



SIDNEY PRESCHOOL

2020-2021 Parent Handbook
(revised May 2020)



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Welcome to Sidney Preschool

The executive members of Sidney Preschool would like to extend a special welcome to your family. This portfolio is intended to help familiarize you with our philosophy of “Learning through Play”, acquaint you with your responsibilities as a parent, and serve as a useful resource throughout the year.

As a member of a Parent Participation school you have the opportunity to become involved in your child’s first school experience. You will be able to watch firsthand as your child develops socially, emotionally, physically, creatively, and intellectually. Our program is designed to offer your child an opportunity to develop at his or her own pace with emphasis on building independence, self confidence, and self esteem; these are the stepping stones which provide your child with a solid foundation essential in the preparation for the more rigorous demands of a formal elementary school education. As a parent, you will benefit from the network of families who will be sharing the cooperative preschool experience.

Our school is a member of the **Vancouver Island Cooperative Preschool Association (VICPA)** and we are obligated to adhere to standards set by both that organization and the Provincial Community Care Facilities Licensing Board. At times, it may seem that there are a lot of “rules” and procedures to follow but we are required to meet government standards in order to retain our license to operate, and VICPA standards to remain a part of the Association. General preschool policies and guidelines are based on parent involvement and skills and are therefore likely to change annually at the discretion of the membership and executive. Bylaws created under VICPA policy can be changed by vote of the membership and must be legally conformed to under the Societies Act. Any questions or concerns regarding the rules, regulations, and policies should be brought to the Executive.

Sidney Preschool is a parent owned and democratically run organization founded in 1972 and located for most of its history in St. Paul’s United Church, with a brief stint at the Scout Hall. Being a non-profit society, the business relies wholly on the involvement of parents both in its administration and in the general operation of the school. Parents are responsible for sharing in the committed involvement and initiative that is necessary in assuring that we operate effectively. Each family is required to participate in number of different ways: as a “helping parent” during the preschool program, by assuming a specific “job” within the school, by attending monthly meetings and by assisting with school fundraising. An elected group of fellow parents form the Executive, a group which conducts the ongoing business of the school proposing and maintaining a workable budget, dealing with concerns of the members and leading various committees throughout the year.

We hope that you and your family enjoy sharing in the cooperative experience here at Sidney Preschool and that you reap the benefits of learning and growing together. Remember that this is your school and we are looking forward to your enthusiasm and your involvement.

Meet the Teachers

Stephanie Stroud (ECE)

Stephanie graduated with honours from the Early Childhood Education program at Algonquin College (Ottawa, Ontario) in 2017, and has been working with children for 5 years, 2 years as an educator. She is CPR certified, has worked in daycares, has been active as a Brownie leader and Girl Guide camp counselor, and was also a children's character entertainer. She incorporates nature, musical and cooking programs to develop autonomy, self-confidence, life skills, and resilience in her classroom. She is also skilled in assessing children's developmental ability and create effective learning opportunities specific to children's individual needs and individually appropriate developmental milestones.

Carly Barrass (ECE)

Carly has been an early childhood educator and nanny for 5+ years, is CPR certified and WHMIS trained. Conscious caregiving is the foundation of her program. When guiding children, she uses gentle and understanding language to ensure a calm(ish) classroom, as well as role modelling the skills for the children to learn, with developmentally appropriate expectations. She tries to implement conscious living by "having an awareness of your environment, yourself, and the reasons you do things. It means acting with a purpose, and always being aware of my impact on the people around me."

Philosophy- Learning Through Play

At Sidney preschool we provide an environment where children learn through play, which allows them to develop the necessary skills for later life.

A Play-Based Curriculum:

- Supports the development of the **whole** child- socially, emotionally, physically, and intellectually
- Allows for the recognition of each child's unique learning style, abilities, and developmental level
- Allows for hands on learning where the curriculum can emerge from the children's interests, needs, and desires, making learning concrete and meaningful

Our Beliefs:

- Children thrive in an atmosphere of trust where they are provided with support in a safe and gentle environment
- A child's self-esteem and ability to learn are interdependent. That is, children succeed when they have a strong sense of self; therefore, we believe it is important to foster a sense of competency and independence in all aspects of the child's being.

