



Rutland Parent Participation Preschool

Family Handbook

Located At:
Quigley Elementary School
705 Kitch Rd
Kelowna, BC V1X 5V8

Welcome to Rutland Parent Participation Preschool

Dear Families:

On behalf of the executive of the Rutland Parent Participation Preschool, we are very happy to welcome you and your child. RPPP is a non-profit organization of interested parents who want to provide a quality preschool experience for their three and four year old children. We are a member of the Council of Parent Participation Preschools of British Columbia (CPPP) licensed by Community Care Facilities.

This information handbook has been designed to introduce families to our licenced preschool program. This handbook remains the property of RPPP and is loaned for the school year. Please return the manual at the end of the school term.

What is a participation preschool?

- RPPP is a school where parents own, staff and administer the school under direction from the supervisor and the CPPP
- Parents and guardians are able to share school experiences with their child
- There is time and opportunity for the supervisor and the parents to get to know each other to create a positive school environment
- Preschool children learn to play and communicate with other children their age
- Preschool gives children the opportunity to play with equipment and toys that they may not have available at home
- Most of all, you and your child can have fun together!

Have a question about how we do things and why? Please just ask!

Please feel free to share your questions, concerns or suggestions with the supervisor or any member of the executive.

Table of Contents

Program Information

Mission Statement, Philosophy	page 4
Our Program.....	page 4
What You Should Know	page 5
Role of Parent	page 5
Parent Education Program.....	page 6-8
Duty Days, Do's and Don'ts of Duty Days.....	page 8-9
Registration/Open House.....	page 9
Program Closures.....	page 9-10
Photos/Class Photos	page 10
What to Bring, Children's Personal Items	page 10
Show and Tell.....	page 10
Labelling/Items to Label, Label Resources	page 11
Introductions (Home Visits).....	page 11
Gradual Entry	page 11
First Week of School.....	page 11
Kindergarten Readiness.....	page 12
Birthday Party Policy.....	page 12
Parking.....	page 12
Outdoor Play Policy, Washroom Policy.....	page 13

Children's Safety & Security

Children's Records	page 13
Custody & Access.....	page 13
Emergency Procedures.....	page 14-16
Suspected Child Abuse.....	page 16
Person(s) Authorized for Pick up.....	page 16
Late Pick Up.....	page 16
Impaired Pick Up	page 17
Ratio	page 17
Criminal Record Searches	page 17

Financial Management

Fees, Payment Procedures.....	page 17
Monthly Payments	page 17-18
Security Deposit/NSF	page 18
Withdraw	page 18
Tax Receipts	page 18
Subsidy	page 19

Health & Nutrition

Snack/Snack Suggestions	page 19-20
Nut Free	page 20
Illness.....	page 20
Quick Guide Chart	page 21
Medical Emergency	page 22
Administering Medication	page 22

Behaviour Management

Guidance.....	page 22
---------------	---------

Communication

If you have concerns.....	page 23
Termination of Services	page 23
Confidentiality	page 24
Feedback	page 24

PROGRAM INFORMATION

Our Mission Statement

The mission of Parent Participation Preschools is to create a safe and enriched play- based learning environment through the cooperative efforts of families, educators and community leaders.

Philosophy

Children learn by experience; it is our responsibility to nurture and guide our three and four year olds with a variety of child appropriate activities designed to expand feelings of confidence and success. Our program will provide children the opportunity to be in a stimulating environment that will allow them to grow socially, emotionally, intellectually, physically and creatively. We model positive behaviours throughout the classroom and during all activities and treat each child as an individual with their own unique needs and abilities.

Children are taught through a variety of activities including: play, art, songs, games, outdoor exploration, story time and more. Our daily schedule consists of both structured and non-structured activities enabling each child to become confident inside and outside of the classroom. Our discipline methods are non-repressive but do not cater to a lengthy hostile expression.

Our Program

Your child is attending structured but flexible Preschool program. Play is the main focus to support learning and express feelings. RPPP follows a daily routine that includes non-supervisor time. This helps every child develop a sense of security and well-being. A seasonal theme is followed and developed in our classroom and at some times of the year the supervisor breaks those themes down weekly.

The activity centers include: art, blocks, dramatic play, library, sand and water tables, science table, puzzles, play dough. Other activities such as outdoor play will be enjoyed on a regular basis (at the discretion of the supervisor in regards to weather). Through these activity areas children receive opportunities to gain new skills, values, and stimulating experiences in a safe, healthy environment.

Parents/Guardians and visitors are welcome to observe classes but this will be dependent on the student/adult ratio and the supervisor's discretion. If we have too many adults in the classroom, it can create too much of a distraction to the children and the supervisor. Please let us know in advance if you want to visit the program so that we can arrange a time that works for everyone.

What you should know

Our school offers two basic programs; three year old classes and four year old classes. Three year olds attend on Tuesdays and Thursdays, while the four year olds attend on Mondays, Wednesdays and Fridays. Morning classes run from 9:00am to 11:30 am and afternoon classes run from 12:30 to 3:00. As a parent participation preschool parents are involved in all aspects of running the school. The following summarizes some of the commitments expected of each parent.

