SNACKS

We have shared snacks at preschool. It gives all the children a chance to try a variety of healthy foods together and experience new tastes and textures. Each child brings an individual snack portion , which we divide up at preschool, to be shared among all the children in the class. There is a basket at the entry door to put each child's contribution into, when you arrive. Foods that are great for sharing are: fruits and vegetables, crackers, cheese, an individual container of yogurt (for dipping fruits and veggies), small container of cream cheese or other spread, bag of microwave-able popcorn, small bag of pretzels or cereal…. please use your imagination. Let us know if your child has a food allergy. **We also serve purified water from our water cooler for a drink at snack time.**

LUNCHES

While eating lunches together we have a chance to teach about the value of good nutrition, socializing around the table and learning self-help skills. Please send a healthy lunch with your child. Each child eats their own lunch. We will be happy to warm foods, in our microwave. Water is available as a drink, or you may want to send a drink. **Please do not send tetra packs of juice (juice boxes).**

EMERGENCIES

Emergency telephone numbers and our emergency evacuation plans are posted at preschool entrances. Once a month the staff have a fire drill with each class. We will also teach and practice an emergency evacuation procedure and earthquake preparedness. **If we should need to evacuate the preschool building, we will take the children to Bethel Baptist Church (which is kitty-corner to the preschool on the South East corner of Mermaid and Trail. The phone number there is 604-885-2454.** We will attempt to contact all the families as quickly as possible. Please make sure to inform us, if your contact information changes. This is why we require several emergency contacts listed on each child's registration form, including at least one contact who lives off the Sunshine Coast.

If you have any questions about Bethel Preschool, or your child's participation, please call us at the preschool (604-885-7671) or call Laurie Barker @ home (604-883-2893).

Looking forward to a great year! *Miss Laurie & Miss Sonya*

Bethel Preschool

(A ministry of Bethel Baptist Church)

Located at:

5547 Trail Avenue

Mailing address:

Box 534 Sechelt BC
V0N 3A0

(604) 885-7671

Family Handbook for the 2009-2010 Preschool Year

Registration Information: Pg 5

PLEASE KEEP THIS HANDBOOK FOR FUTURE REFERENCE

WELCOME

Welcome to Bethel Preschool. Please take some time to familiarize yourself with our centre. The Family Handbook will provide you with an introduction to Bethel Preschool and basic information about our child care program. If you have any questions, concerns or suggestions, please do not hesitate to bring them to the preschool staff or the preschool committee.

Newsletters will be available each month to keep you informed of ongoing activities. Please add http://www.bethelsechelt.org (link to: Bethel Preschool) to your internet favourites list to keep updated.

VISION & PHILOSOPHY

Bethel Preschool is dedicated to partnering with families by providing a Christian-based program that is rich in early learning experiences and inclusive for all preschoolers. We strive to encourage the emergence and development of children's physical, academic, emotional, social and spiritual capacities. Play is vital to young children's healthy growth and learning. Group play activities allow children to experiment with building relationships, forming and testing ideas, working together, enhancing language and literacy, and learning to take the perspective of others. Bible Stories are told through interactive methods, to help children grow more aware of who God is and His love, care and help in their everyday lives..

"...from childhood you have known the Holy Scriptures, which are able to make you wise for salvation through faith which is in Christ Jesus."

2 Tim 3:14, 15

STAFF TO CHILD RATIO AND QUALIFICATIONS

Each class consists of a maximum of 15 children. (Children born in 2005 and 2006) The teachers are both Early Childhood Educators. Laurie Barker is the teacher/manager and Sonya Mackill is the Assistant Teacher. Advisory support and oversight is provided by a Preschool Committee.

DROP-OFF AND PICKUP AT PRESCHOOL

Each day upon arrival and at departure you are required to sign the Sign-In and Out form located just inside the entrance to the preschool.
To ensure your child's safety he/she must be picked up by an authorized family member or friend, as indicated on the registration form. If the person is not known to us we will ask for identification. Authorized persons can change from time to time, with changes in living arrangements and development of new friendships. Please ensure that your child's registration form is updated as necessary or send us a written note to attach to the registration form. Please use the comments section of the sign-in sheet to keep the staff informed of the pickup person for your child that day, or to make other comments.
If an authorized pick-up person appears to be incapable of providing safe care, we will offer to call another driver or a taxi to pick up the individual and child. If this parent or other authorized person insists on driving the child, the police will be called.

