

Sandpiper



Preschool

Parent Handbook

doTerra Essential Oils

During the school year, we will have a diffuser going in our classroom. We will only be using doTerra Essential Oils in the diffuser.

We will be diffusing: wild orange, lemon, etc. for an uplifting and positive environment. We will also include On Guard (immune support) when there is a lot of illness in the class or school. Hopefully this will help prevent illness in the teachers and students.

If anyone has any questions or concerns about Sandpiper using these oils in a diffuser, please come and see Mrs. Toigo (Monica) or email us at sandpiperpreschool@hotmail.com

Payment Terms Policy:

Sandpiper Preschool requires post-dated cheques from October – June (September's cheque would have been attached to your registration form). Please be reminded that we will need one month written notice to withdraw a child from preschool. The monthly fee is due regardless of absenteeism due to holidays or illness, etc. We will provide you with a tax receipt each February.

Government Subsidies:

Our facility participates in the Ministry of Children and Family Development Child Care Subsidy Program. Subsidy forms are available online at <http://www.mcf.gov.bc.ca/childcare/subsidy>. You may also contact the subsidy office at 1-866-866-0800.

It is the parent's responsibility to complete the subsidy and renewal applications.

NSF Cheques:

There will be a \$20.00 service charge for a cheque written on an account with insufficient funds.

Active Play and Screen Time Policy

Active Play:

Sandpiper Preschool recognizes the importance of physical activity for young children in preschool. Appropriate physical activity will be implemented during the preschool day to promote health and development of children, and to establish positive lifestyle habits for their future.

Sandpiper Preschool will implement physical activity throughout daily activities during class, and will have a minimum 30-minute outdoor playtime for our 4-hour program. Some of the in class activities include gross motor movement during songs and story time, yoga during circle time and open ended play time.

Screen Time:

Sandpiper Preschool does not believe in screen time at preschool. There are a few occasions on which the children may watch a short 20-minute movie (i.e. Halloween, Christmas, etc.) or possibly watch a short video of a story or a song that we are learning. These are the only times that we would allow screen time for the preschoolers.

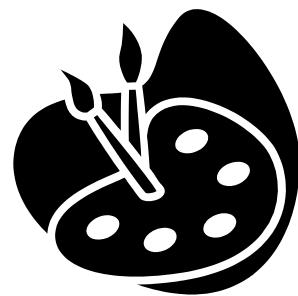
To My Family

I will be very busy at Sandpiper Preschool this year, but I may not be bringing artwork home every day. Often, the work may be a group project like a large mural. Please let me wear my play clothes so I can enjoy the activity and not worry about my clothing getting messy. When I do bring something home, I thought you might like to know some "do's and don'ts" about it.

Please don't laugh or tell me something is wrong with my pictures. When I come home and present one to you, I hope you will have time to sit down and let me tell you about it. Sometimes I might not have anything to say, but you will think it's pretty anyway....won't you? Please try to give me a place at home to do the same sort of things. And please don't compare my work with my friend's.

I'd like to have a place to keep the things I make, like a folder or a shelf or a drawer. Then we could hang up some of the very special ones so friends can see them when they come over. If you would do these things for me, you will help me more than you'll ever know.

Your loving preschooler



P.S. Words to remember:

The children take something home every day.
It's sometimes in their hands, but mostly in their heads, and often in their hearts.

Sandpiper Preschool

Thank you for choosing Sandpiper Preschool for your child.

Our teachers are either fully qualified Early Childhood Educators or in the process of being certified. Our teachers strive to provide a quality-learning environment for all children and attend numerous workshops to stay up to date with new techniques and methods for working with children. Each teacher also holds a current Emergency First Aid Certificate.

Sandpiper Preschool is a play based program -dedicated to helping your child grow and mature emotionally, socially and intellectually. We offer many opportunities for children to develop independence while preserving his or her trust as well as the trust of the whole family.



Our Mission Statement/Philosophy

We believe that each child is special and therefore deserves the respect and love for their uniqueness as well as encouragement and support for their special abilities and talents. We believe that play is the avenue by which preschool children learn. We are committed to working together with the family to help each child grow and learn in all areas of development, within a loving and nurturing environment that supports their individual differences and learning styles.

Our Goals

Our key goals are to:

- Help your child learn to interact socially with others of the same age and interests by encouraging problem solving, kindness and respect.
- Encourage self-control of your child's natural energies and curiosities by providing opportunities for your child to express him/herself freely and cope with his/her feelings.
- Encourage your child's growing independence while seeking to preserve their trust by providing opportunities for your child to learn self-help skills.
- Provide ongoing physical development through activities that provide your child to use his/her body effectively.
- Continue to encourage and nurture your child's natural creativity by providing a wide range of stimulating materials and enriching activities.
- Allow your child to develop to his/her potential at their own rate.

