



# Copperfield Preschool

# Handbook

## **INTRODUCTION:**

Welcome to Copperfield Preschool, my staff and myself have a wide array of childcare experience and qualifications. Below are listed our policies we abide by at Preschool.

## **OBJECTIVES/CHILD CARE PHILOSOPHY:**

Our goal is to have all the children in our care having fun whilst they are learning and playing whilst making new friends. We want your child to feel safe and comfortable here, we will provide them with lots of care and attention along with lots of fun activities to help them learn and grow. We help cater for the emotional needs of the children by listening and helping them form connections between their own thought and ideas and the thoughts and ideas of others. We aim to teach the children to respect themselves and each other and build individuality by giving them confidence in their abilities and helping them overcome any problems that they may encounter along the way. We believe all children should have a safe and happy environment. We don't allow hitting, biting, yelling, and name calling at any time. Children will be encouraged through positive reinforcement. We will encourage all children to treat their friends and staff at the Preschool with respect. We also work on "getting ready for school" through our preschool program. Our program has a varied curriculum that includes craft, songs, stories, circle time and so much more to develop your child's social, physical, emotional and creative needs. We do a lot of fun activities each day and some of them can be messy (such as painting). So please send you child in play clothes.

*"Do not train children to learning by force and harshness, but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of the genius of each." Plato*

## **COMMUNICATION:**

We hope we can have open communication between us. If you have a problem we hope you come to us first. We are friendly and caring people and we will try to work with you to come to an understanding if either of us are having a problem. If we have problems we hope we can communicate to work through them. Our door is always open and we welcome an opportunity to talk openly about anything. Any questions that you have for the concern of your child or our preschool are always welcome. If you have any questions or concerns about your child's day please call so we can talk. If you have issues you cannot discuss in front of the children please call us so we can discuss it over the phone or we can try to schedule a meeting for after hours.

## **FEES:**

Please refer to the registration form for class times, prices and days.

## **PRESCHOOL CLASS HOURS:**

We offer a fixed extended schedule so that parents can get enough time with other things (e.g.: Shopping, lunch with friends etc) whilst your child is learning. **Each session will be 2.25 hours or 2 hours.**

## **HOLIDAYS/VACATIONS/TERMS:**

The following is a list of statutory days that we are closed.

Family Day  
Good Friday and the week following  
Victoria Day  
Canada Day  
Heritage Day  
Labor Day  
Thanksgiving  
Remembrance Day  
Christmas/New Year

In addition to the statutory days **we will be closed 2 week Christmas Holiday and 1 week Spring Break for renovations and staff training.** In the event that the preschool has to close for the day due to an unforeseen circumstance those fees will not be refunded. All shutdown periods are covered in fees. Notes are posted in the preschool prior to shutdown periods. Days for statutory holidays may be changed. **See specific dates for each program running times and dates on registration forms.**

Last Thursday and Friday before end of term classes (June) may change due to graduation ceremonies

## **OPEN DOOR POLICY**

**We are going to open the door at 8:28-8:45am; 10:57-11:15am and 1:13-1:30pm for drop in. 10:43-10:50am; 12:48-1:05noon and 3:27-3:35pm for picking up. For the rest of the time, the door will be locked.**

## **CHANGING YOUR CHILD'S SCHEDULE:**

We do not swap days if your child fails to attend their usual class.

### **LATE PICK UP/DROP OFF:**

If you are going to be late picking up your child then please phone us and we will try to accommodate you. If late collections persist more than 2 times per month then a charge will be made of \$15 for every 15 minutes or part of. **Late arrival does not justify late departure. Your contract may also be cancelled.** If a child has not been picked up within 15 minutes and no contact can be made with parents we have to legally contact child services/licensing officer to report the incident.

### **NSF CHEQUE CHARGE:**

**A charge of \$35.00 will be made to you if a cheque is returned for insufficient funds.** In the event of an NSF, we will need to be paid in cash. If we do not receive the NSF fee and preschool payment within 7 days of you being notified, the preschool contract can be cancelled and you child will not be able to attend class until the fees have been paid in full. We also use a collection agency for outstanding debts.

### **ARRIVAL AND DEPARTURE:**

Your child is going to miss you while you can't be with them. This is a very normal reaction. And all children respond differently. Some are hesitant while others cry. It is normal for your child to cry on arrival, especially for the first few weeks. Try not to get upset over their crying it will stop within a few minutes after you leave. If your child does a significant amount of crying at drop-off time, please make your stay brief. It is harder on the child when you prolong your stay with too many hugs and kisses. A quick hug and kiss and let them know you will return is a great way to let them know you love them and yes you will be back. Usually within 5 minutes after a parent leaves the children are all playing and happy. If you are worried please give us a call and check on your child to make sure they are happy and content. If your child is just starting to attend our preschool and is extremely upset, they may need to come for just an hour or so a day until they get used to preschool.

