

Prince George and District
ELIZABETH FRY SOCIETY

FAMILY RESOURCE CENTRE PRESCHOOL
PARENT'S HANDBOOK



JANUARY 2012 EDITION

Elizabeth Fry Society
Elizabeth Fry Family Resource Centre Preschool - Parent's Handbook

Welcome

The Elizabeth Fry Society/ Family Resource Centre Preschool is here to provide the best possible experience for you and your child. Our Pre School is a program of the Elizabeth Fry Society and is housed in the South Fort George Family Resource Centre, which is also coordinated by our agency.

Each child is treated as an individual and is encouraged to develop at his or her own rate. Children are people too, and deserve to be treated with care and respect. We will diligently work to ensure that your child will feel supported, cared for, while learning and growing in an environment that will help promote school/ kindergarten readiness. Learning occurs primarily through play, socialization, and circle time activities.

Our pre-school is open to children who are 30 months old to 5 years old.

A family centre is never a static environment, and as the program grows, changes may need to be made. **We welcome input and suggestions from parents** and are confident that together we can create a comfortable environment for children, parents, and staff to enjoy.

Mission Statement

“To provide a quality environment that will promote the emotional/ educational growth of each child in a respectful, flexible, and child centred manner.”

Elizabeth Fry Society
Elizabeth Fry Family Resource Centre Preschool - Parent's Handbook

Goals

1. To create a healthy, safe, educational and positive environment in which children and parents can feel welcome and comfortable.
2. To provide a program that is developmentally appropriate and challenging, while being culturally diverse and promoting the inclusion of all people.
3. To be a role model and information provider to both children and adults.

Guiding and Caring Policy

When we communicate with your child we will give clear messages of our expectations, fostering the child's sense of security.

Setting limits and redirecting is an important part of the guiding and caring process. The staff will set reasonable limits, and support those limits in a consistent and non-threatening manner. This will encourage the child's growth towards self-control and social awareness. Caregivers will respect each child's feelings and uniqueness.

The focus in guiding a child is on understanding his/her feelings and allowing for appropriate ways of expressing these feelings. We respect the child and their feelings; therefore, **no child in our care will be subject to ridicule, sarcasm, labeling or other abusive language. There is no spanking or other physical punishment.** If a child needs to be removed from the group, an adult will stay near by. No child is ever placed in complete isolation. **Food and drink will not be withheld as a punishment measure or forced on a child.**

Our staff practices these policies and we ask you as a parent to consider the same. The staff appreciates your feedback and specific knowledge about your child. We are family centered and value the fact that you as a parent know your child best. Parenting skills do not automatically "happen" they are learned and are an ongoing process.

Attendance Policy

Regular, consistent attendance is important if your child is to settle in well.

Routine becomes part of your child's day. Poor attendance and a continually changing routine can be unsettling and disturbing for the child.

Each parent will be responsible for completing the day care subsidy process. Access to the Preschool may be withheld until subsidy application is completed. (Please see the section "Child Care Subsidy")

A smooth entry into the Pre-School every day is very important to your child. This is a time to share concerns or inform the staff of any special needs of your child (a sleepless night, transition in the household, etc.). It is important to prepare your child for your departure with a "good-bye" and reassurance that you will be back. We understand that there may be hesitancy or anxiousness with your child's entry into pre-school and we will work with your child and you to ensure that they have a comfortable transition to pre-school.

If someone other than yourself is picking up your child, it is important that the staff is informed. We cannot, and will not, release your child to any unauthorized person who is not identified on your registration form. Parents may add or remove names from the pick up authorization form at any time. If the person is unknown to staff they will be requested to produce identification. The staff must also be notified if someone is not permitted to pick-up your child.

