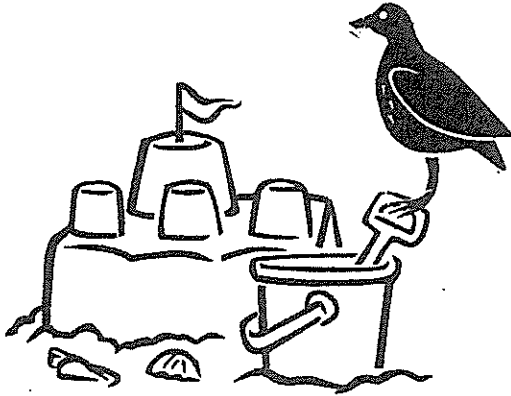


Sandpiper



Preschool

Parent
Handbook

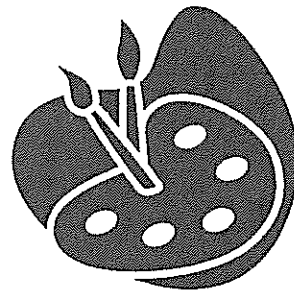
To My Family

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.

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.

We believe that a child's work is to play! As such our curriculum is a play-based and child centered. We focus on the well-being and joy of each child while instilling and encouraging a child's natural creative zest, sense of wonder and need to investigate. With care, play, learning and formative development; skills such as language, social-emotional development, and gross and fine motor skills will flourish.

Our Goals

- 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.

The Curriculum

PRACTICAL LIFE: These exercises relate directly to daily living; they are everyday activities that the children observe being carried out in the world around them. While learning self-care and social interaction skills, the children gain independence, competency, confidence, and respect for their surroundings. By exploring and manipulating materials, they develop fine motor control, and bodily parameters, which is essential for future coordination and development.

SENSORIAL: These activities help children gain skills in organization, sequencing, and spatial awareness. Children's senses are refined as they explore concepts of colour, shape, size, weight, volume, texture, taste, smell, and sound. These skills are the thoughtful building blocks for problem solving abilities, mathematics, and later years learning.

LANGUAGE: Storytelling, drama, singing, and sound games enable children to learn the phonetic sounds of the English language. Phonetic and whole language learning is encouraged, and basic letter recognition, formation, printing skills will be taught as individual children become ready.

MATHEMATICS: Math concepts and materials involving counting, sequencing, patterning, organizing, building, measuring, comparing, and estimating are integrated throughout the children's day. Also, usual routines such as block building, puzzles, sensory bin manipulatives, play dough, rice, sand and water play, art, drawing, and movement, children develop the groundwork for confident engineering and mathematical thinking.

ART: The children will have access to a variety of art supplies and mediums. Nature, the seasons, cultures, and the world around us will be represented and explored. Children are offered art activities to inspire creativity, self-expression, seasonal awareness, artistic development, fine motor, colour, shape, and textural learning opportunities.

MUSIC: Music is an integral component of our daily rhythm. Children are musical creatures: making up their own songs, sounds and tempos to suit their moods and activities. Circle times are composed of songs, chants, and lyrical storytelling. Musical instruments will be available, and are used to enhance songs, teach rhythm, encourage listening skills, and promote a love of music. Joyous and spontaneous singing is always welcomed during our days together!

IMAGINATIVE PLAY: Children's play is truly their work. Through their playing, they learn, explore, discover, experiment, manipulate, project, estimate, express, dream, problem solve, set boundaries, relate, and prepare themselves to live in and with the world around them. Materials from nature, textures of fabric, toy animals, household items and interesting found objects are provided for fantasy play; props to create dramatic scenarios as rich and varied as the children who imagine them.

PHYSICAL ACTIVITY: Daily physical activity, both indoors and out, provides opportunity for children to feel physically comfortable within their bodies, allows for the development of both fine and large motor skills and coordination, encourages healthy living habits, and contributes to a positive mind-body image. The children will have time each day for physical activity. We will run, jump, skip, crawl and climb outside, go for nature walks, tackle obstacle courses, participate in sports play and enjoy a variety of dance styles and dramatic creative movement. We encourage "Appropriate Risk Taking" in play, to develop body awareness and self-recognized parameters and boundaries in children.

