



PARENT'S HANDBOOK

2018-2019

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1. CENTRAL HEIGHTS PRESCHOOL

A. Purpose

Central Heights Preschool seeks to serve our community families by providing a secure learning environment in which children can continue to explore, experience and evaluate all of life under God. We aim to nurture students in the discovery and development of their abilities and unique gifts so that they are enabled to become faithful, discerning, obedient and creative servants of God and of neighbour, and stewards of His creation.

B. Philosophy

As the saying goes, play is a child's work and the classroom his/her laboratory. Through play and varied activities, including music and movement, creative art, games, field trips, stories, outdoor play, Bible time, and quiet time, your child will be given the wonderful opportunity to develop to his or her God given potential in all areas of learning, including social, emotional, physical, cognitive, and spiritual. Our role as teachers is to create a welcoming, safe, non-threatening, stimulating environment where children can take risks, learn, grow and flourish.

C. Mission

- To provide meaningful service to the surrounding community through genuine warmth and concern. It is the hope of Central Heights Preschool that the lives of both parent and child will be enriched because of their association with the school.
- To encourage a spiritual awareness in the heart of each child in a Christ centered environment by introducing the children to God who loves them and is the Creator and Provider of Life.
- To give opportunity for children to succeed and build confidence, being sure the tasks are challenging and not frustrating,
- To view all experiences as valuable opportunities to encourage growth.
- To give each child unconditional love with smiles, friendly words, encouragement and care
- To provide limits that are reasonable and understandable to the children in order create a safe learning environment.
- To allow children to develop creativeness and discover their own interests by giving them multiple opportunities to explore a wide variety of art and craft activities and opportunities to play in various stimulating learning centers.
- To encourage children to develop an appreciation for music and literature by introducing them to a variety of songs, rhymes, verses and stories allowing them to participate in age appropriate rhythmic activities.
- To provide large muscle activities that will allow children to expend energy while developing gross motor skills.
- To encourage some risk taking. Young children develop healthy attitudes about themselves in environments that accept them as they are, allowing them to make mistakes and to learn from those mistakes without being required to meet adult standards or excellence.
- To celebrate accomplishments – one step at a time.

2. ABOUT YOUR TEACHERS

The staff/child ratio is in keeping with the Community Care Facilities Licensing Act. The Preschool teachers are licensed to practice in BC as an Early Childhood Educators. They and any other staff members are required to submit to a criminal record search.

3. PARENTS RESPONSIBILITIES AND INVOLVEMENTS

- Communicate regularly with the teachers regarding the needs or progress of your child. She will welcome your suggestions and interest.

- Please notify us of any *address or emergency number changes* as soon as possible.
- Tell us about any safety concerns within the Preschool setting.
- Please notify the school if your child will be late or absent that day.
- Picture taking guidelines: You are welcome to take photographs of your child at any of our special events (i.e. field trips, graduation, mother's day tea etc.) Picture taking during class times is **prohibited**. Special requests may be considered if discussed previously with the teacher.

4. CONTACT INFORMATION

- If you wish to talk directly to the teacher about a concern with your child, please make an appointment with the teacher outside of classroom time, by phone or email:
Preschool Phone: 604-852-2541
Preschool Email: centralheightspreschool@gmail.com
Preschool Website: www.centralheightspreschool.com
 - Julie Braun, Preschool Director
 - Linda Klassen, Finances
 - Tianna Eytzen, Manager, ECE Teacher (Blue class; Yellow class; Red class)
 - Angela Ofenboeck, ECE Teacher (Blue class)
 - Bethany Williams, ECE Teacher (Red class; Green class; Orange class)
 - Michelle Berg, ECE Assistant Teacher (Yellow class, Green class; Orange class)
- All other issues, please call or email the President of the Preschool Society.
 - DarLee-Ann Macphail, President Email: 604-852-1001
 - Rod Adrian, Vice-President 604-852-1001
 - Alvina Zacharias, Member-at-large 604-852-1001