A Day At Preschool

Arrival and Greeting Time

Open Play Time

Circle Time:

- Attendance and show and tell (4's only)
- Conversation, songs, fingerplays
- Story and discussion of the day's theme
- Music, movement and games

Open Play

- Creative arts and crafts
- Block building and floor toys
- Puzzles and table toy centers
- Water play, sand play, playdough
- Learning centers related to the focus
- Library and listening center
- Nature and science activities

Clean-up

- Hand washing and Snack Time
- Outdoor play (4's only)
- Short Circle
- Lunch (4's only)

Dismissal

Arrival and Departure

We ask that caregivers and children wait under the covered area at the Southeast corner of the school until the teacher opens the door. If someone other than yourself is bringing or picking up your child, please notify one of the teachers. We ask that parents notify us of any changes in drop off and pick up as **WE WILL NOT RELEASE YOUR CHILD TO A STRANGER OR SOMEONE WHO HAS NOT BEEN OKAYED BY YOU!** Your child's safety is our main concern. Please make sure that your child's Authorization for Pick up card is kept up to date. We also ask that you be on time at the end of the day as it is very hard for young children to wait.

Field Trips

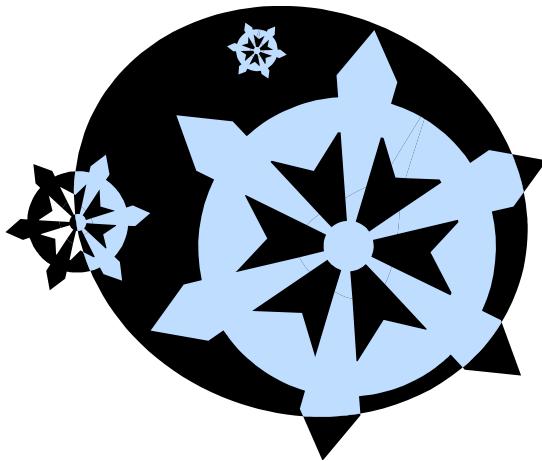
Field trips are an exciting learning adventure for young children. Starting in October, we will have an opportunity to participate in approximately one field trip or special day each month. Information on all field trips and special days will be handed out two weeks prior to the field trip.

Sandpiper Preschool staff do not transport children on field trips. Parents are responsible for making arrangements for their child.



School Closures

Occasionally, it is necessary to close the school because of poor weather (e.g. heavy snowfall). When this happens, you will receive a phone call in the morning.



Illness Policy

It is important to keep your child home if he/she has a bad cough, fever, rash, cold, runny nose that is not clear, diarrhea or is vomiting. Please inform the preschool if your child has a communicable disease i.e. chicken pox, measles, and lice. We also ask that you advise the school if you will be away for an extended length of time. To assist in the spread of germs, the staff practices and teaches the universal precaution of proper hand washing.

Opportunities for Parent Involvement

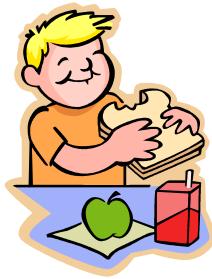
Throughout the year, there will be opportunities for parents to be involved with their child's preschool experience. We would also like to invite parents to share with the class or teachers any special cultural, ethnic or career information about their families.

Snacks

Snack is a very social time for children. Please provide a small healthy snack, with no drink. Due to allergy concerns, we request that you send a nut-free snack, for example fruit, vegetables, yogurt or cheese. If you are looking for more healthy snack ideas, refer to the Canada food guide at www.canadafoodguide.org Label all snack containers. We ask that each child bring his or her own cup for water each day.

Lunch (4's)

Self help and social skills are reinforced during lunch time. Please provide a healthy lunch and a small drink container with milk or juice (optional). A small thermos is an ideal way to send something warm. Just a reminder that Sandpiper Preschool is a nut-free facility, we ask that you send a nut-free lunch. If you are sending a treat (example: cookies, rice krispie squares, etc) please limit them to one or two small pieces.



Birthday Celebrations

Birthday time is an exciting time for children. Sandpiper Preschool helps to celebrate this time with a treasure chest with a surprise inside. The birthday child will also build a felt Birthday cake, and decorate a special crown or necklace. We kindly request that you do **NOT** send any "treats" into class due to food allergies.

Suggested Clothing

In order for your child to enjoy all aspects of preschool, we would encourage you to dress your child in easy to manage play clothes. The less your child has to worry about getting dirty, the more successful their preschool experience will be. We recommend that all children wear non-slip shoes for both indoor and outdoor activities. Long strings on clothing can be a hazard on the climbing equipment as can long necklaces and loose bracelets. Your child's safety is our main concern.

Fire Drills

Law requires us, to practice fire drills once a month. These practices are very important, as the real thing could be very frightening to a young child. By practicing, children will be less frightened in the event of an actual fire.

The following is the procedure that we use at school and would encourage you to practice at home as well.

- Sound an alarm
- Gather children, staff and emergency information and prepare to evacuate.
- Count heads
- Check door to make sure it is not hot
- Choose the safest route to evacuate
- Quickly and safely escort everyone out to the gravel field (North end of School)
- Count heads to make sure that everyone is accounted for
- Send one adult to find a phone and call 9-1-1
- Keep children together and away from emergency traffic

Each fire drill is treated as if it were an actual fire. At some point during the year, we do a focus on fire and safety to help children to respect fire, fire fighting equipment and the fire alarm. Children are very fascinated by big fire trucks, other emergency vehicles as well as fire itself. It is because of this fascination that we consider this focus a very important component of our program.