INCLUSION: Sandpiper Preschool welcomes all children, including those with unique learning needs and abilities. We believe that an inclusive curriculum teaches compassion, empathy, cooperation, and diversity enriching the learning experience for all children, families, and staff in our program.

ARRIVING, DEPARTING & PARKING

Please allow some time at drop off to help your child get ready for their day and be prepared to come into the school. Please wait with your child at the front doors of Beach Grove Elementary School and a teacher will greet you at 9am to bring the children into class. If your child needs to leave earlier than scheduled, please notify your teacher in person, by phone or email. If children are picked up late, they may feel a sense of abandonment. Please call or email the preschool if you know you're running late and we will then be able to prepare your child by letting them know. To provide a positive experience for your child, please arrive promptly for pick up. If you need to speak with your teachers, please understand that arrivals and departures are very energy-charged and high-traffic times for the preschool. We will do our best to accommodate your concerns in a timely fashion. You are always welcome to email any concerns at any time and I will strive to reply in a timely manner. There is no parent parking available in the school parking lot. Remember our number one priority is the safety of ALL children. Bicycle racks are available at the front of the building. Children will enter school through the front doors of the school and exit through our classroom gate at the front of the school on 17A Ave.

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 day. Sandpiper Preschool staff DO NOT TRANSPORT CHILDREN ON FIELD TRIPS. Parents are responsible for bringing their child and will require a caregiver throughout the whole day.

ALLERGIES

To provide safe and healthy care, it is essential to maintain a complete and up to date medical history of your child. Please fill out in detail the medical information section on your child's Registration Form, which will be kept confidentially on file. All allergies will be posted within the Centre for quick reference. Should your child's medical information change, please inform a teacher as quickly as possible to ensure the continuity of safe and healthy care.

ATTENDANCE

Please notify the Centre by 9:00am if your child is ill, will be absent, or if your family will be away. This allows us to accordingly schedule our day. Refunds are not given for missed classes.

BIRTHDAYS

A birthday is an exciting day for a child. We will sing "Happy Birthday" and the birthday child will receive a birthday crown and a gift that they choose from our gift box. If you wish to bring something to celebrate your child's birthday, please bring something your child can hand out to the class at the outside gate after class, due to many allergies and food limitations. Also, please let us know if you choose not to celebrate your child's birthday at the Centre.

Sandpiper Preschool's Policies and Procedures:

ACTIVE PLAY POLICY

Active Play promotes healthy growth and development. Active Play helps children learn to control their bodies and enjoy movement. Active Play helps build strong bones and muscles, improves balance, coordination, and assists in the development of fine and gross motor skills. Active Play helps to promote a child's confidence, sense of self and imagination. It improves concentration and thinking skills. Active Play allows children to safely risk-take and establish physical boundaries for themselves, and it provides opportunities to develop social and emotional relationship skills.

At Sandpiper Preschool, children have daily opportunities to engage in Active Play. We schedule a minimum 30 min for the 3 year old class and 40 min for the 4 year old class of Outside Active Play time on the school's playground, grass fields, tennis courts, under cover area or a nature walk along the trail attached to the school grounds. During inclement weather, our Active Play components of our programming are conducted in the underground area of the elementary school or inside, and include yoga, dancing, marching, obstacle courses, music and movement activities or use of the gym if available. Children are encouraged to move their bodies and prolonged sitting activities are limited.

AWAY PLAY SPACE PLAN

We will travel to away play spaces on the school property walking together in a group, with 1 educator to 10 children. The children will have clear boundaries of the play spaces we are using that day. One educator will be allocated to bring the backpack that contains the first aid kit and emergency contact information. Upon arrival the playground check will be completed to make sure the play area is safe from harmful items (ie, animal feces, garbage, needles, low areas of wood chips to be raked level for a resilience surface etc.) On special occasions we will have field trips (Pumpkin Patch, Ice Skating, Water Park) these occasion we will have the parents provide the transportation for their children by vehicle as well as stay with us for those classes.