1. **Parent Education** – each parent is required to complete 20 hours of parent education prior to their first duty day. The 20 hours can be completed in a variety of ways (please see Parent Education section for more information).
2. **Orientation** – each new parent is required to complete 10 hours of orientation (these 10 hours count toward the 20 hours of parent education) which should be done by the end of September. Orientation includes aspects such as attending the open house, reading the family handbook, attending the new parent orientation meeting attending preschool for a mock duty day where you are an extra parent there to observe the routines of the class. Help during these days will include playing with children, helping out with crafts, or other small tasks. Help will be mostly observing to get familiar with the routines and policies of the class.
3. **General Meetings/Parent Education Sessions** – attendance at monthly meeting is mandatory. These meetings provide parent education sessions (which are needed for licensing), provides opportunities for parents to address issues, vote on various issues concerning the preschool.
4. **Duty Days** – parents take turns being helpers to the supervisor and the children. Parents generally participate in 2-4 duty days per month, depending on the size of the class and the required number of parents needs for supervision.
5. **Job List** – each parent is required to take on a job to help in the running of the preschool. You will be asked a preference and the executive will do it's best to accommodate however all preferences may not be available.
6. **Fundraising** – each parent is required to fundraise as necessary. Fundraising enables us to keep fees affordable so it is extremely important each family fulfills their fundraising obligations.

Role of the Parent

Parent participation preschool programs allow parents to work closely with both their child and the teacher. Parents have a voice by running the preschool and have opportunities to watch their child's development in surrounding outside the home. Early childhood education and knowledge is supported further through common interests and involvement in ongoing friendly programs.

A participation parent is required to:

- Attend **ALL** monthly meetings
- Hold a position for the day to day operation of the preschool, or be on the executive council
- Participate in Parent Education programs (held at each monthly meeting)

Parent Education Program

In accordance with the new legislation in regards to the Ministry of Health and the Child Care Licensing Regulations (CCLR) the Rutland Parent Participation Preschool has the following program in place in regards to the Parent Education Program.

All parents will complete 20 hours of parent education prior to being allowed to act in a supervisory role in the classroom

1. Parents are encouraged to obtain 20 hours of child related education prior to the beginning of preschool classes in the following manner (not including First–Aid):
 - Community Parent Education Classes:
 - Classes can be taken independently prior to the first volunteer teacher assistant day in the school. Topics for orientation must come from the categories of **Child Development, Behavioural Guidance, Nutrition, and Health and Safety.**
 - Kelowna childcare society <http://www.kelownachildcare.com/>
 - The Care Courses School Inc. <http://www.carecourses.com>
 - Continuing Education at Okanagan College <http://www.okanagan.bc.ca/>
 - Any other institution that offers child related courses as outlines above
2. Rutland Parent Participation Preschool will also provide opportunities for parents to gain their 20 hours of education in the following manner:

Interview with School Enrolment Representative: 1/2 -1hour

- Discuss basic information about PPP schools and parent/caregiver involvement, and learning through play philosophy and child development.
 - Example Topics: Learning Through Play Practices, Age Appropriate Socialization Practices and Parent Participation

Open House Visit at School: 1-2 hours

- Interested members may attend an Open House prior to enrolling at the school. This is a time to ask questions, observe preschool routines and learn about the school's philosophy, parent participation, classroom safety, preschool discipline and behavioural guidance policies. Example Topics: Preschooler Discipline, Safety, Nutrition and Health Classroom Observation Shadow and

Mock Duty Days: 2-3 hours each (required)

- Parent observes school session (with or without their child), focusing on teacher-child interactions, program activities, routines, safety in the classroom, transitions. Parents will take note of the following during each mock duty day: Preschooler Behaviour Regulation, Safety, Nutrition, and Learning through Play Practices, Age Appropriate Socialization Practices, plus other practices occurring in the classroom.
- This is an opportunity for new parents to observe the teacher's techniques, use the teacher as a role model in the classroom, and talk with the teacher after class. Additionally, new parents can talk with the Enrolment parent and/or other parents about roles in a parent participation preschool.

- Members who enrol after September can earn orientation hours by 'shadowing' a volunteer teacher assistant in the classroom. Members may not be scheduled as classroom assistants without completion of their orientation hours

New Parent Orientation Meeting: 2-3 hours (required, typically in September)

- Discussion on the school's philosophy regarding program activities and specific policies and procedures;
- Tour of the school and explains what parents can expect with routines, safety measures, responsibilities, and procedures (example topics: Preschooler Discipline, Safety, Nutrition and Health); and
- Discusses the set-up and cleanup of various school activities
- An Executive member presents information about the role of parents and structure of the school, including the explanation of the required 20 hours parent education program.

