



South Okanagan Learning for Little People

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Policy Summary For Parents

INTRODUCTION

The South Okanagan Learning for Little People Society is a registered charitable organization. It was founded in 1982 by a group of parents who wanted to provide a strong foundation for their children's early learning years. LFLP is a parent run preschool and as a non-profit society, the school's function depends on the efforts of its parent volunteers and the volunteer Board of Directors. Learning for Little People has been operating as a PRESCHOOL under the Community Care Facilities Act of British Columbia since 1982 at the Hastings Ave Center located at 216 Hastings Avenue. This summary is condensed from the Policies and Procedures Manual adopted by the Board of Directors in August 1999 (revised 2012). It explains the Policies and Procedures of LEARNING FOR LITTLE PEOPLE preschool in a comprehensive format.

PHILOSOPHY

We believe play is a child's work. We encourage the children to take initiative, be self-directed, independent and curious. We want them to take ownership of their work and be proud of themselves for their ever-growing abilities.

We value each child as a unique individual. We view them as capable and competent learners. We provide a positive learning experience for each child to grow socially, emotionally, physically, creatively, intellectually and spiritually through active participation in individual and group activities in an atmosphere of warmth, acceptance, encouragement and trust.

Our goal is to provide a high quality, inclusive, age appropriate, play-based learning experience for the children attending our School. We believe in promoting positive interactions that enhance a child's sense of self and self-worth in a safe, nurturing, accepting environment. We strive to instill a sense of belonging, not only for themselves, but for their families and community as well.

PLAY IS THE BEGINNING OF KNOWLEDGE! ~ Author unknown

GOALS

The goals established by the society are intended to enhance the child's physical, emotional and cognitive growth.

- To develop fine motor co-ordination through cutting, pasting, blocks and puzzles
- To develop gross motor co-ordination through movement education, games, outdoor play
- To stimulate music enjoyment via songs, finger play, rhythm
- To encourage positive social interaction with peers and adults
- To encourage sharing, taking turns, acceptance of other's ideas
- To develop a positive feeling for the community and a sensitivity toward the environment
- To help develop self-esteem, self-confidence, and respect for others
- To stimulate children so learning can be fun and children can be Inquisitive! Imaginative! Ask questions!
- To instil an understanding of acceptable behaviour through positive reinforcement and natural consequences
- To develop a good rapport and open communications between parents and teachers

SCHOOL TERM

The Preschool term runs from September until June. School will be closed during all public school holidays, excluding Professional Development Days. Monthly tuition is due regardless of the number of days in the month, school holidays, closures, or absenteeism.

DAILY ROUTINES

The daily routine at the preschool is determined by the teachers in accordance with the philosophy and goals set out by the society. A typical daily routine includes: free play, art, circle time, show and tell, snack time, story time and outside time.

-Special activities, guest speakers, and field trips are a regular part of the planning. An overview of the activities in which the children will be engaged is sent home at the beginning of each month. It will allow parents to follow-up at home, prepare the child for their show and tell day and be informed of special events etc. If you do not wish for your child to attend a specific field trip you will need to keep them home that day. Parents may visit the classroom at any time during their child's school hours.

-Children must be signed in not more than ten (10) minutes before class starts and collected promptly at dismissal. A child will be released to parents or person(s) authorized by the parent/ guardian only. If there is a custody agreement we require a copy to be kept on file at the preschool.

-If the parent is late to pick up the child, the teacher will call after 15 minutes; if the parent cannot be reached, the teacher will call the emergency contact. If the child has not been picked up within 45 minutes, the teacher will call the Ministry of Children and Families

There will be a late fee assessed for people who are late picking up their child. For every minute past the pick up time a \$1.00 per minute charge will be assessed. This fee must be paid prior to the next class for the child; otherwise they will not be able to attend.

-If the parent or authorized person appears impaired when picking up the child, the teacher will suggest an alternate adult such as the other parent or emergency contact. If the child is taken into a car with a person who appears impaired, the teacher will call 911.

-Children not in the LFLP program accompanying parents to the school or on field trips are the sole responsibility of the parent who brought them.

-Parents are required to provide slippers and a change of clothes for the child's cubby.

FIELD TRIPS AND SPECIAL EVENTS

Parents MUST give written consent on the GENERAL CONSENT form allowing their child to go on any trips.