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 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.

RELEASE OF CHILDREN POLICY

When anyone other than the parent or guardian who usually takes your child home is asked to pick up your child from care, the following procedures **MUST** be followed, as mandated for the safety of your child:

- The child will **ONLY** be released to those individuals listed on their registration package. This information must be in writing. Verbal permission alone is not acceptable.
- Picture ID may be required. This is not for embarrassment; rather, a safety precaution. If the ID does not match our records, the child will not be released.
- You may add or delete the names on your filed pick-up list at any time.

- In cases of divided families and custody issues, a copy of all pertinent court orders relating to your child **MUST** be in your child's file at the Centre for us to comply with them. Please remember that such files are strictly confidential, and essential for the safety of your child. For Sandpiper Preschool to legally restrict parental pick up, copies of current court documents are necessary. For the safety of children and staff, in the event of conflict; (i.e.: estranged parents or family members arriving to pick up children when legally disallowed) the Delta Police may be called.

Under **NO** circumstances will a child willingly be released to a person (including a parent /guardian) who appears to be incapable of providing the necessities of care to the child. (i.e.: intoxicated, incapacitated or violently abusive.) If this situation arises, the child will remain in our care, and the Centre will attempt to contact an alternate authorized person to pick up the child. We may be required to inform the Ministry of Children and Families or call the Delta Police Department in such a situation.

CHANGES IN INFORMATION

Please notify the preschool immediately of any family changes. These include changes in contact information: phone numbers, addresses, place of employment, medical / allergy information, drop-off and pick-up information, family dynamics: an expected birth in the family, a death, divorce, stress, etc. No change is too small to mention, as your child's behaviour, health and safety may be affected by even the smallest difference. If there is a matter you would like to discuss privately, please notify management, and arrangements will be made for a convenient time.

COMMUNICATION

A newsletter will be available monthly. This will help inform parents of special events, Fieldtrips (each child is required to attend with their parent/caregiver), topics for interest and other parent news. Reminders and other important information for parents will also be posted on the parent board in the classroom and on our website calendar.

PLEASE REMEMBER TO CHECK.

CUSTODY AGREEMENTS

If a child custody dispute is in progress, but no documentation is available, be advised that we cannot legally restrict a parent's access to pick up a child. If your family has specific legal custody arrangements that you would like Sandpiper Preschool to honor, we require dated, legal, court-written documentation. Such information will be kept on file and is strictly confidential.

CLOTHING

A full change of clothing – including socks and underwear – is required as well as non-slip indoor shoes to be kept in your child's Sandpiper Preschool tote bag. Please label all footwear, water bottles, lunch kits, containers with your child's first and last names or initials. Playing and learning can often be messy. Please dress your child in play-friendly clothing. The children will be expected and encouraged to manipulate their own clothing as best they can. To help your child feel capable and confident, we appreciate your cooperation in dressing your child in easy to put on / take off clothing. Elastic waistbands, leggings, snaps, zippers, big buttons, and Velcro are all empowering, child

friendly and help the Centre work towards our goal of encouraging self-help skills. As we plan to go outside every class please ensure for appropriate clothing and footwear for the outside weather. Think seasonal layers! Send hats during sunny, hot weather; rubber boots during wet weather; and warm coats, mittens, boots, and toques during chilly weather. If you desire, please apply sunscreen to your child during sunny weather.

CLOSURES & HOLIDAYS

Sandpiper Preschool will be closed for all statutory holidays, and school District closure days. You will be informed of these dates on your 1st day of class. They will also be in the newsletters and on the preschool's website calendar. Sandpiper Preschool starts Sept (1 week following the Delta school districts start date, and ends in June)

CLOSURE DUE TO POWER OUTAGES

In the event of a power outage the preschool will close due to safety issues. Parents may be notified to pick up their children from care, your understanding and cooperation are appreciated. Refunds are not given for closures due to power outages.

