

# Avalon Learning Center



## 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 Learning Centre

God created Children 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 my top goal to make your child feel secure, understood, and valued. I 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, I will do everything in my power to keep the lines of communication open. My interaction with you is as important as my 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.

I look ahead to being your child's launch pad to a marvelous, exciting adventure through learning. I 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 Learning Center operates.

It is going to be a wonderful year here at Avalon Learning Center 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

## Learning Centre:

The learning centre is a combination of preschool and childcare combined followed by afterschool care from 3:10-6:00. The first 4 hours will be Preschool followed by childcare. till 3:00. Then Afterschool from 3:10-600. Classes beginning the day after Labor Day are from Monday to Friday. According to Childcare regulations, my child to teacher ratio is as follows:

- Childcare 8/1
- Afterschool care 12/1 for children in grade 1 or lower and 10/1 with 3 children of preschool age and 15/1 with children in grade 2 and up. Depending on the ages of the children, the ratio may change during the week.

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

### School Closure's

September-Truth & Reconciliation Day

October-Thanksgiving

November-Remembrance Day

December- Christmas Break (2-week Closure)

February-Family Day

March- Spring Break Learning Centre will be open

April- Good Friday/Easter Monday

May- Victoria Day

For those enrolled in the afterschool program, there are schedule Pro-D-Days throughout the calendar year, please make sure to notify me prior to the date if you will need afterschool care for your child. For those enrolled in the Childcare program there will be no school, unless you have a TPR then you may attend,

Learning Center (childcare) runs from Monday to Friday, 12:30-3:00. If you are requiring care past 3:00 a TPR is required by licensing. This form requires a letter from you outlining why you need the care and is this a good fit for your child to be with afterschool students. Once we hear back from licensing your Child may stay after 3:00 pm. Be aware that this process may 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."

Children who are 2 ½ and are fully potty trained are eligible for enrollment, otherwise you must be three years of age to enter the program.

Children enrolled in kindergarten to age 12 are eligible for the Afterschool program

A registration fee of **\$75.00** for all families will be applied to your first invoice when applying for admission to Avalon Learning Centre. This fee is non-refundable.

These forms **must** be completed and submitted to Miss Teresa before your child starts school

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)



**Fees:** The fees listed below are a base line for you

According to your days and hours you choose, the fees will be adjusted as follows:

Preschool is the first 4 hours at a rate of \$24.00 and Childcare to follow at a rate of \$4.25 hour for ages 3 to 5 and \$4.75 hour for ages 2 ½, Afterschool care \$4.00 an hour. Drop in afterschool care is \$5.00 hr for 2 days out of the month.

Ages 30-36 months		
Daily cost:	Part time Cost: 6 hrs	Full time Cost: 8 hrs
4 hrs a day \$24.00 (8:30-12:30)	10 days a month \$240.00	20 days in a month \$480.00
6 hrs a day \$36.00 (8:30-2:30)	10 days a month 360.00	20 days in a month \$720.00
8 hrs a day \$43.00 (8:30-4:30)	10 days a month \$430.00	20 days in a month \$860.00
Ages 3-5		
Daily cost:	Part time Cost: 6 hrs	Full time Cost: 8 hrs
4 hrs a day \$24.00(8:30-12:30)	10 days in a month \$240.00	20 days in a month \$480.00
6 hrs a day \$34.00(8:30-2:30)	10 days in a month 340.00	20 days in a month \$680.00
8 hrs a day \$41.00 (8:30-4:30)	10 days in a month \$410.00	20 days in a month \$820.00
Afterschool Care		
Daily cost:	Part time Cost: 6 hrs	Full time Cost: 8 hrs
1 hr a day \$4.00 (3:10-4:10)	10 days in a month \$40.00	20 days in a month \$80.00
2 hrs a day \$8.00 (3:10-5:10)	10 days in a month \$80.00	20 days in a month \$160.00
8 hrs a day \$32.00 (8:30-4:30)	10 days in a month \$320.00	20 days in a month \$640.00



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  
Tuition can be paid at the office by debt machine, cash or check or e-transfer to [treasurer@aacaph.ca](mailto:treasurer@aacaph.ca) Please let the office know that you are paying for Learning Centre, and what program, Childcare or Afterschool. There will be a \$45.00 charge for NFS Checks.

**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 haven been made with me, a week in advance. We are confident that you will understand our need for financial stability, and we appreciate your cooperation.

**Refund:** There are no refunds. If the Teacher is unable to teach, and a substitute cannot fill in, the class will be cancelled, and your account will not be charged.

**Affordable Child Care Benefit**

As a licensed childcare provider, Avalon Learning Center is eligible to accept provincial childcare benefit for eligible enrolled children. The following are expectation that our program has for families utilizing childcare subsidy:

1. Parents/Guardians are ultimately responsible for all fees as registrants to our program.
2. Parents/Guardians, please note that Affordable Child Care Benefit application processing can take 6 to 8 weeks.
3. Parents are responsible for paying any parent portion remaining after the deduction of subsidy from the program fees.
4. Parents are responsible for renewing the benefit authorization before it expires.
5. For more information about this program, please visit:  
<https://www2.gov.bc.ca/gov/content/family-socialsupports/caring-for-young-children/child-care-funding/child-care-benefit>

**Parent Fee Reduction**

As of April 1st, 2018, Avalon Learning Center has opted into the Childcare Fee Reduction Initiative. For children under the age of 3 there is a reduction of \$17.50 per day to a maximum of \$350.00 per month. For children aged Kindergarten to 3-5 there is a reduction of \$5.00 per day to a maximum of \$100.00 per month. This does not apply to the afterschool care.