Returning Parent/Caregiver Orientation: 2 hours (required)

- The teacher leads a discussion on the school's philosophy regarding program activities and specific policies and procedures (including safety procedures and orientation in the classroom and discipline policies) Example Topics: Preschooler Discipline, Safety, Nutrition and Health

Annual General Meeting: 1-2 hours

- Observe the school's business and year-end parent activities.
- Receive parent education on an appropriate topic.

School Parent Manual/Policies: 1 hour (required)

- Parents/caregivers read the Parent Handbook which explains the requirements and expectations of the school.
- The materials contain the philosophy of the school and guidance for age-appropriate discipline and activities, nutrition, safety procedures

Parent Education Lending Library: 5 hours maximum

- Parent Education hours can be obtained through online articles, videos or books. A summarization of the topic will be required. (This summarization will be kept on file)
 - Example Topics: Anxiety and Attachment, Sexual Health, Exercise and Body Health, Speech and Language, Safety, Reading Readiness, Sleep Disorders, Art, Nature and Children, Learning Through Play Philosophy and Practices, Nutrition, Preschooler Discipline Policies

Parent and Child Interview with Teacher: 1/2hours

- Topics: Learning Through Play Practices, Age Appropriate Socialization Practices, Discipline Practices, and Parent Participation

Further hours can be obtained through seminars that RPPP may provide prior to parents being in the supervisory role as a duty parent. Seminars can be made available to those parents requiring hours. They will be expected to attend and documentation of attendance will be added to their parent education hours.

- Parent Education Seminar Topics Could Include:
 - Anxiety and Attachment, Sexual Health, Exercise and Body Health, Dental Health, Speech and Language, First Aid, Reading Readiness, Sleep Disorders, Art with Preschoolers, Nature and Children, Learning Through Play Philosophy And Practices, Nutrition, Preschooler Age Appropriate Discipline Policies, And Behaviour

Parents will NOT be given duty days until 20 hours of documented parent education has been completed.

Ongoing Parent Education

If due to a situation beyond your control (or person doing duty days) are unable to attend the monthly meeting you (or the person doing duty days) must still complete a Parent Education session in the form of a short essay about a recent article they have read or video that they have viewed concerning a parenting topic.

A parent is NOT allowed to miss more than two meetings before being sent a probationary letter and possibly risk the chance of their child being asked to leave the preschool.

If your duty day arrives and you (or the person doing your duty days) have not completed the Parent Education session, the school cannot open. Insurance and licensing is in jeopardy if the volunteers on duty are not meeting the full requirements.

Completed parent education essays are to be handed in to the appropriate vice president. Follow up from the president will occur if your session has not been completed.

Duty Days

When you are scheduled for your duty day you MUST be prepared to complete tasks asked of you by the supervisor. Duty parents are to conduct themselves in a positive, helpful manner to assist the supervisor with the daily activities and to guide the children during the various stages of the day. You may be asked to play, to clean, or help a child to the bathroom, please accept these jobs as they arise.

Dos and Don'ts of Duty Days

- **DO Arrive at 8:30** to assist the supervisor with setup for the day (set up includes things such as putting chairs at tables, covering art table with paper, setting out play dough, filling water table, helping children when they arrive with coats boots, etc.)
- **DO** join in on circle time, free play time, art/craft time. Please try to play with children other than your own exclusively so that other children become comfortable working with other parents as the year progresses.
- **DO** clean up after art/craft time, snack time, and at the end of the class so the supervisor is not left with all of the clean-up tasks. If we all do a little bit it is not so overwhelming.
- **DO** intervene if there is a confrontation with kids. Try to teach the children involved how to solve a problem together versus telling them what should be done (dependent upon each situation – we are all parents and know the value of guiding versus telling and vice versa sometimes)
- **DO** have fun!!

- **DO NOT** bring other siblings to school with you for your duty day. You are there to help the supervisor, not parent your other children as well. Please find suitable arrangements for siblings or switch duty days if it is a problem.
- **DO NOT** have your cell phone turned on. Please be present in the classroom. Take distractions away so that your focus can be on helping both the supervisor and the children.
- **DO NOT** make judgements on child's abilities or lack of good behaviour especially in the presence of that child. Keep judgements to yourself.

Registration

Once a year we hold a pre-registration for families already enrolled in our program. It takes place at the beginning of April each year. Once a class fills, a waitlist will be maintained for available openings. Children enrolled during the school year will be given first priority to register for the following school year. Siblings will also be allowed to pre-register for preschool classes prior to the general registration.

Open House

An Open House will be held once a year (April) at which time other members of the public are invited to view our facility, meet the supervisor and then register their child (usually a short time after the open house).

Program Closures

The preschool follows the same closures as School District 23. We close for winter break, spring break and Statutory Holidays such as Labour Day, Thanksgiving, Remembrance Day, Family Day, Good Friday, Easter Monday and Victoria Day. Please check the latest calendar for those exact dates.

In addition to statutory holidays and school vacations, the preschool will be closed on days for teacher professional development days that coincide with School District 23. These closures would include any possible School Board 23 strike days, which you would be informed of in advance.