CONSENT FORMS

The Preschool, issues consent forms prior to the start of school. *Licensing requires that parents complete, sign and return these forms on their child's first day.*

The GENERAL CONSENT form lists persons authorized to collect the child and authorizes the child to go on trips etc.

The EMERGENCY SHEET and Child's CONFIDENTIAL REPORT contains information for teachers to familiarize themselves with each individual child.

TEACHERS

The Preschool employs 2-3 qualified teachers per class and does not require parental duty days.

AGE REQUIREMENT

A child may begin preschool at 30 months but must turn 3 by Dec. 31st of the current school year.

TOILET TRAINING

A child should be toilet trained to attend Preschool, exceptions must be agreed on by the teachers.

HEALTH

Consideration should be made for the protection and well being of all children and teachers at the Preschool.

The Child should stay home if he/she seems unwell, has a temperature, cough, nausea, diarrhoea, or green or excessively runny nose.

SICKNESS – Teacher must be informed if the child develops a communicable or contagious disease that the classmates may have been exposed to. If the child becomes ill during class, the teacher will contact parents. If parents are not available, the emergency contact will be called.

ALLERGIES – The parent must provide a comprehensive list of all allergies, including reactions.

ASTHMA – If a child has asthma the school must have a copy of the Lung Association ‘Personal Action Plan’ filled out by the parents *this form is available from the teacher or registrar*

MEDICATION – Parents must provide a letter from a physician and written instructions for administering medication to a child who requires regular medication at a particular time. Teachers are not prepared to administer “non-emergency” medication (antibiotics, Tylenol etc.) These “non-emergency” medications must be given by a parent.

VACCINATIONS – Please provide a copy of your child’s immunization record for our files.

If you have chosen not to immunize your child, the teachers will advise you immediately upon learning of any serious illness or communicable disease. You will be advised to keep your child at home; the time frame will be dependent on the nature of the illness/disease and recommendations from our local Health Unit.

CHANGES AT HOME – Teachers should be kept apprised of events or changes of routine at home that might affect the child’s behaviour.

ABSENCE - Parents should inform Teachers if their child will be absent for any reason.

CHILD ABUSE

The teachers have a duty to report suspected child abuse. Child abuse can be physical, emotional, or sexual. It can be neglect or failure to provide basic needs. If a teacher suspects that there may be abuse, the situation will be reported to the child abuse hot line and the school’s licensing officer.

BEHAVIOUR MANAGEMENT

The purpose of behaviour management is to assist the child in developing self-control, self-confidence, self-discipline, and sensitivity to others. It is based on concern for the safety and well being of each child, and the need for children to feel good about themselves. Teachers will use their best judgement in dealing with conflicts and behaviour. Clear consistent limits will be set. As a general guideline, when a youngster misbehaves, he/she will be reminded of the rules. A calm relaxed approach will be followed in which the behaviour is the focus rather than the child. Whenever possible, attempts will be made either to divert the child from the conflict or encourage independent problem solving. Any form of behaviour management, which could harm a child in any way, physically or emotionally, is unacceptable for recurrent or ‘unsolvable’ problems; parents will be involved in efforts at finding resolution. In extreme circumstances (i.e. persistent or highly irregular behaviour) the Board may be approached for resolution.

SNACKS

At the Preschool, children are assigned turns to provide snack for the entire class. It is the parent’s responsibility to switch dates with other parents when necessary. Drinks are provided. Please note that due to the severity of reactions we are a peanut-free school.

VOLUNTEERS

Parental involvement is very important in the operation of the Preschool. Extra help is always needed for special outings and party days, and also for prepping special crafts and activities. Parents are encouraged to be involved to enhance their child’s early learning years.

Class Representatives: will be involved in collecting fund raising as required, special agreed-on activities (such as compiling a year end scrapbook) and assisting teachers in contacting parents when necessary (for field trips, reminders, special events etc.).

Maintenance Representative: be available to help in minor repairs. Reps will arrange for volunteer parents to assist when necessary and arrange to contract out work that is approved by the Board.

Gardening Volunteer: be willing to help with basic garden maintenance, especially over school breaks.