5. CLASS TIMES, DAYS OFF & CLOSURES

5.1 Class Times

- Monday/Wednesday/Friday am, (4 yr olds) 9:00-11:30 am (BLUE class)
- Monday/Wednesday/Friday pm, (4 yr olds) 12:30-3:00 pm (YELLOW class)
- Tuesday/Thursday pm, (4 yr olds) 12:00-2:30 pm (ORANGE class)
- Tuesday/Thursday am, (3 yr olds) 9:00 - 11:00 am (RED class)
- Tuesday/Thursday pm, (3 yr olds) 12:30 - 2:30 pm (GREEN class)

5.2 Days off & closures

School will be closed on all statutory holidays:

- Monday Oct.8: Thanksgiving
- Monday Nov.12: Remembrance Day
- Monday Dec.24 to Sunday Jan.6: Christmas Break
- Friday, Jan.18: Pro-D Day
- Monday Feb.11: BC Family Day
- March 18-29: Spring Break
- Friday April 19: Good Friday
- Monday April 22: Easter Monday
- Monday May 20: Victoria Day
- School closures due to weather will be announced on our answering machine by 7:30 am.

- Classes shall only be cancelled because of bad weather, flooding in the preschool, lack of heat or water, or if we cannot get a substitute teacher due to severe illness. There will be no make-up classes in these cases.
- In the case of a natural disaster please review the Emergency Procedures on page 9.

6. FEES and ADJUSTMENTS

- Fees will not be adjusted for a child's illness or vacation time since the preschool hold the child's space for him/her.
- Collection of overdue fees shall be handled by the Office Administrator in consultation with the Preschool Director.
- Special fees
 - Late pick-up of child \$10.00 after 10 minutes, payable to the teacher on duty.
 - Returned cheque fee is \$10.00 plus the cheque amount to be paid upon notice.

7. WITHDRAWALS (once school has begun)

- One month's written notice is required to take a child out of preschool. Non-payment of one month shall be considered as withdrawal from the class. When a child is having ongoing difficulty adjusting to preschool, the teacher shall inform parent of the situation.
Examples: - extremely disruptive or anti-social behaviours.
 - inability to separate from parent
 - extreme immaturity
- Withdrawal should be left to parent and teacher discretion. When parent and teacher agreement is not reached regarding retention or withdrawal, the question should be referred to the President of the Society for resolution.

8. CLASSROOM & PROGRAM

8.1 Clothing

- Your child will need comfortable skid resistant play shoes or runners (MUST be VELCRO!).
- Remember to send a warm jacket/sweater for outside play when the weather permits. Dress according to weather.
- Please bring extra pants, shirt, underwear and socks in case of accident, THAT NEED TO BE LEFT AT THE PRESCHOOL for the year!
- Clearly label all removable clothing which child may wear to preschool.
- A bicycle helmet is encouraged (for gym and outdoors).

8.2 Snack time

- The snack item is to be provided by the parents. Generally, it is to be kept quite simple, fruits and vegetables, avoiding sweets except for special occasions. (Examples: apple slices, carrot sticks with raisins, crackers and cheese, etc.) We have a water fountain at the centre, but children should bring a small, spill proof bottle of water, clearly labeled with their name on it. No juice or milk please!
- The centre has a **NO NUT POLICY**. No nuts are allowed. If your child has a severe peanut allergy please see the Central Heights Preschool Manual for our *Medical Alert Plan* **FORM 22** and *Permission to Give Prescription Medication* **FORM 23** if your child requires an EpiPen or other form of medicine to be given if they have a reaction.
- Please **DO NOT** send any gum, candy, drinking boxes or yogurt tubes with your child.

- Each child needs a backpack or lunch bag with their name clearly labeled on the **OUTSIDE**.
- Parents are welcome to bring in a pre-arranged birthday snack.
- Occasionally we will be providing some baking and cooking activities as part of the monthly themes. The children will be given the opportunity to both participate in the preparing of this special food during the 'freeplay' and enjoying a taste of it during the 'snack' time. Although we like to encourage the children to try new experiences in our preschool, we understand that some children may decline the opportunity of eating it during 'snack' time. In that case, we would like to offer him or her, the opportunity to take it home for trying it at another time.
- Snack time gives an opportunity for the children to learn good table manners and gives an excellent opportunity for conversation.