CLOSURE DUE TO INCLEMENT WEATHER

In the event of preschool closure due to inclement weather, parents will be notified as quickly as possible by email. Each weather situation will be assessed individually to ensure everyone's safety. We will err on the side of safety. We will follow the Delta School District Closure decisions and those will be on your Local radio, TV news stations as well as the School District website and will have this information in the mornings. Your understanding and cooperation are appreciated. Refunds are not given for safety closures due to snow or heatwaves.

DISMISSAL POLICY

It is our desire to never dismiss a child from the preschool. All efforts will be taken to avoid this measure; we strive to build a committed partnership between staff, families, and, when appropriate, extra community support. In the unfortunate event where it becomes apparent that Sandpiper Preschool is unable to meet the specific needs of a child and their family, any unused portion of paid fees will be prorated (less one week's fees) and refunded. If the preschool dismisses a child from the program, the parent will be responsible to pay one week's worth of fees starting the day of dismissal, and the amount remaining within the month of dismissal will be refunded.

EMERGENCY PLAN AND PROCEDURE

As a licensed preschool, committed to the safety and well-being of the children entrusted to our care, Sandpiper Preschool will practice routine fire and emergency drills. The Emergency Evacuation Plan is posted within the Centre. Our space and programming will also be routinely inspected for health, safety, and developmentally appropriate practices by Community Care Facility Licensing Officers. These Licensing reports will be posted online. In the event of a natural disaster occurring, we are prepared to care for children until such time as parent/guardians are able to pick up their children. Children will only be released to parents or persons listed on the registration forms.

Sandpiper Preschool is equipped with emergency supplies to provide care for children and staff for up to 72 hours after an emergency. Including a personalized emergency kit created by each family for their child.

If we need to evacuate, we will walk to the gravel field at the back of the elementary school and join Beach Grove Elementary. If we need to leave the facility, we will walk across the back field to the Recreation Center. Sandpiper Preschool follows Beach Grove Elementary emergency locations, and our supplies will be stored safely in the bin located at the front of the school. Sandpiper will have a key to access our supplies at any time. Every school year our supplies for 72 hours are checked for expiry dates and replaced as necessary. Parents also supply a small comfort kit for each of their children. Our supplies will include food, water, blankets, 1st aid supplies. Comfort kits include a juice box, snack, small activity for the child, family picture and written note of comfort. Staff and students will perform an emergency drill once a year unlocking, gathering, and walking to our safety location.

GUIDANCE POLICY

Appropriate behaviour in the classroom and on the playground is taught, modelled, and encouraged by the staff at Sandpiper Preschool. Self-discipline and self-regulation are taught to the children by modelled examples and supported through teaching. Positive reinforcement (“catching them being good”) is a very powerful acknowledgement for children. Limits and expectations are stated positively whenever possible. For example, “We take care of each other, Gentle hands, inside we walk, Water stays in the sink...” The physical environment of the Centre is intentionally set up to promote the successful growth of each child’s abilities and management skills. All behaviour is a form of communication. When dealing with conflict situations, staff will gain the child’s attention in a respectful way, address the child on his or her level, face to face, acknowledge the child’s individual feelings, and encourage the child to communicate his or her thoughts verbally. Appropriate choices will be given, and each child’s integrity will be protected. When necessary, the child will be redirected to a more appropriate activity. Through consistent boundaries, respectful, gentle intervention, and thoughtful staff observation and support, the child’s budding emotional and physical self-control, verbal, and social skills, and creative problem-solving skills will blossom. Natural and logical consequences are excellent teaching tools for empowering children to be capable, self-sufficient, and confident. These will be used whenever appropriate and safe. In certain challenging situations, a child may be asked to take a quiet time out of play to regain self-control. The child will be supervised at these times. Violence, bullying, hurtful teasing, and rude language are not acceptable behaviours for our preschool and will not be tolerated by children or adults. Parents will be advised of any such behaviour, and we will work together to find a positive solution. We understand that children are learning the differences between acceptable behaviour, and behaviour that is socially undesirable or cruel. We are naturally a part of this learning curve. The key is to discern between mean-spiritedness, which is not acceptable, and awkward social skills, which require understanding, patience, and supported education to allow all children to grow and succeed socially and emotionally. Actions not permitted at any time by staff are any acts of corporal punishment (hitting, restraining, spanking, food or rest taken away as a

form of punishment). All behavioral concerns will be documented in our bound notebook, as well as an email to the parents. Incident forms will be used when needed.