FUNDRAISING

Fundraising is an integral part of maintaining the Preschool. Funds raised by the parents go towards: toys, books, craft supplies, and all educational tools needed to provide the best program for your children. Mandatory fundraising may be implemented for any given school year at the discretion of the Board depending on the budget restraints for that year. "Mandatory" means that each family is required to sell their allotted amount or they will be responsible to reimburse the society the profit the society would have received from the sale of such items. All other fundraising events are optional, but parent participation is highly encouraged. The reason for mandatory fundraising is to make it fair for all parents. The fundraising fee, if mandated, will be prorated for those families entering after September. If you have any fundraising ideas, please submit them to the Fundraising Director.

****Note****

For the current school year, the Learning for Little People Board of Directors recommended that we waive the mandatory fundraising fee. This decision will run on a trial basis with the hope that it will encourage families to be involved in our various fundraising opportunities without the added pressure of having a mandatory monetary goal. Our intent is to put the "fun" back into fundraising and help build stronger bonds within our preschool community rather than creating work. Your support on this trial run is much appreciated and will make this venture an ongoing success.

Our Fundraising Director is working in conjunction with the Board to come up with some fresh ideas for fundraising over the next year. She is open to any and all suggestions you may have and would like to encourage you to send your ideas via e-mail to lflppreschool@gmail.com Attn.: Fundraising Director.

PROBLEMS AND COMPLAINTS

Any time an allegation or complaint is made against a staff member it will be reported to the Licensing Officer for the school. The Board also reviews all complaints. Confidentiality is respected. A complaint should be submitted in writing and signed. This may be given to the Teacher Liaison. The board also has a locked drop box (in the front mail slot of the preschool), and encourages its use as a "Suggestion Box".

PRE-REGISTRATION (WAIT LIST)

Pre-registration can be made by phone or in person at the Preschool.

The Registrar maintains a wait-list for the current and future years. We recommend pre-registering early as vacancies are filled on a first-come basis.

REGISTRATION

Registration placement for the upcoming fall term begins in March. Registration forms and "Policy Summary for Parents" are e-mailed or mailed out at this time. Advance registration is offered to members in good standing whose children are currently enrolled with the school. Vacancies are then filled from the wait list on a first-come basis, determined by the original date of pre-registration.

Fees: Fees consist of a non-refundable registration fee and monthly tuition fees.

Registration Fee: There is a \$35 non-refundable registration fee (\$30 enrolment and \$5 annual membership). This fee must be paid at the time of registration. For additional siblings, parents may pay \$30 per child. An optional membership for \$5 may then be purchased. (One vote is allowed per membership). When the child is placed, the registration fee is accepted and parents are notified of their

child's placement. Parents will also receive notification of the date and location of the ANNUAL GENERAL MEETING. If a child cannot be placed, your registration fee will be returned.

Monthly Tuition Fees: Cheques, post-dated to the first day of each month, must be provided for the duration of the school term. These cheques are collected at the ANNUAL GENERAL MEETING. Because of NSF cheques and stop payments in past years, we have implemented a one cheque pre-payment in August. This will pay for the last month of the child's tuition. In other words, the last month the child attends, you will not have any payment. (E.g. June payment was made in August)

NSF Cheques and Outstanding Tuition: There is a \$25 penalty for the first NSF cheque, \$50 for the second offence, and after the second offence, all other payments will be in guaranteed funds, cheques will not be accepted unless certified. NSF charges and outstanding tuition owed must be received before your child is allowed to resume classes.

Withdrawals: Should parents wish to withdraw their child from the preschool, one month's written notice must be given to the registrar before the first of the month. A reason for withdrawal is appreciated but not required. All remaining cheques will be refunded after written notice is received. If the 30 days notice extends into another month, tuition for that month will be pro-rated to reflect the notice.

STARTING THE SCHOOL YEAR

The first days of school are on a *Gradual Entry* basis. In mid-August, parents will receive a newsletter that will inform them of their child's hours for his/her first days at school and the parent orientation meeting. It will also list the new Board of Directors, Teacher Profiles, School Calendar, and other information pertinent to the class in which their child is registered. Also included with the newsletter will be a copy of the consent forms which are to be completed before the first day of school.