Photos

With your permission, staff will take photographs of your child for archival or promotional purposes. Please fill out form that is in the registration package. If you wish to address any questions or concerns, please feel free to communicate those concerns with the supervisor or any member of the executive.

Class Photos

During the year a professional photographer will be into Quigley Elementary to do school pictures. In the past we have been invited to take part in these photos. If you wish to purchase school photos from the photographer you may do so at your own expense. During the year a class photo will be taken as a memento for parents of their year in preschool.

What to Bring

In order to ensure your child's full participation in the variety of activities planned, please ensure the following items are available to your child each day

- A comfortable pair of shoes for active play. (Please NO flip flops)
- Appropriate clothing for weather, both indoor and outdoor
- An extra change of clothes (each child will have their own bin to store these in)

Children's Personal Items

We understand that children sometimes want to bring in toys and personal items from home, however these items can get lost in our very active environment. This would be disruptive to the class and upsetting to your child, so please leave these items at home.

Show and Tell

On your child's scheduled show and tell day they are to bring ONE item to showcase to their peers. Please be aware that all show and tell items will be put on "display" for other children to play with during the day. If your child does not want to share the item, please refrain from bringing it. Please refrain from bringing items in hoping for a turn at show and tell. Those days are scheduled for everyone to have an equal opportunity to share.

Labelling

We want to stress to families how important it is to LABEL everything that your child brings into the preschool. We need families to take responsibility for their own belongings and be sure to Clearly Label all belongings. The supervisor or duty parents cannot be responsible to know whose items are whose and are NOT responsible for items that may disappear. RPPP is not responsible for the location of those missing items.

Items to Label

Lunch Containers, Lunch Bags, Back Packs, Jackets, Shoes, Boots, Toques, Mitts, Extra Clothing, Water Bottles, Etc.

Label Resources

Labeling can be as simple as a permanent marker or if you would like to have labels made, here is an option:

- Oliver's Labels – <http://www.oliverslabels.com/rppp>(portion of purchase is donated back to RPPP)

Introductions – Home Visits

Before classes commence in September a home visit for new students will be scheduled by the supervisor. The supervisor will visit you and your child at your home for a brief visit to allow for a smooth transition to the classroom.

Gradual Entry

Following home visits your child will partake in one or two (dependent upon age group and supervisor's discretion) "shortened" days. This day or days will be known in advance and we ask that you stay with your child for the gradual entry days. This allows parents and children to experience the first day together to ease children (and parents) into a regular routine of preschool.

First Week of Regular Classes

At this time your child might be ready to attend preschool on their own, however, if they are not, please see the supervisor to arrange additional support. Each child's experience is unique and some children find it easier than others. Throughout the years we have found it's easier for children when:

1. Parents/Guardians let their children know that they will return to pick up their child after school is finished
2. Parents/Guardians allow the supervisor to work with their child and play an active role in their child's transition to preschool
3. Comfort items that might help bridge home and school that can be left in back packs for the child to "visit" if they are feeling sad

Kindergarten Readiness

Kindergarten is a big step in a long line of formal education and no one knows your child better than you do. Our objective is to have your 4 year old ready! Some ways we will work to achieve this goal are:

Social Development

- Sharing
- Taking turns
- Promoting social skills (promoting daily routines, following rules, respecting others, supporting positive interactions with peers and adults)

Cognitive Development

- ABC's
- 123's
- Supporting letter and name recognition, supporting expanded vocabulary, opportunities for counting, sorting, matching

Physical Development

- Gross Motor
- Fine Motor
- Encouraging gross motor skills with music, movement and outdoor play; fine motor skills with an assortment of manipulatives

Creative Development

- Art
- Music
- Imaginative play in our dramatic play area (house/kitchen)

All children develop at their own pace so fostering an environment for all children to thrive is a priority at the preschool. The milestones we are working towards all play an important role in kindergarten readiness.

Birthday Party Policy

We are excited to celebrate your child's very special birthday at school. Parents can provide a SMALL special treat to be shared with peers. Please be aware of dietary concerns of others in the class. Please inform supervisor of which day you would like to celebrate your child's birthday if their special day does not coincide with a day your child will be attending.

Birthday parties are always a fun, enjoyable time for children. We ask that you DO NOT hand out birthday invitations in the classroom unless you plan on inviting all the children to your birthday party.

Parking

Please follow all rules and signs posted at Quigley Elementary School. We are guests and should not make any assumptions about parking. Please DO NOT PARK in no parking areas.

Outdoor Play

Outdoor play is an important aspect to preschool. The supervisor will use discretion of what days to go outside for play time based on weather. The supervisor will strive to take the students outside at least one day per week. Please note that YOU are responsible for providing proper attire for your child to wear outside. Children are to come dressed and ready to be outside. If you are a duty parent you also must come prepared to be outside.