Fees

Fees are billed on a monthly basis. The amount of the monthly fee remains the same regardless of statutory holidays or for example, how many Mondays there are in a month. There is no pro-rating fees for days that your child misses. All fees are due on the first class of the month or earlier. If fees remain outstanding during the month, a note will be sent to the parent indicated fees to be paid. If fees are not paid by the 15th of the month, the child's place may be replaced by another child on the waitlist. If there is extenuating circumstances around ability to pay fees in a certain month, please speak to the pre-school coordinator in order to make payment arrangements. Please may cheques payable to the Elizabeth Fry Society. We will provide monthly receipts for your tuition, as well as, at the end of the income tax year, we will provide you a total of your tuition for Income Tax Purposes

1 day per week	\$45
2 days per week	\$90

Elizabeth Fry Society
Elizabeth Fry Family Resource Centre Preschool - Parent's Handbook

3 days per week	\$135
4 days per week	\$180
5 days per week	\$225

Program Withdrawal/ Refunds

One month's notice must be provided when withdrawing your child or children from our program. You may choose to pay one month's fees in lieu of notice. If your child is asked to leave the program, a refund will be provided to you for the difference of days used in the month and days paid for. Refunds will only be provided if fees have been paid and services cannot be provided. This does not include acts of nature that prevent the facility from opening or if could pose a health risk to your child.

Child Care Subsidy

You will be responsible for making the child care subsidy arrangements. It is our desire to pre-school accessible to all children and therefore, parents who are eligible and receive subsidy are able to attend Preschool at no cost to them.

Your attendance must be confirmed with the program co-coordinator. **Past parent attendance performance will determine the approval for placement for children.**

As per the subsidy agreement, the requirements are as follows; **a child or children who miss days can only be paid for if they are ill and only up to 2 weeks of care can be covered.** If your family misses days we must know if it is due to illness and you must have a return to preschool plan or you will be exited from the preschool.

Staff will be available to help you with the subsidy process.

If you do not complete the subsidy process and the preschool does not receive a subsidy authorization for your child, you will not receive pre-school services.

Elizabeth Fry Society
Elizabeth Fry Family Resource Centre Preschool - Parent's Handbook

Daily Routine Outline

9:00 a.m. –9:50 a.m.	Parents and children arrive. Parents settle children and share information with caregivers.
9:50 a.m. – 10:00 a.m.	Clean Up.
10:00 a.m.-10:00 am	Circle Time
10:10 am – 10:25 a.m.	Snack time.
10:25 am-10:50 am.	Circle time
10:50 am – 11:30 pm	Outdoor/ Gym time.
11:30 am	Pick Up Time
12:30 pm – 1:20 pm	Parents and children arrive. Parents settle children and share information with caregivers.
1:20 pm – 1:30 pm	Clean Up.
1:30 pm – 1:40 pm	Circle Time
1:40 pm – 1:55 pm	Snack time.
1:55 pm – 2:20 pm	Circle time
2:20 pm – 3:00 pm	Outdoor/ Gym time.
3:00 pm	Pick Up Time

*Daily routines are flexible in order to best meet all children's needs.

The Pre School will provide a small, healthy snack for all children who attend. Daily snack will be posted on the white board in the classroom.

The Preschool will be closed on all statutory holidays including Labor Day, Thanksgiving Monday, Remembrance Day, Christmas Break (TBA), Good Friday and Easter Monday, Victoria Day Monday.

Items for your Child to Bring to School

1. Inside shoes – please label and if possible, leave at the pre-school
2. A spare change of clothes for your child.
3. Outdoor clothing suitable for the weather that day. For example, in the winter, please ensure that your child has a snow suit, mittens and hat. In the warm weather, please ensure that they have a hat.

Health and Safety Policy

The safety and well-being of your child is the top priority of our Pre-school. No child shall be left alone or unsupervised when in the Preschool Program. It is the

Elizabeth Fry Society
Elizabeth Fry Family Resource Centre Preschool - Parent's Handbook

Pre-School policy that a child care staff member be aware of the arrival and departure of each child. **Please do not pick up your child without letting a staff know!**

Parents must make staff aware of any allergies. These will be posted in our classroom.

On days with sunshine all children going outside will have sunscreen applied to skin not covered by clothing. The day care provides sunscreen with a minimum 30 SPF, if you would prefer to provide your own sunscreen for your child please inform staff and leave a bottle (labeled with the child's name).

Fire drills are held monthly at the Pre-School. Fire drill procedures are posted at major exits. In case of fire or other emergency children will be taken to the Basket Ball court near the front parking lot.

