
Cool Kids Preschool



PARENT HANDBOOK

CITY OF REVELSTOKE





Program Philosophy

Our Goals

Our programs combine structured activities along with child directed free play. Our goal is to provide a safe and positive learning environment where each child is nurtured using developmentally appropriate practices. We respect that each child is an individual with his/her own likes, abilities, and needs.

Part of our learning focus incorporates outside play, excursions, creative and imaginative art. Our dedicated teaching staff are certified instructors who work in partnership with parents and other community partners to build understanding and consistency for the children.

*“There are two lasting requests we can give our children.
One is roots, the other wings.”*



Programs Offered

September 5th, 2023 – June 14th, 2024

Cool Kids 3 - Born in 2020

16 Spaces Available

This program has been created just for 3-year old's! Enjoy a few hours of playtime with friends.

Cool Kids 4/5 - Born 2019

20 Spaces Available

Our full day preschool program balances kindergarten readiness with child directed free play.

Separation Anxiety



It's going to be okay!

Separation anxiety typically happens when small children are in new and unfamiliar spaces. It is very normal for children to experience this, especially when starting a new daycare or preschool, and there are many new faces. You and your child are getting to know us and learning to trust the teachers!

Separation anxiety does have a positive side— it means that your child has a healthy and secure attachment to you. This doesn't mean children who don't experience separation anxiety are not attached, it just shows us how different each child is.

It can be difficult to hear your child upset and crying but going through the following steps will help.

- Explain to your child before coming that they are going to 'school'
- Keep the experience positive
- At school, give them a hug and a quick goodbye
- Avoid 'sneaking out' as this can cause mistrust in children
- Remind your child that you will be back soon and that you love them
- You can try starting a special tradition like sharing a secret before leaving or send them with a family photo or a soother (if they use it).
- Keeping a routine will help your child better understand what is happening, and to have control over their emotions
- Try not to give in. Reassure your child that he/she will be just fine— setting limits will help the adjustment to separation

It's important to remember that each child is different, and some may experience separation anxiety longer than others. It is normal for some children to regress if they are sick and feeling under the weather, under stress, if the routine changes, or if you take time off for a vacation or because of illness.

If the anxiety has not lessened within a few months, it may be time to consider if your child is ready for preschool, or perhaps there is some other stressor affecting their lives. Children pick up on everything going on around them!

Separation anxiety can be just as hard on parents as it is on the child. Just remember, it's okay to walk away. With our experience, the child is usually calm and interacting within 10 minutes of the parent's departure. We will always contact a parent when necessary. Your child is in professional hands, and all efforts are made for them to have the best experience possible!

Active Play Policy

What is ACTIVE PLAY?

Active play is physical activity which includes moderate to vigorous burst of high energy, raises children's heart rate, and may make them “huff & puff”. Activities may include running and jumping for older children or rolling over and balancing in sitting position for infants and toddlers.

Why is ACTIVE PLAY important?

Active play helps to promote healthy growing and development and supports body control and movement. Active play can help build strong bones and muscles, improve balance, coordination and assists with the development of gross and fine motor skills. Active play can also help to promote children’s confidence, improves concentration, thinking and learning, and provides opportunities to develop social skills and make friends.

Standards of Practice for ACTIVE PLAY

As a licensed Preschool care program, we must ensure the minimum outdoor active play corresponds with the length of time the preschool program is offered, as outlined in the table below (indoor active play is acceptable when weather is poor or outdoor physical space is limited):

Length of Program	Amount of ACTIVE PLAY
1 - 2 hours	20 minutes
2 - 3 hours	30 minutes
3 - 4 hours	40 minutes



Active Play Policy

We do activities during the day to promote ACTIVE PLAY. Being in such a great location at the Community Centre opens many possibilities and areas to explore!

For OUTSIDE TIME we use:

- Play School Playground
- Greenbelt/Trails
- Walks around town/ to other local parks
- Baseball Fields

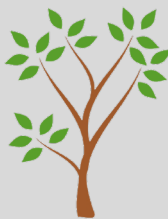
When we can't go outside due to weather, we use:

- Multipurpose Rooms
- Dance Studio
- Movement in the classroom

Activities we do during ACTIVE PLAY time:

- Simple dances on CD's & YouTube
- Games (duck, duck, goose; what time is it Mr. Wolf? etc.)
- Yoga Cards
- Free time with music for dancing
- Free time with hula hoops, balls, and a variety of toys
- Push cars and bikes

“Playing allows children to learn without having to go through pressure.”



“This kind of setup lets them explore more and retain information more.”

