



**Kerrisdale
Little Owls
Preschool**

KERRISDALE LITTLE OWLS PRESCHOOL PARENT HANDBOOK, POLICIES AND PROCEDURES.

Table of Contents:

1 Introduction

1.1 Philosophy

2 Daily Schedule For Little Owls

3 Attendance, Absences And Closures

3.1 Sign In/Sign Out Procedures

3.2 Notifying Of Absences

3.3 Weather Closure

3.4 Teacher Illness

3.5 Annual Clean Up

4 Illness Policy

5 Registration

5.1 Priority For Registration

5.2 Student Requirements

5.3 Waiting List

5.4 Returning Students

5.5 Gradual Entry

5.6 Withdrawal

5.7 Expulsion

5.8 Tuition Increases

5.9 Tuition Payment

6 Staffing

- 6.1 Teacher Requirements
- 6.2 Hiring And Termination Of Employment

7 Parent/Teacher Meetings

8 Conflict Resolution

9 Emergency Procedures And Kits

- 9.1 Fire Plan
- 9.2 Earthquake Plan
- 9.3 Missing Or Lost Child Plan
- 9.4 Emergency Kits
- 9.5 Administration Of Medications

10 Preschool Financial And Purchasing Information

- 10.1 Fiscal Year
- 10.2 Budget
- 10.3 Debt
- 10.4 Contingency Fund
- 10.5 Banking
- 10.6 Ownership
- 10.7 Scope And Bank Balance

1 INTRODUCTION

Welcome to Kerrisdale Little Owls Preschool! The Parent Handbook is designed to provide in-depth information about the operation of our preschool. Please do not hesitate to speak with the teachers if you have questions that are not answered here.

1.1 PHILOSOPHY

Kerrisdale Little Owls Preschool philosophy reflects the belief that children learn through play. The teachers strive to provide a safe, rich and stimulating environment that promotes the development of the whole child including social, cognitive, physical, emotional and creative self.

Kerrisdale Little Owls is a non-profit preschool. The Board consists of the President, Registrar and Treasurer. The preschool's Early Childhood Educators are responsible for providing the program for children ages three to five Monday to Friday from 8:45am to 12:45pm. (School closed on the last Friday of every month)

Our annual calendar is based on the public-school system and recognizes all public holidays, as well as Christmas and Spring Break. The only exception is the last day of preschool in June, which is generally a week earlier than the public-school system.

2 DAILY SCHEDULE FOR LITTLE OWLS

FIRST HOUR

Children are welcomed as they arrive and are given the opportunity to choose activities at the various learning centers. This self-directed play invites the children to explore, discover and learn independently with a wide variety of activities and materials. The learning centers include painting, play dough, blocks, puzzles, drawing, water or sand play, dress-up, dramatic areas, books, floor toys and more.

CIRCLE TIME

A variety of activities are included which reflect on the children's interests. The activities include stories, songs, puppetry, poems, movement, discussions and many other ideas to facilitate your child's learning.

LUNCH TIME (45 MINUTES)

Children wash their hands and join their friends for lunch. Lunch is to be provided by the family and we encourage children to bring a healthy lunch that consists of vegetables & fruits, whole grains and proteins. Please refer to <https://food-guide.canada.ca/en/> for reference. (No nuts/peanuts are allowed as our classroom is a nuts/peanuts free zone, due to allergies, we also ask that children not bring candy/chocolate to school). Children can bring mini cupcakes to celebrate their birthdays, please consult with the teachers first.

STORYBOOK TIME

Once children have finished lunch they use the washroom/wash hands, then sit on the carpet to read books while waiting for their friends to finish their lunch.

COAT ON

Last call for the bathroom before heading outside.
Teachers assist the children with their outside attire.

OUTDOOR PLAYTIME (40 MINUTES)

Children have an active outdoor play at the Kerrisdale Community Center playground, please equip your child with proper attire. Muddy buddies, rain pants and rain boots on rainy days and sunscreen and hat on sunny days as licensing requires us to go outside everyday rain or shine. (unless conditions are unsafe.)

The park is checked daily for the children's safety.

AT THE PLAYGROUND:

Teacher 1 stands scanning the west side of the park and teacher 2 stands at the east side scanning the park.

Items taken outside:

Cell Phone

Emergency cards with photos of children

First Aid Kit

LEAVING THE PARK:

The children gather at the west side of the park, being called individually to hold onto the rope, teachers do the headcounts before leaving the park. Teacher 1 leads whilst teacher 2 follows at the rear.