CLOTHING

Send your child in **comfortable play clothes** so that they can freely enter into all activities (some activities will be messy.) All the children will need **indoor shoes**, to wear inside the preschool so our floors are kept clean. Please also provide a **complete change of clothes** and **a labelled cloth bag** to keep them in. (Plastic bags are unsafe and backpacks take up too much room in our shared cubbies).

The outdoor playground is used for at least an hour each day, and we may go on walks in the neighbourhood. Please dress your child for the weather. Boots, jackets and mittens help children enjoy their outside play on cold or rainy days. On sunny days, please send a hat and apply sunscreen to your children before they arrive, if possible.

DAILY SCHEDULE (more detail posted at preschool)

9:15-10:15 Arriving/Hand washing and **Free Play Indoors**
10:15-10:20 Clean Up
10:20-10:40 Circle Time
10:54-11:10 Handwashing & Snack Time
11:10-12:10 Outdoor Free play
12:10-12:40 Handwashing & Lunch Time
12:40-1:00 Book Reading & Bible Story Time
1:00-1:15Getting Ready to go home &
Outdoor Free Play (time and weather permitting)

ADJUSTING TO SCHOOL

Please be prepared to stay with your child at school for a time, if he/she needs you. Some children need the security of staying close to a family member, just observing the class, and will enter freely into the activity when they feel it is safe to do so. It is of the utmost importance that you do not 'sneak away' and that you pick your child up promptly at dismissal time. Always say good-by when you are leaving. It is also common for children to develop separation anxieties midway through the year. If you would like help with this adjustment time, please ask the teachers.

ILLNESS AND MEDICATION

To ensure the comfort and safety of your ill or injured child and to protect other children from infectious diseases, please keep your child at home or make alternate childcare arrangements for the following conditions:

- Fever over 38.3 C accompanied by general symptoms such as listlessness
- Severe cough or sore throat, runny nose and/or eyes (Once temperature, well being and energy are normal, coughing and runny nose may continue (depending on the suspected illness) without the child being contagious.
- Infected skin or eyes, severe itching, or unexplained rash
- Rapid or laboured breathing
- Vomiting or diarrhea
- Headache and stiff neck, or other undiagnosed pain

If a child becomes ill or injured at preschool, we will do all we can to comfort him/er and will provide a resting area, away from the other children, until the parent or emergency contact person arrives. If the situation becomes urgent, the staff will call the physician and/or ambulance.

If your child is absent for any reason, please notify the preschool.

It is the family's responsibility to notify the preschool if their child has a communicable disease.

When medication, either prescription or over-the-counter, must be administered to a child at preschool, parents must complete a **Permission to Administer Medication Form.** Medications must be provided in the original container and will be stored in a locked container.

We prefer that parents administer medications to their children before coming to preschool, if possible.

GUIDANCE POLICY

Each child will be encouraged and supported to develop positive adult and peer relationships. Our goal is to provide a safe and healthy learning environment in which each child can feel secure, and learn friendship and social skills.

Teachers will :

- Demonstrate appropriate, respectful behaviour at all times
- Promote the development of positive social skills, including self-esteem, self control and safety skills
- Encourage children to understand and follow rules and positive expectations
- Supervise the children at all times.
- Establish clear, consistent and simple expectations.
- Discourage aggressive play and assist children to learn and practice resolving conflict in non-violent ways.
- Acknowledge children's feelings and lead them in understanding situations from the 'other's perspective', offer choices that are developmentally appropriate, demonstrate respectful affection and caring to each child
- Give instruction and redirection as the main way of guiding children.