Please do not let your child run out to the car when you are leaving. There could be a car coming into the parking lot and they may not be able to see your child.

### **PICK UP TIME:**

We can't allow any child to leave with anyone except the people authorized by you. Unless you let us know in the morning, which gives us authorization to let your child be picked up by someone else, of your choosing. Otherwise your child will have to remain at the school until we are able to clear up the misunderstanding.

### **DRESS CODE:**

Please send your child in play clothes. We will be working with messy materials (such as painting) and other activities throughout the day. We don't want to worry about spoiling your child's clothing. It's also hard to play with fancy shoes on. Indoor shoes are allowed in the play area only. Please do not send you children in sock feet as the floor can encourage children to slide, and if we have a fire drill we cannot stop to put shoes on.

### **DAILY SCHEDULE:**

We have a varied curriculum of structured and child orientated free play on a weekly basis so that children can experience a variety of learning tools. Children will be encouraged to join in the pre set programme but will not be forced to partake. In this instance, an alternative activity will be offered to enable your child to continue their learning. Please note that times and activities may vary according to the children's needs.

### **TOYS/PERSONAL BELONGINGS:**

We prefer that children DO NOT bring toys from home as this usually causes sharing issues over the toy. Most children who bring toys in from home will not share their toys with the other children and the other children want to play with the (new to them) toy. Copperfield preschool does not take responsibility for any lost or broken items left in the preschool.

### **SNACKS:**

Copperfield Preschool **DOES NOT** provide any snacks on any programs, but fresh water will be available. Parents should send NUT FREE snacks (in cool bags if needed) for their children during any sessions. Please put snacks on the counter or hand it to a member of staff. If the snack is not obviously nut free then we can't allow your child to eat it in preschool unless we get a note from parents confirming "NO NUTS". To ensure the safety of your child members of staff will be present and seated during snack time. We cannot warm up snacks, but warm food may be brought In a thermos.

### **CLEANLINESS/HYGIENE:**

We have the children wash their hands after they go to the washroom and before snacks and after crafts if messy. Please note we DO NOT change diapers.

### **ILLNESS POLICY:**

Children will not be able to attend if they are sick, please see the list below for **some** examples of illnesses not allowed in our Preschool:-

1. Fever (100 F. higher)-Child needs to be fever free for 24 hours
2. Nausea or vomiting
3. Diarrhea: runny or watery stools, or 2 or looser stools within last 4 hours.
4. Sore throat, loss of voice, hacking or continuous coughing, and runny nose with colored discharge
5. Runny and/or Crusty Eyes: Watery, matted, and/or red/pink eyes are not acceptable in childcare.
6. Unexplained Rash
7. Excessive Crankiness: Child is irritable, excessive whining or crying, wants to be constantly held, or requires more attention than we can provide.
8. Head Lice (may not return child to care until no more lice are spotted)
9. Communicable diseases (chicken pox, rosella, conjunctivitis, mumps, measles, influenza, etc.)

Parents will need to find alternative care for the days your child is sick. You will still need to pay for your child's day at preschool even though your child could not attend; which was agreed upon when your child started in our preschool.

We have the right to refuse any child into our preschool if we feel he/she is too ill to be here or may infect the other children. **PLEASE BE AWARE THAT WE WILL CONTACT PARENTS OR CARERS AND SEND CHILDREN HOME IF WE THINK THEY ARE NOT WELL ENOUGH TO BE IN SCHOOL OR COULD BE A RISK TO OTHER CHILDREN**

This benefits your child, the other children and staff. Your help at keeping your sick child home is appreciated.

Parents of a child with a diagnosed contagious condition (measles, head lice, pink eye, mumps, chicken pox, etc.) are asked to notify us as soon as possible so that we may alert parents to watch for symptoms in their own children.

### **MEDICATION:**

If your child is on medication and it needs to be taken while he/she is at the preschool, the medicine should be in the original container and labeled with the child's name, doctor's name, name of medication etc. The administration of this medication needs to be specific and put in detailed writing by the parent. We have parental consent forms, which will need to be filled out that morning so please make sure you have a few extra minutes. We will not administer medication until it has been given by the parent/guardian at least for 24 hours. If a child is going to have an allergic reaction to the medication it should happen in those first 24 hours sometimes up to 48 hours. If your child refuses to take medication from us we will not force them to take it, you will need to find an alternative solution to the problem.

A license holder may administer or allow the administration of medication to a child only where.

- (a) The written consent of a child's parent has been obtained
- (b) The medication is in the original labeled container
- (c) The medication is administered according to the labeled directions.