HOME TIME

Parents line up in an orderly fashion, children are released one at a time. If you are dropping off your child by car outside the preschool, please do not do U-Turns or double park for the safety of the community.

3 ATTENDANCE, ABSENCES AND CLOSURES

3.1 SIGN IN/SIGN OUT PROCEDURES

If someone other than the authorized parent or caregiver will be performing drop off or pick-up, the teachers must be notified. Parents must notify the preschool of all and any persons authorized to pick-up their children in advance and this should be listed on the registration documentation. Please make an effort to have your child picked-up on time. If subsequent late pick-up happens more than 3 times, you will be subject to a penalty fee for late pick-up and the charge will be a dollar per minute late.

3.2 NOTIFYING OF ABSENCES

Parents or caregivers should advise the teachers if their child will be absent from preschool. Teachers can be notified in person or via text or phone call. Teachers should also be notified of any planned absences such as vacations. For illnesses or any unplanned absences, you may call or text **778-549-2520** or email **kerrisdalelittleowls@gmail.com**.

3.3 WEATHER CLOSURE

Unforeseen weather factors and events such as snow can result in a preschool closure day. If preschool is not able to proceed due to an unforeseen weather event, all parents of enrolled students will be notified via text or email on the morning of the affected day or as soon as the knowledge of closure becomes available. No refunds will be given for these days when the preschool is closed for unforeseen weather factors and events.

3.4 TEACHER ILLNESS

In the event both full time teachers are unable to attend preschool due to sickness, the preschool will be closed until one or both of the teachers are able to resume teaching. The preschool will try to find a substitute teacher, if a substitute teacher is unavailable the preschool will remain closed. No refunds will be given for these days when the preschool is closed.

3.5 ANNUAL CLEAN UP

At the end of the school year, the preschool will close one week earlier than the public schools in June. This will allow the teachers to clean, sterilize, pack and arrange for transportation for all toys and school equipment to be kept in a storage for the month of July and August.

4 ILLNESS POLICY

- Parents shall not send their child to preschool if he/she has a fever, has diarrhea, is vomiting or if there is a question of illness. In these circumstances, parents are to wait at least 24 hours before their child returns to preschool.
- If a child contracts a communicable disease the parent will immediately notify the teachers and an email will be sent out notifying all parents of the potential of any contagions.
- We ask that at the start of each school year parents review the school health manual provided by Vancouver Coastal Health Authority. It is available online at: <http://www.vch.ca/public-health/children-youth-schools/school-health/vancouver-school-health-manual>.
- There will be no tuition refunds for children who miss preschool in case of illness.
- The board will address specific situations as they arise in connection with the illness policy.
- Teachers will be authorized to carry out regular health inspections of all children in the preschool, to arrange for periodic examinations by the public health personnel (e.g. checking temperatures if a child appears unwell or inspecting for head lice). Teachers will have the authority to send a child home with a designated responsible adult if the child appears ill, and in case of emergency, to call a qualified physician or allow the preschool to arrange ambulance and/or emergency care for the child while in the care of the preschool.
- A parent, guardian or caregiver should be available at all times when the preschool needs to reach them. Please make sure the registrar has updated contact details for your family.
- Should a contagious/vaccine preventable disease break out in the preschool or community, the preschool will undertake an “exclusion period” whereby any student who is not completely vaccinated should remain at home and away from preschool for a set duration of time. The duration of time shall be agreed upon by the board in consultation with medical professionals. This protects both the unvaccinated and vaccinated students from the potential of passing on the disease. It further prevents students who may be contagious but not yet showing signs of the illness from passing it on to their peers. (There will be no tuition refunds.)

5 REGISTRATION

5.1 PRIORITY FOR REGISTRATION

Priority for registering in the preschool is as follows:

- Current students enrolled in the preschool that would like to return for a second year.
- Siblings of children who are currently attending preschool and the preschool will not “hold” a spot for a sibling requiring a January start. Parents wishing to guarantee a January placement for a sibling must pay full tuition fees from September through December.

5.2 STUDENT REQUIREMENTS

- Children must be able to attend preschool on their own.
- They must turn three years of age during the first four months of enrollment if they are beginning in September or six months if they are beginning in January.
- They must be toilet-trained (a pull up is acceptable but if the pull up becomes soiled, a parent/caregiver will be responsible for the changing of the pull up in the public washroom).
- Children with extra support needs must be discussed with the teachers prior to registration submission and will only be on approval by the teachers.
- Any food allergies must be reported to the teachers so special arrangements may be made.
- Places cannot be held for future enrollment without payment. If the child’s family will be going for an extended vacation and wish to guarantee a child’s spot in the class upon your return, monthly tuition will be required.

