

Cherub Pre-Kindergarten

St. Anthony's School

1750 Nalabila Blvd

Kitimat, BC V8C 1E6

250.632.6313

Parent Handbook

Cherub Pre-Kindergarten

Parent Handbook

Dear Parent/Guardian:

Enclosed are the policies for the Cherub Pre-Kindergarten program. Please be sure to read them carefully, complete the form on the last page and return it as soon as possible. Please keep this handbook for your reference.

Monthly Fees

Morning Classes:

8:45am- 12:00 noon
5 days per week \$290.00/month

3 days per week \$205.00/month
Mon/Wed/Fri

2 days per week \$165.00/month
Tues/Thurs

Afternoon Classes:

1pm - 3:30pm
5 days per week \$270.00/month

3 days per week \$190.00/month
Mon/Wed/Fri

2 days per week \$150.00/month
Tues/Thurs

* Fees are subject to change

* \$100 non-refundable deposit is required to hold your spot. Once registered, **ONLY increases** to the number of days selected will be permitted as it is difficult to fill spots mid-year.

For more information please contact Katja Groves 250.632.6313

Cherubs Pre-Kindergarten Philosophy

The Cherubs Pre-Kindergarten Program believes that children learn best through play and in an atmosphere of enthusiasm and fun. We will provide a balance of child centered and structured curriculum throughout the year, and an environment rich in experiences that promote positive development in their physical, emotional, social and cognitive growth.

We strive to keep the physical environment comfortable and to provide fun and exciting learning experiences for the children. Providing a “child centered” curriculum that is based on the children’s interest allows them to feel comfortable with what they know and excited to find out more about their world. A variety of toys, materials and activities are provided daily to foster growth in all developmental areas.

Cherubs Pre-Kindergarten Program maintains an open door policy that ensure parents have access to their children throughout the day.

Cherubs Pre-Kindergarten Payment Policy

Fees are due either the 1st or 15th of the month and paid in full. There will be a \$20.00 charge for any NSF cheques. Payment can be made by cheques, cash credit or debit machine.

Procedures

1. Please do not drop your child off any earlier than 5 minutes before class begins. Please pick your child up within 5 minutes of the end of class time. We are unable to supervise children any earlier or later than the scheduled preschool hours.
2. **Please use the stair case on the left side of the building, and WALK AROUND to the pre-K doors. No one is permitted to walk up the fire lane.**
3. To encourage healthy eating habits please send only healthy snacks: fruit, vegetables, cheese, or yogurt. Please save cookies for special parties/events throughout the year.
4. We welcome all parents to help out in the classroom if they would like. Please remember to find alternate care for any siblings during this time. A criminal record check is mandatory for all volunteers - please see the office for a simple package to complete.

Daily Schedule

Morning Class:

8:45-9:15	Arrival & Free play (table toys, dress up etc.)
9:15-9:50	Circle time (greeting, calendar)
9:50-10:05	Clean up/wash hands
10:05-10:20	Snack time
10:20-10:50	Gym time
10:50-11:50	Table work/Crafts/Story time
11:50-12:00	Wash hands & dress for home

Afternoon Class:

1:00-1:20	Arrival & Free play (table toys, dress up, etc.)
1:20-1:50	Circle time (greeting, calendar)
1:50-2:05	Clean up/wash hands
2:05-2:20	Snack time
2:20-3:00	Table work/Crafts/Story time
3:00-3:20	Gym time
3:20-3:30	Wash hands & dress for home

Cherub Pre-Kindergarten – Illness & First Aid Policy

Children who are not well or who have an infectious illness must not come to pre-K. When a child becomes ill at Pre-K we will keep the child as comfortable as possible in a quiet area closely supervised by an adult and notify the parent to pick up the child. If we are unable to reach the parents or the emergency contact person, a doctor/or ambulance may be called. All costs incurred are the responsibility of the parent or guardian.