Washroom Policy

When an individual child needs to use the washroom, he/she will be accompanied by a duty parent/teacher who has completed the necessary criminal record checks. The teacher must be notified of this situation before the child and adult leave the classroom.

When groups of children visit the washroom before snack, two adults will accompany each group. In a class of 20 children, half (10) of the children would go to the washroom while the other half stay in the classroom with the teacher. The groups would then switch so that all students use the bathroom. The adults accompanying the children to the bathroom must have completed the necessary criminal record check.

These adults will first make sure that the bathroom is empty of school aged children then attach the "In Use by Preschool" sign to the bathroom door. This will ensure that any other children wishing to use the washroom at that time will have to wait in the hallway until all of the preschoolers have left the bathroom area. The number of children in the group must be counted by one of the adults before and after visiting the washroom to ensure all children are accounted for.

CHILDREN'S SAFETY AND SECURITY

Children's Records

It is the responsibility of the enrolling parent/guardian to keep all children's records up to date and inform the preschool of any changes. All written information that is confidential will be stored in a secured place. No information will be released about a child or family without written consent of the enrolling parent or legal guardian. (Exceptions include: situations related to child protection or if the information is subpoenaed by the courts.)

Custody & Access

The preschool expects that all information provided by parent/guardian is accurate. If a family has a custody agreement or court order a current copy of the legal document must be placed in the child's file. The supervisor will only follow the access or pick up instructions of the enrolling parent/legal guardian unless otherwise instructed by a court order.

When custody has not been legally determined and a conflict between parent/guardian(s) is evident, we will be unable to care for your child unless:

- BOTH parent/guardian(s) are required to sign a written agreement authorizing pick up and access information about your child.

Emergency Procedures

Fire Emergency

In case of fire during “in-class” hours, evacuation of the classroom will take place following the “Fire Procedure” guidelines posted in the preschool classroom. Parents (or authorized emergency contacts) will then be notified from the temporary facility set up in the School District 23 offices located at 1040 Hollywood Road S. and calls to parents (or authorized emergency contacts) will be made from there. In all cases, children will be supervised by the teacher and duty parents until an authorized adult assumes responsibility for their child in writing (e.g: signs child out). Classes will be cancelled until further notice.

Community Emergency

In case of a community emergency (nearby forest fire, gas leak, etc.) procedures will be followed for preschool children, the supervisor and duty parents to evacuate to the School District 23 offices as stated above unless the supervisor is advised otherwise by Emergency Personnel and a different community evacuation location is mandatory. Parents (or authorized emergency contacts) will be notified from this community evacuation location and asked to pick up their child as soon as possible. Children will be supervised by the teacher and duty parents until an authorized adult assumes responsibility for their child in writing (e.g: signs child out). Classes will be cancelled until further notice.

Other Emergency

If the preschool is incapacitated due to loss of water, loss of power, excessive water, vandalism fire etc. during “off hours”, parents will be notified before or at drop off time and classes will be cancelled until further notice.

If the preschool is incapacitated during “in-class hours”, parents (or authorized emergency contacts) will be notified to come and remove their child from the facility as quickly as possible. If we are unable to remain in Quigley Elementary until all children are picked up, we will then set up a temporary facility at School District 23 offices located at 1040 Hollywood Road S. Classes will be cancelled until further notice.

If the school has to close for any unforeseen reason, there will be **NO REFUNDS** for any months that school has already been in session for.

Emergency Procedure from Outdoor Play Area (Courtyard)

At the beginning of each play session, supervisor will ensure that both doors to the courtyard are unlocked so that children and adults have an escape route available to them in case of fire or other emergency. We will practice our evacuation plan will take place from both doors.

Children will line up behind the supervisor (with the help of duty parents) and then everyone will go out the safest courtyard door, down the closest hall and out into the designated evacuation area. Duty parents will ensure that all children are out of the courtyard and that the courtyard

doors are closed. Attendance will be taken when the children and adults reach the fence which borders the playground. The attendance sheet, phone and emergency numbers will be taken to the courtyard during outdoor play each day and therefore be available in case of emergency.

This exit plan would apply to emergencies such as fire or other issues which deem the building unsafe. Once the preschoolers and adults are safely out of the building, further instructions would come from the principal.

Emergency Contact Order

1. A call will go to the number listed on the "sign in" sheet (which should state where parents will be that morning)
2. A call will be made to parents' residential numbers
3. A call will be made to parents' work numbers
4. A call will be made to emergency contact numbers

Evacuation Procedures

Evacuation of the preschool will proceed in the same manner as it would if there was a fire in the building. We would meet with other Quigley Elementary students outside and determine that all preschool children are safe and accounted for. First Aid would be administered if necessary. If we are not able to return to the classroom, we would do one of the following:

1. Walk to School District 23 Offices by:
 - a. Crossing the field at Quigley Elementary which takes us to Hollywood Rd South
 - b. Turning South (right) and walking to SD #23 Offices at 1040 Hollywood Rd South using the sidewalk
2. Our alternate route would be to drive (or walk) to School District 23 offices located at 1040 Hollywood Road South using duty parents' vehicles and the supervisor's vehicle. The route taken leaving Quigley Elementary parking lot would be:
 - a. Turn left onto Kitch Rd.
 - b. Turn left onto Quigley Rd.
 - c. Turn right onto Hollywood Rd, and proceed to 1040 Hollywood Rd South
3. If we are unable to get to School District 23 offices due to road closures, we would proceed to the Rutland Library located at #32-301 Hwy 33 N. using duty parent's vehicles and the supervisor's vehicle. We would leave the parking lot at Quigley Elementary and:
 - a. Turn left on to Kitch Rd.
 - b. Turn right onto Quigley Rd.
 - c. Turn left onto Springfield Rd.
 - d. Turn left onto Rutland Rd.
 - e. Turn left onto Highway 33 until we reach the library
4. If, for whatever reason we are unable to use this meeting place we would continue down Highway 33 to the Rutland McDonald's located at 150 Hollywood Road North.

5. If the downtown area of Rutland is blocked off, we would proceed to Bev Majewski's house located at 1635 Wilmot Court. We would leave the parking lot at Quigley Elementary and:
 - a. Turn left on Kitch Rd.
 - b. Turn right onto Quigley Rd.
 - c. Turn left onto Springfield Rd.
 - d. Turn right onto Highway 33
 - e. Turn left onto Loseth Rd
 - f. Turn right onto Wilmot Court

In all emergencies, once all children have arrived safely and been accounted for, we would call all parents using our cell phone to advise them of the situation and ask them to come and pick up their child at the location that we have evacuated to. If parents are unavailable, we would then contact the child's emergency person and have them pick up the child. Lastly, if no one is able to pick up a child the supervisor (and duty parents if necessary) would wait with this child until a pick up is possible.

Please note: After ANY emergency, our evacuation plans would be reviewed and minor changes may be made depending on how smoothly the evacuation proceeded. A call would be made to licensing to advise them of the situation and all first aid supplies will be checked and replenished if necessary.

Suspected Child Abuse

The Child, Family and Community Service Act state that all children in the province of BC "are entitled to be protected from abuse, neglect, and harm or threat of harm." The Act also states that any "person who has reason to believe that a child needs protection must promptly report the matter" to the Ministry of Children and Family Development.

Person(s) Authorized for Pick Up

Each day your child must be signed in and out. Please inform supervisor (in writing) of those individuals who are permitted to drop off and pick up your child. The enrolling parent/guardian is also responsible for ensuring that those authorized to pick up your child are informed of the program/s hours of operation and the room location.

Late Pick up

When a parent is late for the first time, he or she will be reminded of the pick-up times by the supervisor. If a problem arises that late pick-ups are consistent the executive council will be notified and a member of the executive will address the situation with the parent. If the problem cannot be rectified a late charge may be enforced or the child may be withdrawn from the preschool.

Impaired Pick-Up Policy

If anyone suspected to be under the influence of alcohol or drugs we will try to stop them to the extent that is possible by school staff. If this situation arises, the other custodial parent/legal guardian will be contacted and arrangements will be made for the safe pick up of the child and the impaired person. If this other parent or guardian cannot be reached, the emergency contact will be notified to pick up the child and the impaired person. If no other authorized person can be reached, supervisor will contact the Ministry for Children and Families

If an impaired person insists on removing the child from the preschool, the supervisor will contact the police.

Ratio

According to Child Care Licensing Regulations, we are required to maintain a 1:6 ratio for three year olds and a 1:8 ratio for four year olds.

Criminal Record Searches

The supervisor along with any substitutes, university students and volunteers (duty parents) are required to complete a criminal record check prior to starting in the preschool program.

FINANCIAL MANAGEMENT

Program Fees

Fee rates for the Preschool are set annually and are subject to change. Families have different schooling options depending on the age of the child

Payment Procedures

Fees are due and payable at the first of each month. We require a series of post-dated cheques and a NON-REFUNDABLE fee (\$60.00) at the time of registration. All cheques are payable to Rutland Parent Participation Preschool. ***Please write your child's name and class at the bottom of each cheque.***

Monthly Payments

If you are unable to make the payment schedule then please contact the Childcare Coordinator to make alternative written arrangements for the payment of fees. If the Treasurer has not heard from the payee by the 5th of the month a late fee payment charge (\$10) will be applied to the amount owing. Continued late/missed payments without explanation will result in being asked to withdraw from the program until the fees have been paid in full.

The monthly fee reserves your child's space in the program, therefore fees must be paid in full during periods when your child is away due to illness, vacation or other reasons. Furthermore, your fees will remain unchanged regardless of the shorter session months.

If the school has to close for any unforeseen reason, for example: flood, fire, ect. There will be **NO REFUND** for any months that school has already been in session for.

It is your responsibility to inform the Treasurer when you have changed chequing accounts and provide current documentation.