Screen Time Policy

In our programs, we may use screens from time to time for activities such as following along with simple dances online or looking up what an animal sounds like. We rarely use screens as we like to encourage the children to use their imagination and pursue their creative skills. At most, we use screens for about 10 minutes per day.

Clothing



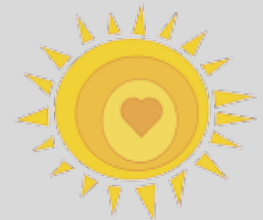
Outdoor play is an essential part of a child's development. Each child requires a complete change of clothing. It is important for your child to be dressed appropriately for all different weather conditions. Running shoes are most appropriate for both indoors and outdoors at preschool. Sandals, flip-flops, or crocs are not suitable as they are tripping hazards and rocks from the playground will irritate their feet.

For summer weather please pack, sun hats, sunscreen and indoor shoes, no flip flops, slippers, or crocs.

For winter weather please pack snow pants, hats, mitts, snow boots and in-door shoes.

If your child is not yet potty trained, please send him/her with extra clothing and diapers. This will make potty training much easier.

“A child can teach an adult 3 things: to be happy for no reason, to always be busy with something, and to know how to demand with all her might that which she desires.” ~ Paulo Coelho



Snack Time



Please bring in a nutritious snack and drink for your child. If your child is in the 4/5 program, they will need to bring a lunch. Please bring items in a thermos or with cold packs as there is no microwave or refrigerator available. Let us know about any allergies that the child may have. Our centre is a **NO NUT ZONE**. Please do not bring any snack that may contain nut or nut products. Staff ensures that children do not trade or share food items of concern.

Special Occasions



To enhance a child's social awareness and skills we will celebrate upcoming holidays, birthdays, and other special events. Parents are welcome to bring in their own celebration ideas and/or preparations. Parents are welcome to bring in their own celebration ideas as treats for the class, we ask you bring store bought & prewrapped treats. Please no homemade food/treats at this time.

Health Policy



Our health policy was developed for the well-being of your child and other children attending the Centre. We understand the difficulty of finding alternate care for sick children, however, to protect the health and well-being of staff and other children attending our program we expect strict adherence to our policy.

PLEASE KEEP YOUR CHILD AT HOME IF THEY:

- Have symptoms of a common cold
- Have a fever of 100 F or 37.8 C
- Have a cough or sore throat
- Loss of taste or smell
- Have a cold with heavy discharge (clear or coloured)
- Have diarrhea, vomiting, nausea
- Having difficulty breathing or is wheezing
- Have infected eye (i.e., pink eye) or skin infections (i.e., impetigo)
- Have head lice or nits
- Have an undiagnosed rash
- Displays symptoms of communicable disease: sniffles, red eyes, sore throat, headache, tummy ache, stiff neck, or any of which can be accompanied by fever (i.e., chicken pox, measles mumps, scarlet fever, hand foot and mouth). If you suspect that your child has a communicable disease, please take them to the doctor for verification. It is important to inform our staff if your child does develop a communicable disease so that we can notify the other parents and the health unit.



If your child becomes ill or is presenting symptoms of illness during the day, the parent/guardian will be notified to pick up the child immediately. If we are unable to reach the parent/guardian, the emergency contact person will be notified. Their return to childcare will depend on the type of symptoms they are experiencing.

- Based on their symptoms, we may recommend to ‘stay home until you feel better’. The individual can return when their symptoms improve, and they feel well enough to participate in all activities.

MEDICATION:

We will continue to administer prescription or non-prescription medication, if necessary. In order for staff to be able to administer prescription medication, it must be from a pharmacy labeled bottle and you must complete a “Permission to Administer Medication” form. Without a signed consent form, staff will not administer medication. Children requiring puffers or an EpiPen must bring it with them each day.

Late Pick-up



All families & authorized person must pick up a child by the end time of the childcare program. If an emergency arises, the pick-up person is expected to notify the centre as soon as possible and make alternate arrangements for pick up by the end of class or an agreed upon time.

If the child is not picked up by closing or the agreed upon time, and no call has been received by the childcare provider, we will contact the family, the authorized persons, or the emergency contact. If all efforts are unsuccessful, the Child Care Provider will contact the Ministry for Children and Families.

If late pick up is a repeated problem, the Child Care Provider and parent/ guardian will meet to address the problem. After the second late pick-up there will be a \$25 fee due at the time of pick up.

We will make all efforts to address the problem, aiming for successful outcomes. If late pick up continues, the child may no longer be able to attend the program. Here at Parks, Recreation & Culture, we want to have every opportunity to work with parents on resolving such issues to ensure the best outcome for the child.

