidays (Halloween, Santa Claus and Easter Bunny) do not play a part in my curriculum, but I do believe that they are a part of each family's experience. Please understand that I do not teach against these secular traditions, but that my emphases at Preschool are Christian based. The students will be introduced to the sights and sound of the seasons and will have some seasonal celebrations for fall, winter, spring and summer. All celebrations are optional for you to have your child attend or not.

### Birthdays:

Birthdays are very special and exciting for each child. If you would like to provide a cake or cupcakes, on your child's special day, please come and talk with me and I will let you know how many children there are in class. Around the end of May I celebrate everyone's birthday in our class with a VERY MERRY UNBIRTHDAY party. I will send out a letter in the middle of May with more details.

# FUNDRAISING



The school has a few special projects which you may participate in if you wish. When you participate in the following fundraisers, any profits made from them go to our class.

Fundraisers as follows:

- Purdy's Chocolate- comes out at Christmas time
- Save on Foods-gift cards- Gift cards can be bought at the front desk just tell the secretary what class you would like the funds to go to Preschool
- Hot Lunch, cost is \$5.00 to participate.

Fundraising is very important to our preschool and learning centre, it help to enhance the program with new toys, play equipment, art supplies, snack item. Your support is greatly appreciated.



## Discipline

The classroom must be a place where children feel safe and secure in order for them to learn.

A very important part of the preschool experience is helping children to learn and develop many social skills, such as: showing respect for self, others, school property, and authority; listening and following directions of an adult other than their parent, and enjoy being with other children, taking turns; and managing frustration, anger, and hostile behavior in appropriate ways.

A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Our discipline procedures will consist of the following strategies:

- Encouraging children to use their words when having a disagreement with another child. Facilitating children in their attempts to settle their own disputes.
- Redirecting the child with an alternate toy and activity or choice. (Choice i.e. you can be happy participating or be happy watching.
- Time In: using a comfort corner, where we can go when our behavior is less than acceptable. It's a place for them to learn to make themselves feel better so they can join the group again, when they are ready to do so.
- Counseling children individually about their behaviors. There will be a discussion between the teacher and student of the inappropriate behavior, and what is appropriate behavior before returning to the group.
- Making parents aware of disciplinary concerns (incident Reports). Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences.

The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.



“I have no greater joy than to hear that my children are walking in the truth”. 3 John 1:4

## Illness in Child Care – A Quick Guide

Disease	Symptoms	Infectious?	Remove from Centre
Chicken Pox	Fever Blister type rash	YES 5 days after onset	<b>YES</b> -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	
Hand, Foot & Mouth Disease	Spots on palms of hands, fingers and soles of the feet. Sometimes on buttocks; for 7 to 10 days	YES	
Herpes Simplex (common cold sore)	Fever blister or sore around mouth	YES	Decide each individual case with a Public Health Nurse
Impetigo Crusty	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