8.3 Drop Off & Pick Up policy

- Please bring your child in the preschool front door. Your child must be signed in with staff.
- Please do not bring your child earlier than 5 minutes before the beginning of class, and pick up no later than 10 minutes after end of class. If you are going to be late, please call. *Late pick up for a child is \$10.00 after 10 minutes payable to Teacher on duty.*
- Children must remain in the classroom until parents or authorized persons pick them up and sign them out. If the person picking up the child cannot be identified, the child may not be released to him/her. (See point 8.4 below)
- No parent or guardian is allowed to remove their child from the preschool prior to dismissal without previously written instructions requesting an early dismissal which goes in the child's file. (Any emergency situations will be assessed by the teachers).
- It is the responsibility of the parents to inform the staff of any change in pick up and transportation plans.
- If an authorized person does not pick up your child and you have not indicated a change on the daily sign in record, then the following measures may be taken:
 - parents will be contacted at home and/or work to give verbal authorization of release of child.
 - one or both of the designated authorized persons on the registration form will be contacted to give verbal permission for the release of the child, or will be asked to pick up the child themselves.
 - discretion may be used by the Preschool staff as to whether the child could be released to the unauthorized person based on the visual interaction of the child and this person.
 - the Licensing Officer may be contacted.
- If a parent or authorized person arrives to pick up a child and that person is deemed to be incapable of providing safe care (visually appears in very poor health or intoxicated), then the same procedure as outlined in point #5 may be administrated.
- Parents need to be safety conscious on the parking lot. Maximum speed is 10 km/hr.

8.4 Separation & Custody Agreements

- In the case of a family separation, in order for a child to continue to attend preschool, legal custody agreements must be made and the preschool must have a copy of the custody agreement on file. **Children will only be released to the custodial parent.** (Please review the Drop Off and Pick Up policy above in point 8.3)

8.5 Schedule

- SIGN IN AND FREE TIME PLAY Sensory – sand, water, rice, cornmeal; Art – painting, crayons, markers, play dough, construction.
- GREETING CIRCLE (1st CIRCLE) Calendar, weather chart, birthdays, introduce developmental concept for the day. Four year olds: Fun Family Phonics on Mondays, Show & Tell on Wed & Fri.
- FREE PLAY TIME Puzzles; Puppets; Creative Play – toys, blocks; Imaginative Play – housekeeping; Manipulative Play – construction sets; Book Corner; Theme Centers – “curiosity tables” – to include math, science, sensory games, pictures, objects, felt board, pre-writing.
- CLEAN UP TIME – transition to large group.
- LARGE GROUP TIME (2ND CIRCLE) Songs, stories, games, music and movement to develop theme of the day.
- SNACK TIME (Wash hands for snack) All snacks need to be healthy, carefully chosen and free of any nut product.
- GYM OR PLAYGROUND (LARGE MUSCLE PLAY) Indoor gym or outside playground, balls, climber, wheel toys, sports equipment.
- DISMISSAL - Released to parent.

SCHEDULE FOR 3 YEAR OLDS TUESDAY/THURSDAYS AM 9:00 - 11:00 AM		SCHEDULE FOR 3 YEAR OLDS TUESDAY/THURSDAYS PM 12:30 - 2:30 PM		SCHEDULE FOR 4 YEAR OLDS TUESDAY/THURSDAYS PM 12:00 - 2:30 PM	
SIGN IN & FREE PLAY	9:00 – 9:45 AM	SIGN IN & FREE PLAY	12:30-1:10 PM	GREETING CIRCLE	12:00-12:30 PM
CLEAN UP TIME	9:45-10:00 AM			PHONICS & ART	12:30-1:00 PM
LARGE GROUP TIME	10:00-10:15 AM	CIRCLE TIME	1:10-1:35 PM	FREE PLAY	1:00-1:20 PM
SNACK TIME	10:20-10:35 AM	SNACK TIME	1:35-2:00 PM	SNACK	1:20-1:30 PM
GYM OR PLAYGROUND	10:35-10:55 AM	GYM OR PLAYGROUND	2:00-2:30 PM	CIRCLE TIME	1:30-2:00 PM
DISMISSAL	11:00 AM	DISMISSAL	2:30 PM	GYM OR OUTSIDE	2:00-2:30 PM
				DISMISSAL	2:30 PM