“Children love knowing that they’re appreciated by the people around them. Praise them and let them know they are a blessing to this world.”



Guidance & Discipline Policy



Our goal of guidance is to assist children in developing self-control, self-confidence & sensitivity in their interactions with others. Part of ensuring a safe and nurturing environment is not overlooking the importance of discipline.

Our program believes that safety and respect for the rights and feelings of all children is an important aspect of our philosophy.

Teacher will be setting simple limits in a clear and consistent manner, providing boundaries for the children as a group or as an individual according to each situation. They will guide children in dealing with anger, frustration, fear, and other strong emotions, encouraging children to speak about their feeling and work with each other to solve problems.

We use positive reinforcement to encourage children, helping them to build on their accomplishments. Teachers model appropriate ways of interacting with others, and redirect or guide a child into acceptable options for behavior.

Further guidance strategies include:

- **Natural & Logical Consequences:** allowing the child to experience the result of his or her actions.
- **Offering Choices:** empowering children to make decisions by offering appropriate choices, IE: “Do you want to clean up cars or blocks?”
- **Promoting cooperation:** by encouraging children to explore and initiate, being flexible and ignoring inappropriate behavior when it does not endanger or hurt anyone and is simply attention seeking.

Occasionally a teacher may need to intervene and assist or remove a child from a situation he/she is unable to handle. A teacher will redirect the child to a calming area that allows him/her to calm down until he/she is ready to engage in the activities.

We need to remember that each child is a unique individual. No one strategy will be effective in every situation. Some “problem” behaviors may be normal within certain age groups, and we will be flexible to each child’s needs. Our discipline policy was designed to create a safe, nurturing environment. If for any reason you or your child feels uncomfortable about any of the procedures or policies referred to, please bring it to our attention. We would be happy to discuss it with you.

What is Your Child Learning?

ALL ARE ESSENTIAL PREREADING AND NUMBER SKILLS SUITABLE FOR PRESCHOOLERS

Puzzles, Beads, Pegs	<ul style="list-style-type: none"> ✓ Eye Hand Coordination ✓ Small Muscle Development ✓ Colour, Size & Space Relationships
Clay, Finger Paint, Dough	<ul style="list-style-type: none"> ✓ Sensory Experience ✓ Experimentation ✓ Small Muscle Development ✓ Tension Outlet
Creative Arts	<ul style="list-style-type: none"> ✓ Small Muscle Development ✓ Left-Right Orientation ✓ Colour Discriminations ✓ Shape Exploration
Blocks & Accessory Toys	<ul style="list-style-type: none"> ✓ Eye Hand Coordination ✓ Balance

	<ul style="list-style-type: none"> ✓ Recognition of 3D Shapes ✓ Number Concepts ✓ Dramatic Play
Housekeeping Corner	<ul style="list-style-type: none"> ✓ Act out Life Roles ✓ Emotional; Experiences/ Small Muscle Development ✓ Imagination Stimulator
Texture Play (cornmeal, sand, etc.)	<ul style="list-style-type: none"> ✓ Sensory Experimentation/ Small Muscle Development ✓ Number-Volume Concepts ✓ Satisfying Solitary Play or Parallel Play
Climbing Equipment	<ul style="list-style-type: none"> ✓ Large Muscle Development/ Coordination ✓ Self Confidence
Storytelling, Books, Flannel Board Stories	<ul style="list-style-type: none"> ✓ Language Development ✓ Left to Right Orientation ✓ Learning to Listen ✓ Appreciation of Books
Music, Movement Activities	<ul style="list-style-type: none"> ✓ Sound & Rhythm Discrimination ✓ Vocabulary & Speech Development ✓ Body Part Awareness ✓ Left to Right Awareness
Observing Nature & Animals, Planting Seed Science	<ul style="list-style-type: none"> ✓ Satisfies Curiosity about the World Around ✓ Enhances Observation Skills
Picking Up Toys	<ul style="list-style-type: none"> ✓ Self Confidence ✓ Categorization ✓ Develops a Sense of Orderliness
Potty Training, Hand Washing	<ul style="list-style-type: none"> ✓ Experience in Taking Care of Oneself ✓ Self-Direction
Snack or Mealtimes	<ul style="list-style-type: none"> ✓ Social Contact ✓ Language Development ✓ Feeling Well cared For ✓ Awareness of Manners

Child Pick-up Policy

Unauthorized person:

Child Care Providers are responsible for all children in their care until the children have been released to a parent or an authorized person.

If someone other than yourself is picking up your child, please notify the caregiver ahead of time with details regarding the relationship of that person to the child.