5.3 WAITING LIST

Once there are 20 children registered in a class, a waiting list will be started on a first come, first-served basis. A child can be placed on the waiting list. We do not require registration documentation for children on the waiting list, but we will require contact information. The registrar is responsible for keeping the waiting list up to date and liaising available openings with waiting list families in collaboration with the teachers. When a spot becomes available the registrar will attempt to contact the family three times in a 72-hour period. If no contact is possible that person’s spot will be forfeited to the next person on the list.

5.4 RETURNING STUDENTS

In December of the current year the registrar will send out an email to parents of current students asking if they intend to return the following year. Students who intend on returning to the preschool the following year are asked to inform the registrar in writing. Spaces will be allotted based on availability and on a first come first serve basis with priority being given to returning or current students.

5.5 GRADUAL ENTRY

New students are required to participate in the gradual entry regardless of their childcare experience. **A minimum of one week or it may be extended at the discretion of the teachers.** If the teachers deem the program unsuitable for my child/family within the gradual entry no tuition fees will be charged except the non refundable registration fee of \$100.

5.6 WITHDRAWAL

It is of utmost importance that families acquaint themselves with Kerrisdale Little Owls Preschool and ascertain whether they are compatible with the preschool's philosophies, policies and procedures. It is determined by the teachers and the board of directors that the preschool and the family are seriously incompatible, the family and the child will be asked to withdraw. If the preschool feels that it is necessary to have a child withdrawn, the preschool will give the parents one month's notice or return the month's fee in lieu of notice.

For parents of students who wish to withdraw from the class, please contact the teachers in writing and state the last day of planned attendance. A refund in tuition will be given for the remaining months in which at least 30 days of advance notice was given.

Example:

Notice given March 31 that April 30 will be the last day of attendance. Tuition for May and June will be refunded. Regardless of the reason for withdrawal, the non-refundable \$100 registration fee will be retained.

5.7 EXPULSION

The teachers may request that a child be permanently removed from the class at their discretion. They must have communicated their concern with the parent on at least two occasions prior to expulsion. The directors should at this stage be notified and agree upon the expulsion of the named student. The parents should be notified of the intent of expulsion in writing and verbally.

5.8 TUITION INCREASES

Tuition for the following year shall be determined by the directors prior to November. Tuition determined in November of the current school year will be based on the projected operating budget for the following school year. Tuition is based on 4 hours a day, five days a week.

5.9 TUITION PAYMENTS

Tuition must be paid on or before the 1st of the month and no later than the 5th. Please inform the teacher of any extenuating circumstances, the preschool and family will come up with a solution on a case-by-case basis. Students who do not pay by the 5th and do not communicate with the teachers about an alternative solution, the preschool has the right to release your child's spot to a student on the waitlist.

Parents are responsible for any charges incurred by the preschool in the event that the tuition payment, made via cheque, fails due to insufficient funds (NFS).

6 STAFFING

The staff at Little Owls Preschool will consist of two full time Early Childhood Educators.

6.1 TEACHER REQUIREMENTS

- Teachers are required to be fully trained, having successfully completed an ECE program/diploma from a recognized post-secondary institution.
- Teachers must be fully licensed and responsible for renewing their license every five years.
- Teachers must provide a criminal record check and should be renewed every 5 years.
- Teachers should have a current resume on file.
- Teachers should have two letters of recommendation.
- Teachers must attend 40 hours of workshops or conferences within the past 5 years to be able to renew their license.

6.2 HIRING AND TERMINATION OF EMPLOYMENT

The teachers and board are responsible for the hiring and termination of employees. The president will be responsible for sending a written notice of employment termination as well as verbally communicating the reason and terms of employment termination with the person involved as agreed upon by the board.

7 PARENT/TEACHER MEETINGS

If a parent has a concern regarding the child's progress or the program of the preschool and wishes to speak with the teachers, the following guidelines will apply:

- Please set a time with the teachers to discuss the concern prior to the start of class i.e. 8:15-8:45 am
- To prevent disruption to the class and respect the children's privacy, concerns with your child should not be discussed with the teachers during class time.

If there is a concern or comments regarding the preschool in general, please contact the teachers. Conflict between parents or parents and teachers will be mediated via the board. For more information on this please refer to the section on Conflict Resolution.