SCHEDULE FOR 4 YEAR OLDS MONDAY-WEDNESDAY-FRIDAY AM 9:00 - 11:30 AM		SCHEDULE FOR 4 YEAR OLDS MONDAY-WEDNESDAY-FRIDAYS PM 12:30 - 3:00 PM	
SIGN IN & FREE PLAY	9:00-9:10 AM	SIGN IN & FREE PLAY	12:30-12:40 PM
1ST CIRCLE	9:10-9:35 AM	1ST CIRCLE	12:40-1:05 PM
ART & FREE PLAY TIME	9:35-10:10 AM	ART & FREE PLAY TIME	1:05-1:40 PM
CLEAN UP & SNACK TIME	10:10-10:30 AM	CLEAN UP & SNACK TIME	1:40-2:00 PM
GYM OR PLAYGROUND	10:30-10:50 AM	GYM OR PLAYGROUND	2:00-2:20 PM
2ND CIRCLE	10:50-11:30 AM	2ND CIRCLE	2:20-3:00 PM
DISMISSAL	11:30 AM	DISMISSAL	3:00 PM

8.6 Curriculum

Central Heights Preschool uses the following possible themes which include songs, stories, games and rhymes. As well, a theme may develop out of the interests of the children. There is a new theme every 1 to 2 weeks with a new topic each day. All activity centers, large group activities, snack and large muscle activities reinforce the topic for the day. A monthly newsletter is provided, informing the parent of themes, field trips and important notices. We do a phonics program with the four year old group. The following are themes for the coming year: All about Me, Kissing Hand, Back to school, Thanksgiving, Farm, Leaves, Health & Nutrition, Gingerbread, Christmas, Winter, Diversity, Valentines, Space, Transportation, Camping, Pond Life, Shapes & Colours, Nursery Rhymes & Fairy Tales.

8.7 Field trips

- The ECE Teachers may select field trips that are appropriate, safe, and provide a learning experience. Event dates and times are in the monthly newsletters.
- Parents will be responsible for transportation to and from the outing unless they have made alternate arrangements with other family members or friends. Staff cannot transport any children.

8.8 Helping Hands (4 year olds)

- This begins in October. Children love to bring "treasures" from home to show their teachers and classmates. There is a time allotted for this sharing time every Wednesday and Friday. We request that your child bring **ONE ITEM** that is one of the following:
 1. Related to the monthly theme.
 2. Something drawn or made (That is, something that your child has made. This does not have to relate to the theme).
 3. Something that begins with the Phonics letter of that week.
- ALL items are to be brought in a non-see through bag with your child's name on it, as we make a guessing game with clues during this sharing time.
- Please note that your children will be given one of these days as their sharing day. This will be their weekly sharing day for the remainder of the year.
- Children really enjoy to be the teacher's helper. Each day, two different children are chosen to be the classroom helping hands. They will be given extra privileges such as being first in line, choosing where to play first, and choosing which prayer to sing at snack time, etc. By having two helpers we are encouraging cooperation and problem solving skills when peers have to make a decision together. The children look forward to finding out who are the Helping Hands at first circle!

8.9 Star of the week (3 year olds)

- A schedule will be given informing the parent of their child's special helper week. During this week your child may bring something from home to share with the class. Here are some ideas: a favourite toy, theme related items, science experiment, pictures of family, pet.