Play Activities

Outdoor Play: Children need fresh air and exercise; it helps to develop strong muscles and healthy bodies. Physical play also helps to develop an awareness of their bodies (balance, strength, coordination) and builds confidence.

Group Time: Sitting quietly, listening to stories develops the skills of concentration and attention and is an introduction to the wonderful world of books reading and story telling. Sharing conversation with friends, singing dancing and playing games together develops our sense of community with one another.

Block Building: Building is a bridge between the world of pretend and reality. It provides experience in spatial relationships opportunities for sharing and develops large and small muscle control. Blocks also provide a pre-math experience (size and shape sorting and balance).

Painting: Painting provides an opportunity for self-expression and enjoyment. The fun of creating is more important than the end product.

Music and Rhythm: These provide a means of self-expression through experimentation with songs, instruments finger plays games and dancing.

Dramatic Play: This type of play allows children to act out real-life situations and assists them in working through emotions and understanding difficult concepts. It allows children to try out different roles and promotes cooperation.

Language Development: Communication and speech improve enormously at preschool. They are developed through all forms of play.

Science/Discovery Table: Objects and experiments feed a child's natural curiosity about the world around them and expand their general knowledge.

Sensory Play:

- **Water and Sand:** Play in these areas encourages experimentation in texture and measurement in a fun way. It also presents early scientific math concepts.
- **Play Dough and Clay:** Modelling provides a release for aggressive feelings and allows for creativity and fine motor development.

Fine Motor Skills:

- **Table Toys:** (Puzzles, beads and games) These help a child to develop his or her hand-eye coordination, sequencing skills, ability to follow direction and concentration.
- **Cutting and Pasting:** These provide an experience in the hand and finger manipulation as well as self expression. When presented with a variety of materials, shapes textures and objects to glue children find an enormous amount of enjoyment in their creations.

Art at Preschool

Art needs to be *open-ended* for the children to get maximum benefits. Open-ended art allows the children to fully express themselves and use their creativity/ imagination. The children will be provided with materials, and, if interested, they can create anything they want! The only limitation will be the amount of product being used. For example, some children like to pour piles of glue onto a piece of paper. While there is value in this, (experimenting, seeing how long it takes to dry, does it all flow out or create a pile, etc.) it is important to teach them to be thoughtful about the amount that they are using. For both economical and environmental purposes, limits must be placed on the usage of certain materials. We can also allow them to use recycling or "garbage" to create artwork- giving items another life before they are recycled or go to the landfill. It is very important that adults refrain from making models, and/or showing children how they "should" be using the materials.

Ways to Encourage Artistic Growth and Development:

- Really look at your child's art and appreciate the effort and the child's growth.
- Describe the work. Give the child vocabulary to describe their work and talk about the effort that went into the work.
- Display the child's work.
- Provide a place and safe materials for your child to do art projects.

Commitment to Early Childhood Education

All educators in VICPA preschools:

- are fully trained and certified Early Childhood Educators (ECE)
- are licensed and registered with the Community Care Facilities Licensing Branch, Ministry of Health
- are sensitive people who respect young children, relate easily to them and provide an environment which encourages all children to develop at their own pace, in their own way
- actively serve as advisors and guides to the members ensuring a quality experience for your child and family
- attend monthly professional development sessions to keep current in all aspects of early childhood education ensuring ongoing quality care for your child.

General Information

Operating Hours

Monday to Thursday 9:00 am to 1:00 pm (3 and 4 year olds)

Monday to Thursday 1:00 pm to 3:15 pm (4 year olds only, 4-8 spaces, runs only on enough enrollment)

Children may attend four days a week or two days a week (Monday/Wednesday or Tuesday/Thursday).