ILLNESS POLICY

Control of communicable illnesses amongst children in care is a primary health concern. For the health, safety, and comfort of all children in care. **CHILDREN WHO ARE VISIBLY ILL MUST BE KEPT HOME. KEEP YOUR CHILD HOME FROM PRESCHOOL** if he or she has exhibited any of the following symptoms within the past 48 hours:

- Fever of over 37.8 degrees Celsius orally, or 37.2 degrees under the arm.
- Diarrhea, vomiting or upset stomach.
- Severe skin rashes.
- Pinworms: Keep children home 48hrs AFTER treatment.

KEEP YOUR CHILD HOME FROM PRESCHOOL if he or she has exhibited any of the following symptoms within the past 24 hours:

- Severe coughing.
- Discharge from eyes, nose, ears, or open sores. (Including pink eye & cold sores)
- Signs of a newly developing cold.
- Extremely tired or fussy behaviour, indicating the possible onset of illness
- Head Lice. * We have a "Nit-Free" Policy! *

Children must be kept home until ALL live lice & eggs (nits) are completely gone.

REFUNDS ARE NOT GIVEN FOR DAYS MISSED DUE TO ILLNESS.

We are very firm on our illness policy! It is crucial to the health, wellbeing, and daily functioning of the families and staff of our entire Centre! If you have any questions about whether your child should attend preschool, please call. If staff assess upon entry that your child is too sick to attend, and should not be in class, you will be asked to take your child home again. Thank you for your patient understanding and cooperation.

If your child should become ill while in preschool, we will make them as comfortable as possible while we phone a parent or emergency contact to pick up the child so that he/she can recover peacefully at home with those they love best. It is the Parents' responsibility to ensure that alternate childcare is always available in case of such a situation. If your child is ill or will be absent for any reason, **PLEASE CALL THE PRESCHOOL TO LET US KNOW.**

Log on to www.healthlinkbc.ca or call 811 for access to non-emergency health information. (24/7)

NOTE: We ask all children to sanitize or wash their hands upon arrival to our classroom.

Please see Covid Symptom sheet attached and complete a daily health check before each class.

PROMOTING HEALTH AND HYGIENE

Everyday staff will sanitize the toys used with a bleach and water solution. They will then air dry for 24 to 48 hours. All tables and chairs will be washed at the beginning and end of classes. Children and staff will wash hands multiple times throughout the day.

Before entering the classroom, before snack and lunch, anytime the bathroom is used and when needed depending on the child. We provide paper towel for children to use as well as soap and warm water. Hand sanitizer is also used when the children enter the front door of the school. All linens (dress up clothes etc.) are washed after use as well.

IMMUNIZATIONS

For Licensing purposes, it is mandatory to keep all immunization records current and up to date. Please inform Centre staff when new immunizations are given so your file can be adjusted accordingly. Children do not need to be immunized to attend Sandpiper Preschool. If you are not following the BC immunization schedule for your child, please write this clearly on your Registration Form. Sandpiper Preschool Staff have been fully vaccinated.

MEDICATIONS AND SUNSCREEN

Parent-supplied medication, including skin creams, lozenges, over the counter products and SUNSCREEN, will be administered to your child ONLY upon the receipt of a completed permission form, and ONLY if the medication is in its original container with the instructions clearly stated by a physician, in the case of prescription medicine, or in the dosage indicated as appropriate on the container for non-prescription.

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.