Earthquake Drills

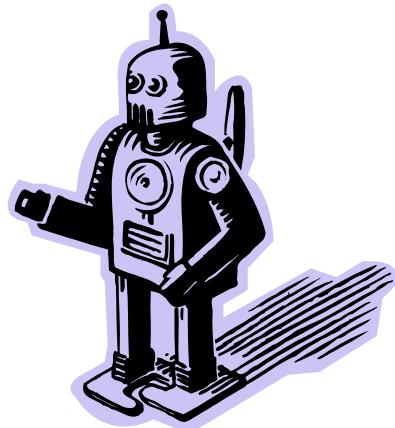
We feel that it is just as important to practice earthquake drills as it is to practice fire drills. Practicing helps to prepare children to stay calm in the event of an actual earthquake.

The following is the procedure that we follow at school and would encourage you to also practice at home.

- If we are inside, we stay inside
- If we are outside, we stay outside
- Stay calm and help the children to stay calm
- Children are instructed to "**DUCK, COVER, AND HOLD ON**" while keeping calm

Show and Tell (4 Year olds only)

Show and Tell provides children with an opportunity to share something that is very special to them. This could be a picture of a place they have been, a collection of rocks or shells or anything that means a lot to them. When it is your child's turn, we will send home a special bag for them to bring their treasure with them the next school day. Please encourage your child to bring "**one**" special item to talk about at Show and Tell time. This is a fun time for everyone.



Medication

The staff at Sandpiper Preschool do not administer medication (prescription or otherwise) to your child without the appropriate signed consent form. In the event that medication is to be administered to the child while at preschool, it must be in the original container and will only be given as per the container directions.

Guidance Policy

Guiding children's behaviour is an opportunity to correct, mold, strengthen and perfect the young child's ability to interact with others as well as acquire the beginnings of self-discipline and self-control.

We focus on positive reinforcement, redirection and encouraging children to learn appropriate problem solving skills. Young children respond well to positive reinforcement and it can help to build a healthy level of self-esteem. Redirection is a technique used to diffuse or prevent a potentially out of control situation from happening. When problems arise, we come alongside the child(ren) and assist them through the steps of acceptable problem solving techniques. Giving children the opportunity to make choices is one of the ways we encourage problem solving. For example when a child is unsure what to do we would say:

"I see that there is room at the playdough table and the art table. Which one will you choose to do now?"

Making choices increases the child's ability to problem solve and come to a positive solution on their own.

Various support methods are used occasionally when children need personal boundaries defined or when following direction is a difficult task for them. They may be used to help children bring their natural energies or aggressive behaviors under control when safety is an issue. This might include a choice to sit and think in a quiet place in the room or a teacher would use proximity control (this is when an adult moves in close to a child to provide support to them to regain composure after an emotional upset). Some children just need time to regain control on their own and sometimes with the encouragement from their teacher.

We believe that each child is unique and will require understanding of their special and individual personalities.

Dealing with Separation

Children are different and temperaments vary. Each child will handle separation according to their temperament and their own unique experiences and circumstances.

Remember that protest from your child is a healthy response to separation. Many parents feel anxious and sad about saying good-bye too. A lump in your throat as you leave is very normal and common. All of us have felt that lump with our own children. We will do everything possible to make the separation easier for both you and your child.

Contacts

Sandpiper Preschool

(604) 943-6366
sandpiperpreschool@hotmail.com



Saying Goodbye the First Day

We will welcome the children in the designated location under the covered area and good-byes should, if possible, be said at that time or you may choose to bring your child into the classroom if he/she is uncomfortable coming without you.

It is important that your child knows that you are going to leave. Good-byes build trust and repeated good-byes strengthen children's beliefs that parents will come back.

Try asking your child "how is it going to be when we say good-bye?" or "Do you want to give me a kiss or a hug?" Children should know where their parents are going and when they will be coming back.

Good-byes are not always easy and therefore gradual introduction for a longer period of time with you in attendance in the class will help your child separate a little easier. It is important that you sit quietly in a chair at the side of the classroom and stay in the same place so your child can find you. Try not to make yourself too available or your child may be reluctant to relate to other children or the teachers. "**Be boring**" is one piece of advice for parents. Your child should not conclude that this is a place where parents and children play together.

The teachers will help you and your child and she will suggest a good time for you to leave. It is very important that you tell your child you are leaving and when you will return. If your child is upset when you leave, we will keep in touch with you to let you know how he/she is doing. You may choose to wait in the hallway until they settle down. It may be necessary for you to pick your child up early the first day and then later each day until they are able to stay for the whole time. Some suggestions that may help your child are: let them bring a special toy or blanket, a note from you that the teacher can read, or a picture that they can look at through the day. Any of these can be a real comfort for the child who is struggling with separation.

Notes