***The special helper will be given various tasks during the week.
It is very important that the parent not forget this week as it is
a very special one for their child!***

9. HEALTH: (As stated by the Community Care Facility Act)

9.1 Communicable Illness (Control of communicable illness among the children is a prime concern.) In order to protect the entire group of children, as well as your own child, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms *within the past 24 hours*:

- a fever over 100°F (37.2°C) auxiliary (under the arm) unusual/unexplained rash
- signs of a newly developing cold or severe coughing
- diarrhea, vomiting or an upset stomach
- unusual or unexplained loss of appetite, fatigue, irritability or headache
- any discharge or drainage from eyes, nose, ears or open sores

Children who become ill with any of these symptoms will be returned home. We appreciate your co-operation with this policy. If you have any questions about whether or not your child should attend school or group care that day, please call the centre before bringing your child.

If child becomes ill at school:

- child will be isolated in comfort and with supervision.
- parent or emergency number will be contacted.
- if no contact person can be reached, child will remain isolated and observed.
- If parent knows he/she cannot be reached please leave an alternate number for the time child is at preschool.

9.2 Severe Allergy:

If your child has a severe allergic reactions (i.e. Peanut allergy), please make sure you check the Central Heights Preschool Manual for emergency procedures to be in place for preschool staff to follow. This should be done at the beginning of every school year or notify the preschool if your child's condition changes.

9.3 Medication:

- Medication must be well labeled.
- If medication is to be administered by the Preschool, the parent should complete the *Medical Alert Planning FORM 22* and *Permission to Give Prescription Medication FORM 23* or *Permission to Give Non-Prescription Medication FORM 24* from the Central Heights Preschool Manual. *Please ask Preschool Director for forms.*
- The *Permission to Give Prescription Medication FORM 23* form **MUST** be signed by the **Family Physician** and the **parent**.
- Parent should inform the staff if child comes medicated or has had some trauma before coming to school.

9.4 Head Lice:

- If your child has contracted head lice (pediculosis) they need prompt and effective treatment. The school should be notified and the child needs to stay home until the school receives a compliance slip that must be completed BEFORE returning to school. Please ask Preschool Director for the form, *Parent Checklist for Head Lice FORM 32*.
- The compliance slip will indicate that the student has received one treatment followed by a combing, and agree that the student will receive a second treatment in seven days.
- Any student who has a re-occurrence of head lice must also be inspected by the Preschool Director or ECE Teacher and verified to be nit-free before being permitted to return to school.

10. CHILDREN'S GUIDANCE (DISCIPLINE) (as stated by the Community Care Facility Act)

Prevention strategies:

- Establish clear, consistent and simple limits; Offer straight forward explanations for limits; State limits in a positive way, rather than in a negative way; Focus on the behaviour, rather than on the child; State what is expected, rather than pose questions; Allow time for children to respond to expectations; Reinforce appropriate behaviour, with both words and gestures; Ignore minor incidents; Encourage children to use you as a resource; Scan

Guidance strategies:

- Gain a child's attention in a respectful way; Use proximity and touch; Remind; Acknowledge feelings before setting limits; Distract or divert when appropriate; Model problem-solving skills; Offer appropriate choices; Use natural and logical consequences; Redirect; Limit the use of equipment; Time out; Holding techniques; Provide opportunities for children to make amends

Unacceptable practices: (Section 27 of the Community Care Facility Act, Child Care (BC Reg. 319/89)

- No shoving, hitting, shaking, spanking or any other form of corporal punishment.
- No harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self-respect.
- Not used as a form of punishment, confined, physically restrained or kept, without adult supervision, apart from other children.
- Not used as a form of punishment, deprived of meals, snacks, rest or necessary use of a toilet.

11. CHILD ABUSE (As stated by the Community Care Facility Act)

- Be alert for indications of child abuse. Document anything suspicious. Use "Information for Reporting" form. (Form V in Policy Manual)
- Listen calmly to disclosure of abuse. Do not promise not to tell. Affirm worth and feelings of victim. Determine immediate need for safety. Do not interrogate or interview victim, witnesses, alleged perpetrator.
- Where there are reasonable grounds to believe a child is in need of protection, report immediately to the Licensing Officer, then Central Heights Church, Children's Pastor/Director or Pastor-on-duty.
- Do not immediately contact the child's parent(s) if the alleged abuser was a family member. Such an act may jeopardize the investigation and re-victimize the child. As a general rule, ask the authorities to whom you report whether you may advise the parents.
- If the child has allegedly been abused by someone outside the family, the child parent's should be contacted immediately and informed of the situation.
- If the child has allegedly been abused in the preschool, parents of all potential victims shall be informed.
- Support victim and family through referral to qualified counsellor. Attendant needs of preschool staff should also be cared for.