PARENTAL ACCESS

Bethel Preschool has an "open door" policy for families. We want to ensure that parents/guardians have access to their child at any time. We like having parents stay to visit, participate and assist the children and teachers. This is a great way to more fully understand your child's experience at Bethel. The children have made a 'Helper's Apron' for you to wear, if you would like. Other visitors are welcome at our preschool with permission of the teacher.

CONFIDENTIALITY POLICY

Information provided to the Bethel preschool will be kept in a confidential manner. No staff member or volunteer will release information about a child without the written permission of the parent/guardian. However, if a child is involved in a serious reportable incident or is suspected of having a reportable communicable disease, facility staff are required to report this to Licensing Officer. In the case of suspected child abuse or neglect, our staff members are legally obligated to inform the appropriate authorities in the Ministry for Child and Family Development and/or the RCMP.

CLASS TIMES & FEES

Our program is a licensed Child Care Facility which can accommodate 15 children at a time, aged 30 months to school age.

Tuesday	9:15 am - 1:15 pm
Wednesday	9:15 am - 1:15 pm
Thursday	9:15 am - 1:15 pm
Friday	9:15 am - 1:15 pm

We operate from September through June, four days per week (Tuesday through Friday) for four hours each day. The preschool will be closed for all statutory holidays as well as for Christmas and Spring Breaks (coinciding with the elementary schools). Our 1st week of classes will begin on September 8th (with a week of graduated entry) and we have our last class on Wednesday June 23rd, 2010.

You may choose the day/s you would like your child to attend.

1 day/week	$85/month
2 days/week	$160/month
3 days/week	$240/month
4 days/week	$320/month

Government Subsidy is available for families with eligible incomes. Please ask the preschool staff, or inquire at the Sunshine Coast Child Care Resource and Referral Centre, or check the website: http://www.mcf.gov.bc.ca/childcare/subsidy_promo.htm regarding information and eligibility.

PAYMENTS

At the beginning of September, please provide cheques for the full school year, dated for the first of each month, if possible. **Make cheques payable to: Bethel Preschool**. The annual fee has been divided into ten payments, so each month's fees will be the same. Your September fee will be adjusted according to the deposit paid at the time of registration. To find your adjusted September balance, look on the next page.

Tax receipts are available in February of each year.

(No deduction from fees can be made for absences due to family vacations, illness and preschool closures due to snow, storms, hydro outages, earthquakes, etc. No fee adjustments will be made for the months in which statutory and school holidays occur.)

WITHDRAWAL

A written notice is required one month prior to withdrawal.

STARTING SCHOOL *(please read carefully) ***

Whether this is your child's first time at Preschool, or they are returning after the summer, the first week is always a time of adjustment. Some children will be away from family for the first time, there will be new children to get to know, everyone will be getting used to the routine and there will be administrative items to get done (registration forms, personal belongings put in cubbies, payments collected, etc). We want to make this transition as smoothly as possible and wish to work together with you, the parents, towards this end. This is the reason that we have a **GRADUATED ENTRY DURING THE FIRST WEEK.**

During the first two days of preschool, September 8th and 9th, the classes will be divided in half and will be 1 1/2 hrs long. There will be a class from 9:15 to 10:45 and one from 11:45 until 1:15. We will have a short class, snack and outside play time. Please just bring a small snack to share (no lunch or drink).

During the next two days (September 10th and 11th), the whole class will be together for a two hour class (9:15 to 11:15). By this time many of the children will have their cubbies organized and registration documents handed in, and will know some of the daily routine. After the class is finished, the teachers will be very busy getting the registration documents organized.

On September 15th, and following, we will have regular 4 hour classes.

During the first week, _____ will attend

_____

_____

Our records indicate you have paid a deposit of: _____

Your monthly Registration Fee is: _____ for the T W Th F class/es.

Your balance for September is: _____.
Please submit post-dated cheques for the entire school year.
*****Please bring: your completed registration form (every child needs new form), your child's immunization record, picture of your child for their registration form, indoor shoes-with rubber soles & velcro or slip-on, a complete change of clothing in cloth bag, a snack (see pg 8) and your payments. Thanks.**