Where medication is administered to a child, we will ensure that the following information is recorded:

- (d) The name of the medication:
- (e) The time of the administration
- (f) The amount administered
- (g) The initials of the person who administered the medication

**IF YOUR CHILD BECOMES ILL AT PRESCHOOL** If your child becomes ill while in our care we will place your child away from the other children (but still under direct supervision by staff) and try to make them as comfortable as possible until parents can be notified and pick up their child. If parents cannot be located then the persons listed on your emergency form will be contacted to collect your child. In the case of your child suffering from a communicable disease we require your child to be removed from the preschool immediately to ensure the health of the other children's **VACCINATIONS:** We must inform you that if your child is not vaccinated they may be at a higher risk from childhood diseases.

### **ACCIDENTS/INJURIES:**

No matter how much we watch and how careful we are accidents are going to happen occasionally. Minor cuts and bruises suffered while at preschool will receive proper care -- they will be washed with water and properly bandaged. If a serious accident should occur you will be contacted after your child is taken care of. Contact before could endanger your child's life. In the case of a serious accident we will take necessary steps and call the hospital, doctor, dentist, etc before contacting the parent. All injuries need to be documented. You will be asked to sign a medical release and emergency form. You will be issued with a copy of the accident/injury report, which you will be required to sign. In case of an emergency and we have to call 911, Copperfield Preschool Inc. will not be held responsible for any fee's incurred. Your contract may be terminated on a first offence of another child being seriously injured by your child.

### **FIRE/EVACUATION POLICY**

In the event of a fire, we would evacuate the preschool immediately and gather the children in a safe area. This will be practiced so the children are familiar with what to do; the muster area is at the small area at the end of the units where the benches are. We have made numerous changes to the unit to make sure that your child is safe whilst with us. In

the event of an evacuation parents will be contacted once the children are safe and accounted for. In the event of a practice evacuation drill parents will be notified prior to evacuation and a fire alarm will be sounded vocally or by whistle. A license holder may take a child to an activity off the program premises only where.

- (a) The child's parents have been advised of the activity, including the transportation and supervision arrangements with respect to the activity.
- (b) The child's parents have consented in writing to the child's participation in the activity.

#### **TERMINATION OF SERVICES:**

We may terminate our contract to our preschool if policies in our handbook are not followed.

Some are examples are below (but not limited to):

- \*Registration fee not paid.
- \*Forms not filled out.
- \*Constantly late dropping off or collecting
- \*Child not adjusting to preschool (crying a lot, biting, hitting).

#### **GUIDANCE/DISCIPLINE POLICY:**

We like to see happy and active children in our Preschool; occasionally we do run into problems. When problems with discipline start we will try to guide your child in the right direction; through positive reinforcement. Children wouldn't be normal if they didn't have their ups and downs.

Time Out: If the redirection doesn't work then we may move on to a time out. They will be removed from the group and asked to sit down and color or look at book until they can return. This is used as a last resort and with the help and direction of a staff member this will give the children the skill and time to calm themselves down

Removal of Privilege: If for example, children are throwing sand or trying to run over another child with a toy carriage. Then we will immediately remove the problem, such as the carriage will be put away and the child throwing the sand will be removed from the sand box for awhile. Usually we separate them from the problem for about 5 minutes and this usually works. If one child physically hurts another child then both children will be given equal attention and comforted.

Redirection - Sometimes it will be necessary for us to try and redirect one child away from another child; such as they both want the same toy. We would simply point out that there are more toys, let's go and find one. That usually works great.

If your child is misbehaving then you will be notified. Between us maybe we can come up with a way of handling this behavior. The type of behavior we are talking about is biting, use of bad words, chronic hitting, etc. Together, we will try to find a solution. If the solutions are not working then you will be called to remove your child if his/her behavior prevents us from being able to provide quality care for the other children. If the problem continues then we will have no other choice but to terminate care, for the safety and well being of all. Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used.

Child discipline methods utilized in our program are verbally communicated to

- (i) Parent's
- (ii) Staff, and
- (iii) Children, where developmentally appropriate and

Any child disciplinary action taken is reasonable in the circumstances.

#### **RECORDS AND FORMS:**

We need to have all forms signed before the first day of preschool. Please supply us with a photocopy of your child's immunization records and an up to date photograph. Forms will need to be updated yearly. We must inform you that if your child isn't immunized they could be at risk from childhood disease such as measles.

All forms need to be updated as and when a change occurs. It is the parent's responsibility to update these. Please do not give out your password to any other persons except the ones on the authorized collection list. This password is used for your child's safety .If you have any other question please ask.

#### **SMOKING POLICY**

- (i) Smoking is not allowed on preschool premises at any time.
- (ii) No staff member shall smoke at any time or place where childcare is being provided.