ANNUAL GENERAL MEETING

It is **mandatory** for parents to attend the Annual general Meeting, which is usually in June. Attendance at any Extraordinary General Meeting called by the Board would also be mandatory. At the Annual General Meeting, parents are encouraged to make nominations, let their name stand for nominations, and vote for positions on the Board of Directors. This meeting serves to inform parents of the past year's business and all business pertaining to the upcoming school year. Questions and comments are welcomed. The monthly post-dated tuition cheques are collected. This completes the registration process. Parents unable to attend with legitimate reason must contact the Registrar at lflppreschool@gmail.com for further instructions.

MID-TERM MEETING

In an attempt to keep parents better informed of Preschool events, there may be a Mid-Term Meeting for parents. This meeting will be held in January each year (after the Christmas break) and will serve as an information session. Parents will have the opportunity to be updated on preschool events, fundraising opportunities and share any questions or comments they may have. Parent Surveys will also be distributed at the meeting. Parents who are unable to attend this meeting with legitimate reason are asked to inform the Board of their absence via e-mail lflppreschool@gmail.com.

VIEWING THE SCHOOL

The Society will hold an Open House in the spring. Teachers and Board Members will be pleased to speak with parents and answer any questions. The Registrar will be present to receive registrations. Parents will be responsible for the supervision of their children at this time.

Under special circumstances (i.e. - mid-year registration) a parent may request a viewing of the school during class time. The teacher will arrange an appropriate date and time. The parent will be expected to maintain close supervision of their child at all times. As the teachers must maintain quality supervision of their classes, it is necessary that all comments and questions be saved until the class is dismissed.

PARENT RESPONSIBILITIES :: SUMMARY

The following is a summary of Parents responsibilities to the Preschool

- To attend the AGM in June
- To attend Orientation in September
- To take part in fundraising activities as set out by the Board
- To assure their child is toilet trained prior to the start of school
- To provide slippers and a change of clothes for their child's cubby
- To assure their child is accompanied to the school and collected by a responsible adult
- To sign their child in not more than 10 minutes before class start
- To collect their child promptly when class is dismissed, otherwise a \$1/minute late fee will be assessed as detailed in the Daily Routines Section of this handbook
- To advise teachers of their child's allergies
- To keep their child home if there is any question of illness
- To inform teachers of any event or change of routine at home which might affect their child's behaviour
- To inform teachers if child is absent for any reason
- If available, to volunteer for special days, field trips and fun days
- If available, to visit the classroom whether planned or spontaneous *siblings would be discouraged*
- To inform the registrar and teachers of changes to all contact information (i.e. phone numbers, addresses, emails, etc).

JANUARY PARENT SURVEYS & TEACHER REVIEWS

Parent Surveys will be distributed at the January mid-term meeting. These surveys are very important to the Board of Directors and it is encouraged, although not required, that each family complete a survey and return it to the school by the posted due date. As a volunteer Board our directors use the information in the surveys to help evaluate the teaching staff each year. The information compiled from the parents will assist in decisions regarding Teacher's contract renewals, wages, and job descriptions. The surveys are also used to make informed decisions about the preschool's programs, and at times to aid in adjusting or renewing our Policies and Procedures. Parent surveys are reviewed by the Teacher Liaison and all information provided is kept strictly confidential from both the Teachers and the rest of the Board of Directors. The Teacher Liaison will take key points and opinions from the surveys and write them into a report for the Board. This information will then be used in reviewing the teachers and other discussions regarding the operation of the Preschool. These surveys are a wonderful and confidential opportunity for parents to share their thoughts, suggestions and concerns with the Board and you are encouraged to take the time to complete and return these invaluable documents to us.

Teacher reviews are conducted in January of each year. Teachers are asked to evaluate their peers as well as themselves. This information along with the Parent Surveys and the opinions of the Board are used to complete the Teachers Reviews.

EMERGENCY SITUATIONS

In the event of a community emergency such as a flood, earthquake, or forest fire the school will be closed. In the event of power or water shut off the school will be closed. If this occurs, staff will contact parents. The school practices monthly fire drills with the children. If there is a fire during school hours the students will be brought to a safe place. Our Preschool's safety meeting place is NuFloors at 1397 Fairview Road. Our secondary meeting place is The Cannery located at 1475 Fairview Road. In the case of an evacuation beyond our secondary meeting place the teachers and children will walk to the Penticton Community Centre.