NUTRITION POLICY

Parents are asked to provide healthy food and drinks for their children. Staff at Sandpiper will talk with children throughout the year about healthy choices as well as model eating healthy snacks and lunches with the children during the day. Parents will be informed of this policy on the 1st day of class and reminded through the monthly newsletter. Allergies, dietary needs, and cultural preferences are important to Sandpiper Staff, please make it aware on your registration form, by email or to a staff member so we are aware and can share information that is needed with the class parents.

Snacks

Snack is a very social time for children. Please provide a small healthy snack, and a labelled water bottle or cup. Due to allergy concerns, we request you send a nut-free snack. For example, fruit, vegetables, yogurt, cheese, and crackers.

If you are looking for more healthy snack ideas refer to the Canada food guide at www.canadafoodguide.org

Lunch

Self-help and social skills are reinforced during lunch time. Please provide a healthy lunch and a small cup or water bottle (**all labelled**) A small thermos is an ideal way to send something warm. Just a reminder that Sandpiper Preschool is a nut-free facility

and ask that you send a nut-free lunch. If you are sending a treat (example: cookies, Rice Krispy squares, gummy snacks, etc.) please limit them to one or two small pieces. **Sandpiper provides students with a school tote bag to bring to and from school as we have a lot of art and projects that will be going home, backpacks are NOT needed. Please provide a snack bag and lunch kit, lunch kit with separated compartments, or containers ALL labeled so your child is aware of snack items.**

REFUNDS, REPAYMENT AND WITHDRAWAL POLICY

Sandpiper Preschool requires one month's formal written notice for the withdrawal of a child from our program. Failure to provide one month's written notice by the first of the month will require the full payment of one month's fees.

There will be no refunds given for children's sick days or family holidays.

NOTE: To maintain your child's space at Sandpiper Preschool, regular tuition payment is expected in full, on the first of each month. Tuition refunds are NOT given for missed days of class due to occasional childhood illnesses, or unexpected closures due to acts of nature.

If a teacher is unable to attend due to sickness or personal absence a qualified substitute teacher will take over his/her duties in the program, so that the program may continue as usual. In the event that a suitable substitute teacher is not available, and the program is cancelled, a refund will be issued and is in the form of a credit to the next month's invoice.

REPORTABLE INCIDENT PROCEDURE

Sandpiper Preschool takes reportable incidents very seriously. When an allegation is made concerning a child who was not in our care at the time of the alleged abuse it is our duty to immediately report this to the Ministry of Children and Family Development. When an allegation is made concerning a child who was in our care at the time of the alleged abuse, we will immediately report to our licensing officer. We will also document either case in our bound logbook and fill out the appropriate incident's reports. The steps we will take for a missing or wandering child would be to immediately contact the police first and then parents or emergency contact if parents are unavailable. This type of incident will also be logged, and a form filed with our licensing officer

TOYS

Please avoid bringing home toys from home to preschool. We have lots of exciting toys and activities to do during your child's time here. Toys from home may bring momentary comfort, however things get misplaced, lost and sadly stolen. Sandpiper cannot be held responsible for any items that go missing at school. Please encourage your child to use the toys and equipment available at the preschool. Please speak to your teachers if you have any questions. We will have a sharing time (Show and Tell) during the school year with the 4 year old class where your child will be able to bring something such as a toy or other item into the class to show and tell with friends for the day. Parents will be notified of their child's show and tell date a week in advance.

TOILET TRAINING

Children attending the Preschool, must be toilet trained. This includes using the toilet independently and being able to tell the teacher if they need to use the toilet. Please speak with a teacher if you have any questions about our preschool's toileting expectations.

TUITION PAYMENTS AND FEE SCHEDULES 2021-2022 SCHOOL YEAR

4 Year Old Program - Mon, Wed and Fri 9am-1pm with a monthly tuition of \$290 a month.

3 Year Old Program – Tues and Thurs 9am-11:30am with a monthly tuition of \$180 a month.

Fees are due on the 1st of the month either by postdated cheques to Sandpiper Preschool, cash (exact as we don't have change on site) or E transfer to sandpiperpreschool@hotmail.com.

September's fee will ensure your child has placement in the preschool and due at the time of your registration. This fee is non-refundable.