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the childcare provider who will explain the policy for written authorization.

In a rare emergency situation, verbal permission via the phone will be allowed from the enrolling family as long as the parent/guardian confirm information about this person (name, address, phone, relationship to the child), and the pick-up person presents ID or know the set “Kid Code”. The Child Care Provider will document the time of the call and information shared. Whenever difficulties exist, all efforts will be made to ensure the safety of the child, other children, and the Child Care Provider. If necessary, the Childcare Provider may need to call the police for assistance.

Alleged Impaired Authorized Pick Up:



It is the Child Care Provider’s Legal responsibility, to the extent that this is possible, not to release a child to an authorized person who is unable to adequately care for a child. If the Child Care Provider believes that a child will be at risk, she will:

Offer to call the emergency contact, friend or relative to pick up the child.

OR

Contact the Ministry for Children & Families.

If the person is driving a vehicle, the Child Care Provider will explain that driving while under the influence of drugs or alcohol is against the law and she is obligated to ensure the safety and well-being of the children and adult. The Child Care Provider will suggest alternate methods of safe transportation. If the presumed impaired person chooses to get in the car with or without the child, the Child Care Provider will immediately notify the Police. The Ministry for Children & Families will also be contacted if it is felt the child needs protection.

Preschool Emergency & Fire Evacuation Plans and Procedures



Fire Evacuation Plan

1. Staff will sound alarm/bell (if not already sounded).
2. The ECE Supervisor will line up the children at the Fire Exit and conduct a head count.
3. The ECE Assistant will collect the sign in sheet, emergency contacts and evacuation/first aid kit.
4. In the event of the Community Centre being evacuated, the alternative location will be Begbie View Elementary. The ECE Supervisor will conduct a head count of the children on route and upon arrival.
5. The ECE Supervisor will do a room check, plus close the windows and doors if time permits.
6. The ECE Supervisor will advise Front Desk staff to call 911 or use cell phone.
7. ECE staff will walk with children to Begbie View School.
8. The ECE Supervisor will join staff & children at the designated meeting point.
9. The ECE supervisor will notify parents to come and pick up their children at the designated place.
10. ECE staff will provide supervision and activities for the children.



Fire Drills

Fire Drills are conducted monthly. Fire Drill bells will be rung to alert staff & children to line up at the exit and evacuate the building. The designated Fire Drill meeting place is the back-entrance parking lot close to the City owned Century Valen Building.

Emergency Evacuation Plan

In the event of a disaster, such as a flood or gas leak, the above evacuation plan will be in place. Phone 911. In the event of an emergency evacuation, the designated meeting place will be Begbie View Elementary School, 1001 Mackenzie Avenue. The route we will take to reach Begbie View School will take the teachers and children approx. 10 minutes. We will exit the back of the building leading up a path to Mackenzie Ave. This street turns into 9th Street. We will then follow the sidewalk directly to Begbie View School. There are water coolers at Begbie View Elementary School. Water will be readily available for children & staff. We keep snacks in our first aid kit. We will practice this evacuation plan once a year, with up to 20 children.

Accident Procedure

Staff will immediately tend to the child, assess injury & comfort the child. The parent/guardian will be notified of the incident at the time of pick up. In the case of minor injury, staff will administer first aid appropriate to the injury of the child. In case of emergency where medical assistance is required, staff will call 911 and the parent/guardian will be called immediately.

Closure Policy

In the event of a Community Centre closure for any undetermined or unforeseen circumstances, the City of Revelstoke will refund in full by way of a cheque to the parent/guardian of the child registered in our Childcare Programs.

Our programs will be closed during Christmas & Spring Break and statutory holidays. Please note that we are open on Pro-D days! For a complete list of holidays, check the Leisure Guide for more information.

Custody & Access Agreements

If the parents have agreed to live separately, the childcare program will assume that the information provided by the enrolling parent is to be followed.

If a family has a custody or court order, a copy must be provided for the child's file and details about all arrangements contained in the legal documents will always be followed. Without a custody or court order on file at the Community Centre, access to the non-enrolling parent will not be denied. If there is a court order, and such a situation arises, the policy on unauthorized persons will be implemented and followed. Staff of the Child Care Centre will call the police if assistance is required to enforce a custody or court order.

All verbal and written information about the child will be shared with both the parents/guardians, regardless of who was responsible for enrollment.

We respect your right to confidentiality. Procedures for ensuring confidentiality and the appropriate release of information will be reviewed with staff. The only exception will apply if an instance arises when staff are required to share information as required by law.

***Play, Learn & Grow
Together***