Children are to be picked up promptly at 1 pm unless attending afternoon program

School Closures

- a) Public school vacations and holidays shall be observed. Preschool shall be closed one day before and/or after Christmas and spring holidays for clean-up and set-up. Preschool shall also be closed one week prior to summer holidays for clean-up and one week after fall commencement for set up.
- b) Emergency School Closures: Closing the preschool for any emergency shall be at the discretion of the President, the first VP and/or the secretary in consultation with the ECE. Typically, the school will be closed: if the local police have issued a traffic advisory to stay off the roads, if the school district no. 63 (Saanich) has closed the Public Schools or issued a notice that school buses will not run. The preschool exec will attempt to notify parents of closure as soon as possible, but in the event of snow or other inclement weather or regional emergency, parents should check the sd63.bc.ca website for closure notice which may appear there first.
- c) The ECE may close the Preschool in the event of an insufficient number of duty parents or no substitute teacher may be obtained in the event the ECE is sick.

Daily Routines

Outdoor Start

*We use this schedule most often

9:00 arrival outside, greetings

9:00 outdoor play time begins -free play

snack time (outdoors, may be any time between arrival and inside time, depending when children are hungry but will be offered around 10:15)

10:50 head indoors

11:45 lunch time children tidy up

11:50 lunch time

12:10 quiet play time while waiting for all children to finish lunch

12:20 outside play time

12:55 all children and parents tidy up

1:00 home time: children are picked up outdoors

Indoor Start

This schedule may be used in the colder months, so that the outdoor space has time to warm up before we go out

9:00: Children Arrive- Free Play

Snack: may be any time between arrival and outside time, depending when children are hungry, but will be offered around 10:15

10:35 outdoor play

12:00 lunch time

12:20 indoor play

1:00 home time: children picked up indoors

*both schedules are flexible and are subject to change – if the weather is nice children may stay outside all day

Enrolment

- A. Application for enrolment shall be made by contacting the ECE, who will contact the enrolment officer.
- B. Enrolment lists shall be compiled in a specific order in a fair and consistent manner.
 1. Application shall be listed in order of date and time of telephone contact, or by postmark on a written application, with these days and times being recorded
 2. Waitlists shall be started no sooner than September 1st of the year prior to enrolment.
 3. Priority will be given to present and past members of the preschool upon payment of the registration fee by Feb. 15 in the following order:
 - i. Current members
 - ii. Associate members and past preschool members (registered in the preschool within the last 5 years)
 - iii. VICPA members
- C. Current 4-year-old members have the option by the February 15th registration date to request that a space be held open for a child for re-registration for the following September (in the event that the family is considering an extra year of preschool instead of Kindergarten). A space will be held for the child until March 31st at which time the registration fee will be required to hold the position.
- D. Second priority will be given to newcomers on a first come basis also upon payment of the registration fee
- E. The policy of the Preschool regarding the number of children to be enrolled per class shall be determined by the Executive and the ECE in accordance with the license of the Preschool.
- F. Should a mixed age class be in existence the age and composition of the class shall be at the discretion of the Executive and the ECE
- G. There shall be space for one special needs child in each class. At the discretion of the Executive and the ECE the parent may be required to supply a full time assistant. Inclusion of special needs children shall be as per VICPA standards and at the discretion of the ECE.
- H. There may be space for three non-duty parents in each class at the discretion of the Executive and the ECE, with returning parents being given first priority.

Fees

- a) The registration fee (\$145) shall be paid when the application for your child has been accepted. The fee is non-refundable.
- b) The monthly tuition fee shall be paid in the following manner: Ten post dated cheques to cover tuition (September to June) are to be given to the Treasurer at the June General/ Orientation Meeting. All families entering mid-year will pay the registration fees the entering month's fees and provide post-dated cheques for all remaining fees through to May to the Enrolment Officer at the time of enrolment. In the event that cheques are returned to the parent for required changes after the September start, the parent is required to return the cheques to the Enrolment Officer within 7 business days.
- c) Two post-dated cheques for September and January of \$150 each are to be provided for collateral against fundraising participation. In the event you are unable, or choose not to, participate in fundraising, your cheques will be cashed.