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 1-866-0800.

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

It is the Parent's responsibility to ensure that tuition fees are paid in advance of preschool, on the first day of each month.

Please speak with management if you have concerns or are needing to make payment arrangements. Fees received after the 5th of the month will be subject to a 10% late payment fee. Parents should note that their child may not be able to return to the preschool until their account is paid in full by the last day of the owing month. If the account remains overdue, a termination notice will be sent to the parents.

There will be a \$25 charge for any NSF cheque. Tax receipts will be issued once a year with the yearly total before that last day of February of the following year.

VIOLENCE

We have a ZERO TOLERANCE policy for malicious violence. Each situation will be addressed individually and documented. Parents will be notified. Children (or their family members) who act violently towards other children or staff may be sent home, suspended from preschool, or asked to leave Sandpiper Preschool permanently. DPD may be called in extreme situations.

IN CONCLUSION

Thank you for choosing Sandpiper Preschool for your child.

Our teachers are 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 and valid Criminal Record Check.

Sandpiper Preschool strives to build open relationships with families through honest, clear, effective communication, up to date registration information & developmentally appropriate programming, to facilitate the positive, healthy growth and education of your child. Thank you for taking the time to read the Parent Handbook. Please ensure you sign the Handbook/Policy Agreement form.

CONTACT

Sandpiper Preschool Elementary School

Street Address: 5955 17A Ave, Delta, BC V4L 1J7

Phone number: 604-943-6366

Email Address: sandpiperpreschool@hotmail.com

Website: sandpiperpreschool.com

EMERGENCY POLICIES AND PROCEDURES

Fire Procedures:

Fire Drills will be held monthly and documented.

Fire extinguisher is near the outside exit door, attached to the wall.

Evacuation of the Building:

In case of an emergency, the lead ECE will take the attendance record and the first aid kit, (children's individual file cards included) and lead the children outside to the pre-arranged meeting spot located on Beach Grove Elementary School far gravel field. Assistant Staff will check to ensure all children have been evacuated, close doors, windows (if time allows) and proceed to the meeting spot. The lead teacher will then call 911 from the nearest telephone. For children unable to walk, they will be carried by a staff member.

Earthquake Procedures:

Earthquake Drills will be held annually and documented.

OUTDOORS:

Escort children into the open Gravel field of Beach Grove Elementary School.

If shelter is unavailable in the center after an emergency or natural disaster, we will relocate

to the community muster spot, located at the South Delta Recreation Center.

INSIDE:

- DO NOT evacuate building unless in immediate danger.
- Stay Calm.
- Take cover under tables, in doorways.
- Cover head and face in crouch position away from windows.
- Wait 10 minutes for aftershocks before leaving the building.
- If evacuation is necessary, follow the posted evacuation plan.
- Make sure everyone has shoes on.

Cleaning

The staff wash all tables and chairs with a bleach solution every morning before the students arrive, during transitions, and every afternoon when the students leave.

All toys that have been played with during the class are cleaned and sanitized with a bleach solution when the class is over for the day.

The toilets are sanitized with a bleach solution before and after our students use them.

The door handles are sanitized by the school custodian twice a day.

All surfaces in the kitchen area are wiped and sanitized with a bleach solution every day.

Communicable Disease Policy:

Please keep your child at home if they are not feeling well or are displaying any symptoms including:

- Fever
- Cough
- Shortness of Breath
- Runny Nose
- Headache

For the health & safety of our preschool and staff, we reserve the right to remove any child from a class that we feel should not be participating due to heavy coughing, fever, flu symptoms or any other illness that might be highly contagious and harmful to others. The parent/guardian will be called and asked to take their child home.

Please monitor new symptoms for 24 hours. Children may return to preschool, 48 hours after being fever, vomit, and diarrhea free.

Staff will promote air circulation as best they can by opening windows, and outside door with safety gate.

Staff will frequently clean and disinfect frequently touched surfaces, and objects.

We will sanitize children and staff hands before preschool begins, and hand wash frequently throughout the day*