Security Deposit

A full month's fee (per child) is required to secure your child's placement at Rutland Parent Participation Preschool. This security deposit is held and is applied to the last month of care (June if you stay enrolled for the entire school year). Please note that if you fail to give the one month's notice when withdrawing your child from the program, we will then be unable to refund this security deposit.. If proper notice is given your security deposit will be used for your last month's fee and all unused cheques will be returned or shredded based on individual preferences.

NSF

You will be required to pay a \$25.00 charge per NSF cheque received by the Treasurer. An NSF cheque must be paid in full within three business days once the family has been notified. We will accept cash as the only form of payment for returned cheques following an NSF cheque

Withdraw

All requests to withdraw your child from the program can be made by giving one month's written notice to the executive. You are required to give notice by the first calendar day of the month. For example, if you decide to withdraw your child from the program for October 1st, then you must give one month's notice to the executive by September 1st. Your security deposit will be used as your last month's fees and all unused cheques will be returned or shredded based on individual preferences. The written notice can be in the form of an email to the executive NOT the supervisor.

Please note that if you fail to give the one month's notice when withdrawing your child from the program, then we will be unable to refund your deposit, and the month in which you withdrawal will be the last cheque that is cashed. All unused cheques will be returned or shredded based on individual preferences. Withdrawal notices are NOT permitted for the months of May and June. April can be the last month to withdrawal, which means you withdrawal notice would have to be in by March 1st.

Income Tax Receipts

You will not receive a receipt each month for payments, instead we will be issuing a yearly tax letter to those who wish to receive it.

Child Care Subsidy

The province of British Columbia is committed to helping families obtain affordable, accessible, safe, quality child care. Child care subsidy is a monthly payment to assist eligible British Columbia families with the cost of child care. Monthly subsidy payments vary depending on your family's circumstances. You are responsible for applying for subsidy through the government BEFORE you approach the executive with our own subsidy program. It is your responsibility your subsidy forms are kept up to date. The monthly fee will be calculated based on the maximum subsidy received by the family.

HEALTH & NUTRITION

Snack

Eating nutritious food is an important part of a child's health. Each child needs to bring a HEALTHY snack to school each day that is in line with the Canada Food Guide. Please inform the supervisor of any food restrictions/allergies or changes to their food intake. A list of snack suggestions is included below:

Snack Suggestions

Do's

Fresh Veggies
Sandwiches
Fresh or dried fruit
Milk or water
Yogurt
Cheese and crackers
Oatmeal
Muffins
Nut free granola bars
Sandwich meat, pepperoni, sausages

Don'ts

ALL NUTS
Chocolate
Jello
Pop, Sweetened Fruit Juices
Cheezies/Potatoe Chips
Cookies
Donuts
Cakes
Gum

If a child comes without a snack or brings unhealthy food, a snack will be provided by the preschool. (For example tuna and crackers, but not limited to just this example. A non-perishable healthy snack that is in line with Canada Food Guide will be available. If fresh fruit or veggies are available it will also be provided, however fresh food may not be available due to the fact we do not store food at the preschool) Parents will be asked to replace the snack if their child came to school without or with something that did not follow Canada Food Guide.

Parents will be asked to bring what was eaten, for example if tuna and crackers were consumed, the parent would be asked to replace with tuna and crackers.

Health and nutrition is discussed regularly during regularly scheduled snack time (approximately 10:30-10:50 each day) about what healthy snacks are in the preschool with both children and adults. Adults generally do not consume food during preschool however if parents do have a

snack, they are asked to follow the same rules as the children. They too are to bring a healthy snack that is in line with the Canada food guide.

Healthy food choices and nutrition are a focus in the spring when there is a nutrition unit that is focused on at the preschool. The supervisor continually talks with students about healthy choices prior to this unit so that they are well prepared for the nutrition unit and the students can explore further healthy choices.

Water is always available to students, they are asked to bring their own water bottle, or a clean cup in their lunch kit. However if a student has forgotten their water bottle or cup a clean plastic cup will be provided for the child.

All food allergies will be respected by all members of preschool and not allowed on the premises.

Nut Free/Aware Centre

Rutland Parent Participation Preschool is an active member in Quigley Elementary School. Because of the involvement of the preschool in the elementary school it is vitally important we abide by standards set in the school in regards to being a nut free facility. Please check labels before sending your child to school with the snack. The preschool MAY be required to restrict other foods or products from entering the school if there is a child attending the program with a serious life-threatening allergy.

Illness

While we are sensitive to each family's needs, we are unable to allow your child to participate in all program activities, including outdoor play. You will need to keep your child at home or make alternative arrangements if your child:

- Has a communicable disease (please inform supervisor and president so all parents can be informed)
- Has a fever of more than 38.0 degrees Celsius or 100 degrees Fahrenheit
- Is vomiting or has diarrhea
- Has an infection or undiagnosed illness (including a common cold)

Your child may return to preschool after 24 hours of the last symptom or with the permission of a doctor (Dr.'s note is required)

If your child becomes ill or injured during the day, we will contact you or your emergency contact(s) to have your child taken home. The supervisor reserves the right to send a child home from preschool if it is deemed that he or she is too ill to attend class.