Fee Structure and Schedule Options

2 days per Week
Mondays/Wednesdays OR
Tuesdays/Thursdays

4 days per Week:
Monday through Thursday

Monthly Rates	2 Days Per Week	3 Days Per Week	4 Days Per Week
Full Participation	\$190.00	\$250.00	\$340.00
Partial Participation	\$250.00	\$340.00	\$450.00

Notes:

- Students are not accepted into class until all fees are paid as outlined above.
- **You can apply for financial assistance for Preschool fees through the Affordable Child Care Benefit.** Level of income assistance is based on your family income. To get the ACC Benefit, you need to add the preschool as one of your childcare providers. The instructions for the whole process are here: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit/apply>. You may apply any time, but the best time is to get the forms done when you register – bring in your completed forms to get our supplier number and license number, and get the ECE's signature so you can submit the forms prior to starting in the fall.
- In the case of two children from one family attending the preschool at the same time the family will be expected to pay the full rate for each child.
- Cases of hardship (ex. due to illness, strike, etc.) shall be reviewed by the Executive on an individual basis. Postponement of the monthly tuition fee may be considered for a limited period of time depending on the financial status of the Preschool.

- According to the ECE's discretion If space allows, children already registered may add a "drop-in" day on an as needed basis. Consult with the ECE and the Enrolment Chair to determine if your child can "drop-in" for an extra class. Advance notice must be given.

Coming Prepared to School

Clothing

- Children should be sent in clothes that can get messy. Expect that their clothing will get dirty, either from outside play, or sensory/ art experiences. Children love to FULLY explore materials!
- Each child requires comfortable, (non-slippery) **indoor shoes**. Preferably slip-on or Velcro, so children can practice putting them on themselves.
- While it's sunny out, another pair of comfortable shoes for outdoors is great (something they can run in). A sweater may also be necessary, as our back yard is quite shady and doesn't warm up until later in the day.
- In the wetter months, **muddy buddies/rain pants, and rain boots are highly recommended** (note: rain pants are much easier for children to put on/take off than full muddy buddies, especially for bathroom breaks!) We go outside EVERY day, unless the weather is extreme. It will always be a child's choice whether they want to wear muddy buddies/jackets outside. This is to allow the children to think about how their body feels, and dress accordingly (YAY for bodily autonomy!)

Food

- We ask that parents label all items with the child's name, so that we can keep track.
- Please send a water bottle for your child each day (please do not send juice)
- In an effort to reduce waste, we ask that food is sent in reusable containers
- Please send healthy food as much as possible, it is SO important for their growing bodies!

Allergy Procedures

1. Tables will be washed with **hot, soapy water** (dish detergent) and then sanitized both before and after snack.
1. Only **paper towels** will be used to wash and sanitize the nut/seed free table.
2. Very carefully check all lunch kits of children sitting at the nut/seed free table. Children with any food items that we are uncertain of ingredients ex. Granola bars, home made cookies, etc. **must sit at another table**- this includes food items in lunch kits that may be eaten at another time.
3. Children eating nut/seed products **must wash hands** after eating and before moving on to the next activity.
4. Nut/seed items cannot be used in art/science/other projects.
5. ECE, and Assistant must be familiar with the emergency care plan, location of the Epipen and medications for children with severe allergies.
6. All adults in the preschool must carefully monitor their own use of nut/seed products and follow the same guidelines as outlined for the children.
7. Specific scissors are to be used by children/educators for opening food items that may contain nuts/seeds, ex. Granola bars
8. ECE and Assistant must ensure medication, Epipen and emergency care plan are packed when preparing for field trips, know the location in the backpack of these items and are responsible for immediately returning medications to designated location upon arrival at the preschool.
9. Regularly review the posted allergy list and consult when planning cooking projects, shared snacks or field trips when food items are brought for sharing.

10. Children with allergies cannot be given any food items brought in by other families unless a complete list of ingredients has been provided. As well, assurance is required from the parent that the cooking methods and containers used are free of allergy contaminants. For practical purposes, it is preferred that children with serious allergies have their own 'special treats' and do not eat items provided by other families.

For life threatening allergies, a care plan must be developed in consultation with the ECE to be kept on file at the preschool.

It is important to communicate information about a child's allergies to the other children and parents. While anaphylaxis has the potential to cause severe reactions and death, the risks can be greatly reduced through the use of effective cooperation, management strategies and emergency procedures. Education and supervision are paramount in managing food allergies.