8 CONFLICT RESOLUTION

Should conflicts, problems or concerns arise between any parties involved with Little Owls Preschool, the first step in resolution is for the parties involved to engage in dialogue. The parties are encouraged to find a solution or come to an agreement amongst themselves. If there is a failure to come to a resolution or if the problem continues to persist it is recommended that the parties approach the President to mediate the situation. When necessary the directors will propose a resolution and vote on necessary action. **The directors' vote will be binding.**

9 EMERGENCY PROCEDURES AND KITS

9.1 FIRE PLAN

- Alarm sounds, teacher 1 goes to the nearest safe exit and asks children to line up in front of her.
- Teachers 2 will follow at the rear with attendance sheets, emergency consent forms and cell phone.
- Teachers leave the building and lead the children to a safe place to wait for further instructions from the emergency personnel or community staff.

SCENARIO 1 – All is safe

- Should everything be cleared for safety, teachers will lead children back into the classroom and preschool will resume.
- Teachers will advise the parents via text or email that all is fine and that a drill has occurred.

SCENARIO 2 – The area is not safe to return to

- A text and email will be sent to all parents advising them of the situation and where to collect their children.

9.2 EARTHQUAKE PLAN

- Teachers assist children in finding a safe place under the tables.
- After the earthquake has stopped, both teachers will check on all children and the safety of the classroom will be assessed. Should the classroom be deemed unsafe, the teachers will lead the children to the grass area at the west side of the Kerrisdale Community Centre senior's center.
- The pre-prepared emergency bag will be kept with the teachers.
- Teachers will send text or email to all parents advising them of the situation and where to collect their children. Parents who are unreachable via text or email will be called.
- Should phone, text and email be unavailable, parents should report to the preschool.
- Teachers will remain with the children until everyone has been collected.

9.3 MISSING OR LOST CHILD PLAN

Should it become apparent a child is missing:

- Teachers do a count of the children.
- Teacher 1 stays with the children while teacher 2 searches the immediate area.
- If the child is not found immediately by the teachers, the community center staff will be informed and provided with a picture of the child to start searching immediately.
- If the child is still not found after a secondary search of the grounds, the parents and police will be informed.

9.4 EMERGENCY KITS

An emergency kit is to be kept in the classroom at all times during operating hours. The emergency kit will contain all first aid supplies. The kit will also contain enough food and water supplies to ensure the children and teachers can be self-sufficient for at least 72 hours. Emergency kits will be updated yearly and the following contents include: water, food, medical kit, batteries, can opener, crank radio, flashlight.

In the beginning of the school year each parent will be asked to submit a Ziploc bag with the following items in case of an emergency:

- A full change of clothes including underwear and socks.
- A letter to the child from the parents that includes comforting words for the child. This will be read to the child during separation from parents.
- A picture of the family.

9.5 ADMINISTRATION OF MEDICATIONS

A child is not to receive medication during class time unless authorized by a parent. If a child requires medication during class, then it must be written in the child's records and arrangements must be made with the teachers to oversee this. It is the parents' responsibility to inform the teachers of any changes to the medications during the course of the school year.

10 PRESCHOOL FINANCIAL AND PURCHASING INFORMATION

10.1 FISCAL YEAR

The fiscal year runs from September 1 to August 31.

10.2 BUDGET

The treasurer will prepare the yearly operating budget. The budget shall allow for a contingency fund that will equal approximately two months operating expenses. The budget shall be designed so that tuition, rather than fundraising, covers all fixed expenses. The operating budget for the following fiscal year will be submitted, upon approval of the board, to all members at the AGM for approval.

10.3 DEBT

No indebtedness shall be incurred by the preschool, except upon the recommendation of the general membership.

10.4 CONTINGENCY FUND

The preschool's contingency fund shall only be utilized in an emergency situation. These situations include: inability to pay fixed costs such as salary, rent, insurance, maintenance or similar circumstances.

10.5 BANKING

All preschool funds will be maintained in an insured financial institution and may only be withdrawn with two signatures from the board. All cheques must be signed by two signing officers and shall be complete before distributing; no portion of the cheque shall be blank.

10.6 OWNERSHIP

All funds and assets of the preschool will be the vested property of the preschool for the stated purpose of the operation and betterment of the preschool. No member or group of members shall have any right to all or any part of such funds and assets.

10.7 SCOPE AND BANK BALANCE

The board shall not commit the next year's board to extraordinary financial commitments not covered by tuition fees. The bank balance on June 30th shall carry forward for use in the following school year.