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

## Attendance:

The front doors will be locked at 8:30 SHARP! You can be buzzed in at the front doors or come to back door to our classroom Afterschool care starts at 3:10-6:00. At Avalon Learning Center I believe good attendance is extremely important for your child to settle in well and take full advantage of the learning and development opportunities available to them at school. At a young age, continuity and consistency are important contributors to a child's well-being and progress.

Regular and punctual attendance is paramount so that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late. It is important that I know how many children are going to need care each day, so I can plan accordingly for the day's activities. I ask that you respect this start time to the best of your ability. If you could give me a monthly or weekly schedule of your child's days that you require care, it would be greatly appreciated. Please call 250-949-8243 or text my cell 250-949-6090 before 8:20 if your child will be away that day or arriving late. For those enrolled in the afterschool program I ask that you inform me if your child will be way, please don't assume that the school has informed me, this allows other children who need care to be able to use the program.

## 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.

## Arrivals and Departures



### Arrivals:

Children arriving in the morning need to be accompanied by their parent/guardian to their classroom, Avalon Learning Center 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 start time. Afterschool students will be dismissed by teacher to come to the classroom.

### Departures:

All children can be picked up from the back door of our classroom, just knock and I will open the door for you. If we are outside when you come to pick up your child, please make sure you inform the teacher before leaving with your child.

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 Learning Center will assist in making alternate arrangements if a parent/guardian appears "unable" to safely deliver their child home. If 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 Learning Center 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. The center encourages and gives all children opportunities to participate in a variety of daily physical activity that are appropriate for their age, and fun. To promote physical activity and provide all children with numerous opportunities for physical activity throughout the day Avalon Learning Center 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 time at the Learning Center equals this amount of active play

1 - 2 hours 20 minutes

2 - 3 hours 30 minutes

3 - 4 hours 40 minutes

- 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**

At Avalon Learning Center I 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 my expectation that children will go outside EVERYDAY. If you feel your child is too sick to go outside, then he/she is too sick to be at the Learning Center. I request that you keep Child at 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 day 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 like 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 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, let's keep it safe and healthy, thank you. The Learning Center is committed to provide a safe and healthy place for each child.



# Please KEEP your child at HOME if...



## They have a Fever

A temperature of over 37.5C (99.5F) is a fever

**Also check for:**  
Persistent cough,  
Shortness of breath,  
Sore throat, swollen  
glands, earache



Remember to keep your provider informed when your child is unwell, even when they are being kept at home.



## They have a Rash

Especially with a fever or itching

**Check for:**  
Chickenpox, Impetigo  
or Hand, foot and  
mouth



## They have an Upset Stomach

If your child has been vomiting or had diarrhoea within the last 48 hours they must **STAY at HOME**



## They have an Eye Infection

Thick mucus or puss draining from the eye or swollen face



## They have Headlice or nits

Please check your child's hair regularly and treat immediately



## They are Feeling Unwell

If your child is unusually tired, pale, cranky or lost their appetite, they will be more comfortable at home.



Ensure your provider has up to date emergency contact details, allergen and medical information for your child.



If you, your child or anyone in your household are displaying symptoms, have a confirmed diagnosis of **COVID-19** or have recently been exposed to **coronavirus**, please **STAY AT HOME!**



If your child has a mild cold, infrequent cough or clear, runny nose and is active, playful and rested, They can **Stay and Play!**

Please help to keep our Setting **SAFE** for **EVERYONE**

## 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 will any prescription medication to 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 always a kit on hand at the school 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 is available, if your child choose to participate otherwise, please make sure you have an alternative healthy snack available for your child. **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. Those who stay for lunch we ask that you send at least 2 to 3 items of food from the Canadian Food Guide. You are also welcomed to participate on the schools HOT LUNCH days.

To keep lunches cool we ask that a freezer pack be placed in the lunchbox, as we do not room in the fridge to keep meat and dairy products cool. Children are encouraged not to share their snacks or lunches with others.

if you like to help and support or snack program you may do so by donating food items or monies



### Clothing:

Children should wear play clothes that are washable, suitable for active play and painting. Paint shirts are worn to prevent major paint spillage. 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 in their lockers. 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 Learning Center 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

Your fundraising and donation dollars provide extra support to expenses incurred by Avalon Learning Center for toys, supplies, etc. These funds supplement the budget so that more money is available to aid in providing high quality programs, and to cover operating costs,

### How can I contribute?

There are many ways – choose what works best for you!

**Monthly Donations** – a popular option, you choose any \$ amount you wish to donate monthly invoice This is an easy way to contribute, and every dollar is hugely appreciated! Or you could make a one-time donation.

**Fundraisers** – Save On gift card from the front desk, just tell the secretary that you would like the funds to go to the Learning Center. A \$50.00 card gives the class \$3.00 and \$100.00 gives us \$6,00

**Toy Donation** – if you would like to donate any of your child's old toys, games, puzzles

I value your support

## Discipline



The classroom must be a place where children feel safe and secure 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.

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**Also check for:**  
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Shortness of breath,  
Sore throat, swollen  
glands, earache



Remember to keep your provider informed when your child is unwell, even when they are being kept at home.



**They have a Rash**  
Especially with a fever or itching

**Check for:**  
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**They have an Upset Stomach**

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Thick mucus or puss draining from the eye or **swollen face**



**They have Headlice or nits**

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If you, your child or anyone in your household are displaying symptoms, have a confirmed diagnosis of COVID-19 or have recently been exposed to **coronavirus**, please **STAY AT HOME!**



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## Please help to keep our Setting SAFE for EVERYONE