Toilet Training

Hopefully your child will be toilet trained by September but in the event that he/she is not the ECE must be aware of the situation. Please discuss toileting options with the ECE if your child is not yet toilet trained. (We understand that children learn at different rates, and do not believe in toilet training before a child is ready).

Bathroom Procedure

Our preschool policy on bathroom care is that parent helpers will willingly assist children with clothing and hand washing. The ECE Assistant or parent helper will accompany the children to the bathroom and will prop open the preschool interior hallway door so as to remain in view of the preschool. Personal body care is the child's responsibility so practice this at home to assist your child to be independent and comfortable in this situation.

Personal body care will be given by the ECE or ECE Assistant when a child is ill or under other extenuating circumstances or if assistance is obviously needed (diaper changes for accidents and those still learning the potty).

Parent Participation

Sidney Preschool is licensed to operate both as a Preschool, and as Group Daycare for children 2.5 years to school age (for the chickadees program) under the BC Child Care Licensing Regulation of the Community Care and Assisted Living Act. As a “parent participation preschool”, the Licensing Regulation allows us to substitute a parent (called a “duty parent”) for an Early Childhood Education Assistant in order to provide the required ratio of children to caregivers. Parents **must** do a number of things in order to be considered a duty parent:

- Submit the required duty parent information forms from the registration package.
- Provide a Criminal Record Check.
- Attend orientation (10 hours).
- Attend **all** of the parent education meetings throughout the year (adds up to 10 hours), **unless granted special exception due to previous education or experience, to be approved by the Licensing officer.**

There are two levels of Parent Participation at Sidney Preschool:

- **Full Participation:** Parents help out in the classroom approximately once a month, working alongside the ECE. This can be a rewarding experience for both parent and child. Parents attend 90-minute mandatory monthly business meetings and parent education sessions. Parents hold a volunteer job that helps with the operation of the preschool.
- **Partial Participation:** No classroom helper days are required. Parents attend 30-minute mandatory monthly business meetings and are encouraged to attend our parent education session that immediately follows. Parents hold a volunteer job that helps with the operation of the preschool.

Parent Education for Full Participation (Duty Parent) Families

Orientation Hours may be accumulated by attendance at:

- **June Monthly Meeting** 2 hours mandatory
- **September Monthly Meeting** 2 hours mandatory
- **Observation or Scheduled Orientation** 2 hours mandatory – can include orientation and observation prior to registration.
- **Shadow Days** 4 hours mandatory
- **Alternative Orientation Methods** are also available for those who start later in the year.

Monthly Meetings

The monthly meeting is held on the second Tuesday evening of each month at 7:00 pm at the preschool. **Attendance at the business portion is mandatory by a representative from each family enrolled in the school per the school Bylaws.**

The President chairs this portion of the meeting with members of the Executive reporting on their specific area of responsibility. All members are encouraged to express their opinions, concerns and suggestions and to participate in voting and decision making. **All parents/guardians scheduled for duty days must attend the parent education portion following the business meeting** because this meets licensing requirements but also provides updated information for preschool activities changes in routines etc. The parent education portion of the meeting is where a guest speaker provides information

on a topic relevant to parenting. This portion is both interesting and informative and parents are encouraged to ask questions or offer input. This is also open to non-duty parents and to the public (the public shall offer a small donation).

If you are unable to attend a meeting notify the secretary prior to the meeting. Meetings must be made up by signing the minutes posted and returning to the enrollment officer. Parent education hours can be made up by reviewing a video or literature from the preschool library, VICPA, or other source approved by the Executive, to be completed before the next monthly meeting.

If more than two meetings during the preschool year are missed without a valid reason acceptable to the Executive you may be asked to withdraw from the preschool.

We ask that children not attend the meetings.

Sidney Preschool Executive

Members of a Preschool Executive are legally responsible for ensuring the operational financial and personnel policies of the cooperative preschool are followed. They are also responsible for ensuring the preschool follows the policies which govern the educational program of the preschool. A new executive is voted in at the May AGM with any outstanding vacancies filled at the first meeting in September.