12. EMERGENCY & DISASTER PLAN

12.1 Meeting place

- In the event of an earthquake or other such disaster, the staff and children of Central Heights Preschool will first seek protection and cover within the church building, but not necessarily in the rooms presently occupied by the Preschool.

- If it is necessary to evacuate the entire church building, then the children will be walked to the home of Shane & Danielle Petrie 33425 Hawthorne Avenue, where they will be cared for by our preschool staff.

12.2 Outside phone contact

- If Central Heights Church and / or Central Heights Preschool have determined to stay on the premise, and if the phone line is connected, then CH Preschool phone number 604-852-2541 will be the contact number. And alternate number is Central Heights Church office 604-852-1001.
- If the local phone lines are not connected, then Mrs. Angela Boldt 1-306-916-7006 will be our outside phone contact. This will enable our families to communicate with us through this third party. This phone number is ONLY to be used during a natural disaster such as an earthquake or tsunami. It would be an abuse of the system to call this number for such occurrences as a snowstorm.
- All preschool parents will be given this information on a card suitable for carrying in their wallets.

12.3 Emergency preparedness kit

- The emergency kit is stored by the outside door in the northwest corner of the preschool and in such an evacuation it will be taken to the meeting place.
- The emergency kit contains such items as food and water for 20 children and 2 adults for 72 hours. Time sensitive food items each year will be replaced.
- It also contains copies of the child status forms.
- It also contains an appropriate amount of comfort items such as a number of changes of clothing.
- A complete list of the contents.

12.4 Central Heights Preschool staff responsibilities

- At the beginning of each school year, our center is examined by the staff to ensure that the environment is fully prepared for such a disaster.
- Our Disaster Plan is included in Central Heights Preschool Policy Manual.
- Our parents are aware of this Plan by its inclusion in the Parent Handbook and by verbally drawing attention to it during our yearly Orientation Meetings.
- Our staff is well acquainted with the Emergency Disaster Plan and is able to implement it with confidence.
- We have designated staff responsibilities in case of such an emergency and these will be secured on the inside of the red folder and pinned to the teacher's bulletin board.

12.5 Curriculum for earthquake drill procedure

- Each year we include curriculum that pertains to earthquake preparedness
- No less than four earthquake drills will be completed per year and these drills will be recorded and posted.

13. Active Play and Screen Time

(A new standard from the Director Licensing Standard of Practice for children, Ministry of BC, March 2018)

Policy Statement

Central Heights Preschool recognizes the importance of physical activity for young children.

Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our centre encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. This policy will be included in the Parent Handbook effective immediately.

In order to promote physical activity and provide all children numerous opportunities throughout the day our mandate follows:

1. Active Play:

- Daily outdoor play (unless it is raining in which case we will go to the gym)
- We will provide 20 minutes per 2 hour class (3 year olds) and 30 minutes per 2.5 hour class (4 year olds).
- We will provide a variety of play materials (both inside and outside) that promote physical activity.

2. Physical Activity & Discipline

Our centre will never use play time or other opportunities for physical activity to be withheld to enforce a completion of learning activities or academic work. Our centre uses appropriate alternate strategies as consequences for negative or undesirable behaviours.

3. Appropriate Dress for Physical Activity

Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons. It is our expectation that children will go outside everyday. If your child is too sick to go outside they are too sick to be at preschool. We request that you keep them home until they are well enough to go outside.

4. Professional Development

Annual training on promotion of children's movement and physical activity is required for all staff.

5. Screen Time:

- Children do not have access to computers, TV's, movies or iPads. A teacher, on a special occasion only, will connect an iPad to a monitor for children to view educational information or a story relating to a lesson.