PLEASE KEEP YOUR CHILD AT HOME OR IN ALTERNATE CARE FOR THE FOLLOWING CONDITIONS:

1. Pain. Any complaints of unexplained or undiagnosed pain.
2. An acute cold with fever, runny nose and eyes, coughing and sore throat.
3. Difficulty breathing, wheezing or a persistent cough.
4. Fever of 100 degrees f/38.3 C or higher.
5. Sore throat or trouble swallowing.
6. Infected skin or undiagnosed rash.
7. Diarrhea or loose stool combined with nausea, vomiting or abdominal pain.
8. Severe itching of body or scalp.
9. Children with known or suspected communicable diseases.
10. Head lice. All nits (eggs) must be removed and not be present upon return to pre-K.

Please notify the pre-K program within 24 hours if your child has been exposed to a communicable disease. The pre-K staff will then inform the other families attending the facility. The Health Unit may be informed and, if necessary, the staff will complete a Serious Incident Report for the Licensing Officer.

In the case of a communicable disease, a doctor's note of approval must be given to the pre-K staff before the child returns. The returning child must be well enough to participate in all regular activities.

Medication prescribed, or recommended for a child by a physician, must remain in its original packaging with full instructions and precautions. Only then will it be administered by the staff. All parents must sign a "Permission to Administer Medication" form before any medication is dispensed. The medication is stored in a locked container at room temperature or in the fridge if required stores medication.

There is always a qualified first aid staff member on site.

Cherub Pre-Kindergarten - Health Policy

It is inevitable that children in care get sick. They play very intimately, sharing toys and joys with one another. As well, younger children have lower resistance to infection and communicable disease. Children in Pre-K have an increased exposure to these because of the expandable number of people with whom they are in contact.

An important factor in the control of communicable disease is the frequency of hand washing by children and caregivers. Hands should be washed with soap and water after toileting, before meals, snacks and before food preparation.

Consistent cleaning and sanitizing procedures of the toys and equipment at the center will be followed by staff and universal precautions will be used to reduce transmission of blood borne disease. A high level of cleanliness will be maintained in the Pre-K program.

Cherub Pre-Kindergarten - Safety and Evacuation Policy

Children will practice Fire Drills (6) and Earthquake Drills (6) with St. Anthony's School. During a Fire Drill, students will exit the building, staying together and holding onto a rope, led by the pre-k teacher. Earthquake Drills are practiced in the classroom following BC guidelines. In case of an evacuation, the children, along with the students of the school, will leave the building and head to the Church Hall (located in the bottom of the church on school grounds) where parents will be called to collect them from.

Cherub Pre-Kindergarten - Release of Child Policy

All children must be accompanied by a parent/guardian when picked up from the pre-Kindergarten program. Only the people listed on the registration form are permitted to pick up the child. If a parent or guardian is unable to pick up the child, the staff must have either written or verbal permission to authorize an alternate arrangement.

If the child is not picked up after 30 minutes of the pre-k program closing, and every attempt to reach someone listed on the registration form has failed, we are required by law to notify the Ministry of Children and Families.

Cherub Pre-Kindergarten – Guidance & Discipline Policy

We believe in positive reinforcement and we stress throughout the year that we are all friends.

Each child is seen as an unique individual and the Pre-K teacher is aware of the effect of development stages on behavior.

The Pre-K teacher is aware of familial and cultural influences on behavior, also regarding people, space, time, things and the Pre-K teacher uses preventative guidance strategies.

Cherub Pre-Kindergarten – Head Lice Policy

If a child is found to have head lice or nits (eggs) while attending, the parents will be notified that they need to pick up their child immediately and take them home. Head lice should be treated with a special medicated shampoo from the local pharmacy and nits (eggs) must be combed out using a special nit comb. The child may return ONLY when all nits (eggs) have been removed and are not present upon arrival at Pre-Kindergarten.

Cherub Pre-Kindergarten – Field Trip Policy

Parents/guardians will be notified of upcoming field trips and written consent will be required.

Cherub Pre-Kindergarten –Active Play Policy

Active play is physical activity which includes moderate to vigorous bursts of high energy that raises children’s heart rate such as running or jumping. Active play is important to promote healthy growth and development and supports body control and movement. Additionally, fundamental movement skills and injury prevention are incorporated. Children in our morning and afternoon program will get 30 mins of outdoor (indoor weather depending) play.

Cherub Pre-Kindergarten –Screen Time Policy

There is no screen time in Pre-Kindergarten (TV, computer, electronic games etc).