The Executive generally consists of:

President: Sees to the general running of the preschool*

1st Vice President: Conflict resolution, assists the president*

2nd Vice President: Oversees the various jobs held within the preschool

Secretary: Schedules and meeting minutes*

Treasurer: Collects and deposits monthly fees, maintains the budget, liaison with the Bookkeeper*

Enrolment and Orientation: Maintains new and current enrolment data

Fundraising/Marketing Chair: Oversees fundraising activities and the marketing of events and the preschool

* Positions required to be filled annually to run the Preschool, along with at least 1 more of the other positions, per our Bylaws.

Please contact the appropriate member of the executive for your concerns.

Jobs

Depending on enrolment, the types and number of jobs can change. The following is a list of jobs that are an integral part of the preschool in addition to the executive positions. The detailed requirements, expectations and expected time associated with each job will be provided at the June or September General Meeting prior to assigned jobs with all families present.

Set up and Put away: Every Sunday the preschool must be set up for the week ahead, and on Thursday all must be put away into our storage area. This is a job that is shared among several families.

Parent Education: Plan and book monthly parent education speakers

Laundry: Every week we accumulate laundry (towels, costumes etc) that must be done

Playdoh: New playdoh is needed regularly (especially during cold and flu season)

Recycling: On Thursdays the week's recycling must be removed from the premises and recycled

Scholastic: Sort and distribute catalogues and manage orders

Shopper: Any shopping that is needed for the preschool (playdoh supplies, crafting needs)

Equipment: Maintain, order and acquire any new equipment needed for the school

Social Media: Maintain our presence on Facebook, our website, and other internet sites

Emergency/First Aid kits: Ensure that all emergency kits and equipment is up to date

** Some jobs are more time consuming than others. We all do our part to ensure the smooth, efficient running of the school so that our children have a wonderful place to learn and grow.

Duty Days

Full Participation Parents arrive 15 minutes prior to the start of class. Siblings are not permitted on helping days (this is a Licensing-based requirement). Many parents exchange childcare so there is no cost involved.

The goal is to be an assistant and support to the ECE; you will help with handwashing, bathroom trips, setting up and putting away outdoor toys, cleaning dishes and art tables, cleaning tables and floors after mealtimes, and providing additional observation and facilitation to children at play.

Guidance and Discipline

Guidance and discipline are integral parts of the preschool program and aim to provide a safe and healthy learning environment for children.

Children in cooperative preschool programs are encouraged to become self-disciplined as they learn appropriate and acceptable ways to treat themselves, others, and their environment.

Early Childhood Educators (ECE) are expected to be effective role models for parents, providing them with ongoing communication and feedback as discipline issues arise. The ECE is responsible for the program, the set-up of the classroom, and the overall discipline.

The ECE and parents in cooperative preschools are both expected to:

- Be caring and respectful to all children using appropriate verbal and physical interaction. Guidance strategies will focus on the child's behaviour rather than the child.
- Provide clear consistent limits.
- Use verbal direction and redirection for guidance stating expectations in a positive fashion and allowing the children time to respond.
- Recognize and encourage positive behaviours in the program.

- Validate children’s feelings.
- Encourage children to use adults as a resource when having difficulty.
- Supervise children at all times.

Where parent participant is unsure about this guide, the ECE should be consulted.

Cooperative preschools adhere to the most up to date guidance on early childhood guidance from the Ministry of Health. The most recent guidance available online through the Ministry of Health website: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/guiding_childrens_behaviour_april_2017.pdf

Cleaning

All families share in the cleaning duties of the preschool. Each family will be required to participate in one cleaning per year. There are three big clean and sanitizing work sessions at each major school break: Christmas, Spring Break and End of Year, to meet Health regulations. Cleaning sign-up will happen at the beginning of the year for a prearranged time and you will be reminded in advance.

Fundraising

Being a non-profit organization, Fundraising is **vital** to meeting operating costs each school year. Under the direction of the Fundraising Chair, all members participate in a number of events throughout the year, to be decided in September, or throughout the year as needed.

Ideas for new fundraisers are always welcome.