Cleanliness: Staff clean and disinfect the toys regularly. Lunch tables before and after use. The staff and children practice frequent hand washing throughout the day. It is expected the parent will also follow these guidelines to help staff keep the center clean.

If a child is involved in a serious incident, a parent(s) will be notified immediately and the necessary documentation will be completed in order to ensure appropriate investigation and follow up.

Illness Policy

Our pre-school is a busy, communal place. Therefore, in the best interest of everyone, children who are not well or who have an infectious illness must not be brought to the pre-school. The staff person in charge can refuse to accept a child who is too ill to attend. If a preschool teacher determines that your child is too ill to remain at the pre-school, you will be required take your child home or find other care.

Please keep your child home if the following symptoms are present: vomiting or diarrhea, any communicable disease such as chickenpox, impetigo, pink eye, severe cold, fever, unexplained rash, head lice or nits.

Colds are the most common illness within a preschool and can spread very quickly. Often colds will run their course and will not require a prescription, however, **if your child's symptoms are persisting or getting worse please consult your doctor** about non-prescriptive medicine to relieve some of the symptoms that your child may be experiencing.

Elizabeth Fry Society
Elizabeth Fry Family Resource Centre Preschool - Parent's Handbook

Staff does not administer non-prescription medication. If your child is in need of non-prescription medication it is required that the parent administers the appropriate dose amount to the child.

All children who receive a prescription for illness will need to stay home for 24 hours after the first dose of medicine. This will enable the child to get some much-needed rest and it will also allow the parent to observe any allergic reactions that might happen due to the medication.

If your child is ill and needs prescription medication you must complete a permission form in order for us to administer the medication.

Conjunctivitis or **pink-eye will need to stay home for 24 hours** or until discharge from the eyes and redness has diminished. Prescription or non-prescription (i.e. Polysporin drops) will be administered for the remaining prescribed time after the child returns.

When a child becomes ill at the pre-school, the staff will notify the parent. If for any reason we cannot reach the parent, the emergency contact person will be called. The staff will make the child comfortable and parents are expected to pick up the sick child as soon as possible.

It is the centre policy to notify all parents when the pre-school has been exposed to a communicable/contagious infection, such as chicken pox, strep throat, RSV, etc.

Child Abuse Reporting –Staff Responsibility

PARENTS, PLEASE NOTE:

- We are required by law to report suspected or disclosed abuse.
- Failure to report abuse can result in prosecution under the Family and Child Services Act.
- In cases of known abuse we are NOT permitted to contact the parent, unless specifically directed to do so by the Ministry for Children and Family Development and the RCMP.
- In cases where the child is, or may be, at risk, staff will make every attempt to involve the parent in the report to the Ministry for Children and Family Development. If the parent chooses to not be involved the report will still be made.
- Reporting procedures are designed to protect the child.

Elizabeth Fry Society
Elizabeth Fry Family Resource Centre Preschool - Parent's Handbook

- Our legal responsibility is to report suspicions/disclosures, NOT determine if abuse has occurred.
- It is the responsibility of the Ministry for Children and Family Development to investigate and decide if abuse has occurred or if the child is at risk.
- Our concern is the safety and well being of the child.
- The Co-ordinator, Program Director and/or the Executive Director will be made aware of the concern before a phone call/report is made.
- All concerns will be documented in the form of an incident report within 24 hours.

*This policy is adopted from the Inter-Ministry Child Abuse Handbook.

Staff

The staff of the Preschool are trained and licensed Early Childhood Educators.

All members of the staff retain a current First Aid Certificate and are trained in first aid and CPR. All staff retains a valid Food Safe certificate. All staff undergoes a criminal record check upon employment with the Elizabeth Fry Society Preschool.

Sufficient staff are employed at all times to meet licensing requirements. The ratio of adults to children is never higher than 1 staff to 10 children. Often students and volunteers may be working at the preschool so the ratio may be less.

All staff, volunteers, work experience and practicum students must have a criminal record check.

Welcome to the Elizabeth Fry Society Family Resource Centre Preschool we will strive to ensure your child's pre-school experience will be a positive, enjoyable and enriching one!