If you are in doubt about sending your child to school please refer to the following illness in child care chart. (On the following page)

Disease	Symptoms	Infectious	Remove from Preschool or remain
----------------	-----------------	-------------------	--

			at home
Chicken Pox	Fever, Blister type Rash	YES (five days after onset)	Yes – from when spots first appear and five days after
Cold with Fever	Runny nose, clear discharge, doesn't want to eat, slight cough, fever over 37 Celsius. Runny nose with 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 not other problems, check with parent. It could be normal or because of diet	No	No
Diarrhea #2	Runny stools, fever over 37 Celsius, 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 ears	No	No
Flu	Fever above 37 Celsius, cranky, in pain, may have runny nose, nausea or vomiting	Yes	Yes – until symptoms are gone
Hand Foot and Mouth Disease	Spots on palms of hands, fingers and soles of fee. Sometimes on buttocks; for 7-10 days	Yes	Yes
Herpes Simplex (common cold sore)	Fever blister or sore around mouth	Yes	Decide each individual case with a public health nurse
Impetigo	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 Dr. who says child may return to preschool
Rashes	Red spots anywhere can be measles, chicken pox, allergies, impetigo	Yes	Yes – until Dr. 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

Medical Emergency

If your child is injured or becomes ill while at the program, the supervisor and/or duty parent(s) will quickly assess the situation to decide what action/attention is required. If the child requires medical attention by a physician or health care professional the supervisor will:

- Contact the parent/guardian or the emergency contact(s) (if the parent/guardian cannot be reached)
- Call and request an ambulance if the child has serious injuries

Administering Medication

Medication will NOT be dispensed by the supervisor. If the parents themselves wish to administer medication to their child while at the preschool, medications MUST be kept safely away from all other children. The only exception to this policy will be medication for potentially fatal situations (ie severe allergies). In this case, parents of the child need to write extensive directions as to how and when medication should be administered and what side effects to watch for.

BEHAVIOUR MANAGEMENT

Guidance

Each child will be encouraged and supported to develop positive relationships and learn problem solving skills. Families can expect the supervisor to:

- Model appropriate, respectful behaviour at all times
- Promote the development of positive social skills including self-esteem and self-control
- Encourage children to understand and follow simple rules

The supervisor will use these Guidance Strategies:

- Gain a child's attention in a respectful way
- Use proximity and touch
- Remind
- Acknowledge feelings before setting limits
- Redirect or divert when appropriate
- Model problem-solving skills
- Offer appropriate choices
- Use natural and logical consequences
- Limit the use of equipment
- Provide opportunities for children to make amends

We encourage families to keep the supervisor informed of any changes, big or small, in your child's life and/or routine, as this can cause behavioural changes in your child at preschool.

COMMUNICATION

Communication Tools

Our communication tools are designed to ensure that you are fully aware of what is happening in your child's preschool class. The bulletin board located in the room will provide the monthly duty day schedule, upcoming events or any other information that the parents need to have.

A monthly newsletter is emailed out to keep parents up to date on the past and upcoming events. In addition to the monthly newsletter a weekly reminder is sent out (via email) outlining upcoming events and reminders for parents.

If you have concerns

First Step

We encourage you to talk directly to the supervisor about issues you may have. Very often, situation and problems can be solved quickly at this level.

If there is still a problem

If speaking to the supervisor does not resolve your issue, please feel free to contact the vice president (of your class). The VP will address this issue or bring the issue to the attention of the executive. The executive will discuss the matter with the persons involved to come up with a resolution.

Termination of Services

We are committed to providing children and families with a positive preschool experience. If a conflict arises, it is our goal to resolve differences in a peaceful way and find solutions that everyone can accept. However, termination of services may be required if:

- The family does not abide by the expectations in the handbook and a successful resolution of differences is not achieved (which includes attendance at monthly meetings)
- The preschool is unable to satisfactorily resolve problems of late pick up with a family or the family has an overdue payment
- A family member harasses, threatens abuse or commits a violent act toward the supervisor, child or other participants (parents/guardians)
- The child's behaviour is severely disruptive or physically threatening to the well-being and safety of other children or additional avenues of support to accommodate the child are unavailable

If a child is dismissed from preschool, the Treasurer will refund fees in lieu of notice.

The Right to Confidentiality

The supervisor, volunteers and students at RPPP enter into a signed Confidentiality Agreement when they are hired. Breaches of confidentiality are taken seriously and will be addressed immediately. Information on your child and family is held with strictest confidence. Information on your child and family will not be released without your written consent. Exceptions to these two statements will only be if the court system becomes involved and there is a legal obligation to discuss matters.

We Welcome Your Feedback

We want to provide helpful and clear information to families. If you have suggestions that will help us to improve please let us know by contacting any member of the executive.