Examples of past fundraising events include:

- Thrifty Smile Cards
- Cheese or bulb orders
- Co-op Dollars
- Garage Sale
- Movie night
- "Touch of Saltspring" Christmas Craft Fair

Communication and Responsibilities

Executive and the Parent

1. To facilitate communication, address issues directly to the Executive member responsible.
2. The Executive values and respects the input of the membership. Executive members act as sounding board for the general membership bringing their ideas to the Executive in a non-judgmental way.
3. Any questions about your job should be directed to the 2nd Vice President.
4. Any questions about financial matters should be directed to the Treasurer.
5. Respect confidentiality for issues where this is relevant.
6. Executive members and Committees work to provide all relevant information to parents and to report this at the General Meeting.
7. Executive members who have questions about their jobs can speak to the President.
8. In the case of interpersonal issues, speak first to the person involved. If this is not possible or does not help to resolve the issue seek the support of your Class Rep or 1st VP (Personnel Chair).

ECE and the Executive

1. Both the ECE and the Executive share information relevant to the program and the administration of the school at the Executive Meeting to facilitate the cooperative spirit of the school.
1. The ECE advises the Executive on matters of program development and facility maintenance.
2. The ECE will discuss administrative issues or concerns directly with the person responsible.
3. The ECE can act in an advisory capacity on preschool committees.
4. Executive members should discuss program issues directly with the ECE
5. Maintain confidentiality of issues as relevant.
6. Parent/child issues should only be discussed at the Executive if it impacts the running of the school.

ECE and the Parent

1. The ECE works to provide all relevant program information and updates to parents.
2. The ECE works to develop empowering nonjudgmental partnerships with parents.
3. Address any questions about your child or the program to the ECE
4. Duty parents are there to assist in the implementation of the program. Please check with the ECE at the beginning of your duty day as to how you will be assisting her.
5. During preschool hours the ECE is focused on the children. If you have any questions for her about your job feel free to email her or ask at pick-up time. She will let you know if a different time to talk will need to be arranged.
6. Parents are responsible for carrying out their jobs. It is important that the parent take the initiative to find out the information necessary to do their jobs. The 2nd VP is someone who can answer questions regarding preschool jobs (non-Executive)
7. The ECE is often the first person to be aware of additional tasks in the preschool and will pass this information onto the person responsible for that job. If the ECE has any concerns about a job she will speak to the 2nd VP.
8. It is helpful if parents inform the ECE of any issues that will impact their child at preschool.
9. The ECE respects the confidentiality of both parent and child issues. Issues concerning a child or a family will only be discussed directly with that family.
10. Please speak to the ECE if you have any concerns or questions about the program. If you feel very uncomfortable about this, please speak to your class rep or 1st VP
11. Issues relating to children will be discussed with duty parents only if it is pertinent in fulfilling their role that day and this confidentiality must be respected.

Parent and Parent

1. When on duty, pass any information about a child's behaviour onto the ECE and she will talk to the parent.
2. As we all have different parenting styles and points of view, it is important to be non-judgmental and supportive
3. In the case of interpersonal issues speak first to the person involved. If this is not possible or does not help to resolve the issue seek support of the Class Rep or 1st VP

Standard Evaluation Forms

Once a year Standard Evaluation Forms are handed out. These are written evaluations which invite comments on how the preschool was run during the year and how things might be improved. These forms are reviewed summarized and then discussed at the next meeting. Recommendations and

suggestions for change are decided on by the membership as a whole. VICPA will circulate specific queries to the Executive for feedback on the operation of VICPA.

General Policies

Note: These are the policies most applicable to the daily participation in the preschool. There are additional policies (e.g. Maternity Leave, Expenses, policies related to the operation of the Executive) that may apply – the complete list of Policies can be found in the classroom binder with the Emergency Plans, Constitution and Bylaws, etc., or provided digitally on request.

Cell Phone Policy

ECEs and ECEAs at Sidney Preschool are permitted to use cell phones for the following purposes only:

- Emergency phone calls
- Time checks
- Taking photos or recordings of children’s play activities for documentation of learning.

Parents on their duty days at Sidney Preschool are permitted to use cell phones for the following purposes only:

- Emergency phone calls
- Time checks

*Please note, some children may have limited or no photo permission and only our ECEs and ECEAs have access to that information for privacy reasons. You may not take photos of children while at Sidney Preschool (the only exception would be your own child/children).

Illness Policy

It is beneficial to everyone if you keep your child at home when he/she is ill. Germs are readily transmitted in the preschool setting where toys and equipment are shared. Keep in mind that a child who is ill does not have a positive experience while trying to cope with all of the cooperating and concentrating demands typical in a routine preschool session.

Please call the preschool to notify the ECE if your child will be absent.

Prevention of Illness

Please use the following guidelines to help us prevent the spread of illness in our preschool.

Please keep your child home for the following conditions:

- **Pain**-any complaints of unexplained or undiagnosed pain.
- An **acute cold** with fever, coughing and sore throat
- Difficulty breathing, **wheezing**, or persistent cough
- **Fever** (100 F or 38.3 C) accompanied by general symptoms may be an early sign of illness.
- **Sore throat** or trouble swallowing.
- Infected skin or eyes or an undiagnosed rash.
- Headache and stiff neck.
- Unexplained **diarrhea** combined with nausea vomiting or abdominal cramps
- **Nausea and vomiting** may be an early sign of illness
- Severe **itching** of body or scalp.
- Children with known or suspected **communicable diseases**.

Insufficient Parent Help

An emergency situation may arise where we cannot find the required parents to participate in the classroom. Caregivers will be required to wait at the preschool with the child until another parent has agreed to remain and assist in the classroom or the decision will be made to close the preschool for the day.

Withdrawing from the Preschool

One month's written notice to the Secretary is required to withdraw from the preschool. When one month's written notice is received subsequent monthly tuition cheques will be returned. If one month's written notice is not received the subsequent month's tuition cheque will be cashed in lieu of notice.

When withdrawing from the preschool during the **summer months** if written notice received by the Secretary by August 31 all the post-dated cheques September through June are returned. **The registration fee is non-refundable.**

Leave of Absence

If for any reason a child cannot attend regular preschool classes, payment of fees as usual will be at the discretion of the executive. If the classes are full and/or a waiting list exists payment of fees will be required to hold a child's place for return. However, if enrolment is low, payment may not be required.

Release of children

Members of the school must provide a signed document "Release of Children" listing who may pick up their children from preschool. The ECE will not release the child to anyone who is not on the list unless previously notified in writing by the parent.

Late Pick Up

If a parent/guardian is late picking up their child from the preschool the ECE and one Sidney Preschool member must remain with the child at the school. If a parent/guardian has not picked up a child by 15 minutes after the program ends, the ECE will try to contact the family and then alternative persons from the authorized pick up list. If that person is unavailable and the parent has not contacted the ECE by one hour after the program ends, the ECE is required to notify the Ministry of Children and Family Development. A late fee of \$15.00 will be charged for every 30 minutes after pick up time. If late pick up is an ongoing problem and no reasonable effort has been made to solve it then notice of termination of services may be given.

Unauthorized Pick Up

The parent/guardian is required to notify the ECE in writing if someone else will be picking up the child. If an unauthorized person arrives to pick up a child, the child will remain with the ECE and one duty parent. The ECE will speak to the individual and explain the policy that no child will be released without written authorization from the guardian. If difficulties arise all reasonable efforts will be made to ensure the safety of the child and other children. If necessary, the police will be called for assistance.

Alleged Impaired Pick Up

It is the ECE's responsibility to the extent that it is possible not to release a child to an unauthorized person who is unable to adequately care for a child. If the ECE believes that a child will be at risk the ECE will offer to call a relative or friend to pick up the person and child or offer to call a cab to pick them up. If the person is driving a vehicle the ECE will explain that driving while impaired is against the law and that the ECE is obligated to ensure the safety and well being of the child. If the presumed impaired person chooses to get in the car, with or without the child, the ECE will immediately notify the police and provide a description of the car and geographic vicinity. If the ECE believes that the child is in need of protection the ECE will call the Ministry of Children and Family Development and Child Care Licensing.