

CONTENTS

Welcome 2

Your Child’s Growth 2

Admissions 3

Registration Requirements 3

Program Times and Fees 3

About our Staff..... 4

Open House..... 4

Shape of the Day (includes Preschool based curriculum)..... 4

Screen Policy 4

Active Play Policy 5

Toileting 5

Separation 5

Gradual Entry 5

Arrival and Pick Up 6

Parental Access 6

Late Fees 7

Drop in Policy 7

Affordable Childcare Subsidy Program 7

Withdrawal 7

Attendance..... 7

Health and Illness..... 8

 Illness in Childcare – A Quick Guide..... 9

Updating Information in Your Child’s File 9

Allergies..... 10

Medications 10

Immunization 10

Guiding and Caring..... 10

Conflict Resolution..... 11

Parent Communication 11

Photos 12

Book Club 12

Clothing 12

Show and Tell.....	12
Birthdays	12
Snacks/Lunches.....	13
Field Trips.....	13
Reportable Incident Policy.....	13
Fire Drills/Evacuation.....	13
Earthquake Kits.....	13
Disaster Planning	14
Centre Closures.....	14

WELCOME

Children are natural learners and creation enjoyers of God’s world. Our mission at Surrey Christian School Early Learning Centre is to offer safe, diverse, experiential learning opportunities to recognize the full potential and individuality of each child. We believe each child is created in the image of God and has an important and unique role to play in sharing His redeeming love with the world around them.

We want to thank you for partnering with us, for entrusting your child to us as they begin their educational journey and for allowing us to speak truth and love into your child’s life. Our promise to all our parents is to educate for wholeness by engaging God’s world in the servant way of Jesus. Our hope is that your child begins to unpack all the gifts that make them completely unique as they become fully alive in God’s story at Surrey Christian School Early Learning Centre.

YOUR CHILD’S GROWTH

How do we as Early Childhood Educators facilitate your child’s growth throughout the year?

- Giving every child unconditional love and respect
- Nurturing, celebrating and understanding children’s differences and uniqueness
- Creating a safe place and providing limits that are reasonable
- Offering opportunities to succeed, be responsible, build confidence and self esteem
- Offering guidance while children work to problem solve
- Providing opportunities to develop children’s interests

Surrey Christian School Early Learning Centre is a play-based program which focuses on exploration, discovery and creativity. Social development is a vital part of your child's



emotional growth and our centre is a gentle introduction and transition into this social playground. We foster social/emotional development through free play time, discussion at group time, drama, show and tell and special helper. Our bible, art, math, science, large motor and group time curriculum is based on teacher and child led themes throughout the year, with daily opportunities for the children to express themselves and gain confidence and self esteem. Children will be rooted in the knowledge that God loves them and learn that they are called to show and share that love with everyone else.

ADMISSIONS

- Minimum required age for admission – 24 months – 5 years (space is limited for 24-36 month olds)
- Children must be toilet trained or in the process (see Toileting policy for more information)

REGISTRATION REQUIREMENTS

Please return the following to the centre and make cheques payable to Surrey Christian School:

1. The completed registration form(s)
2. The non-refundable registration fee (\$40) and field trip fee (\$30)
3. A copy of your child's birth certificate
4. A copy of your child's immunization record and/or immunization status form
5. A copy of any court order pertaining to your child(ren) if applicable
6. A copy of any medical and/or additional developmental assessment information if your child has had a diagnosis or is in the process of a diagnosis
7. A current closeup picture of your child(ren) and emergency card
8. Financial Commitment Form
9. Pre-authorized Debit Form with a void cheque
10. First month's payment

*Once registration is complete, you will receive a welcome letter in the mail. Each child will be observed for the first two months in attendance to assess the centres' ability to meet his/her needs. A decision will be made between both parent and teacher if the child does not seem ready for a positive transition into childcare.

PROGRAM TIMES AND FEES

Please refer to our registration form online at www.surreychristian.com (Admissions Tab, Cloverdale Campus).

ABOUT OUR STAFF

The staff/child ratio is in line with regulations from the Community Care Facilities Licensing Act through Fraser Health Authority. The teachers are licensed to practice in BC as Early Childhood Educators, Assistants or Responsible Adults and have up to date first aid certification. The educators are required to submit a clean criminal record check every 5 years. Throughout the year we may have students, volunteers and/or support teachers also in our centre, we will inform you in this event.

OPEN HOUSE

On the last Wednesday in August we offer an Open House session for all brand new families starting in September to come to our centre to meet the teachers. Detailed information will be emailed to you including a supply list, teachers names, etc. in mid August.

SHAPE OF THE DAY (INCLUDES PRESCHOOL BASED CURRICULUM)

(routine may be adjusted depending on what we are doing that day)

- Arrival: Breakfast and table toy activities
- Free play and art activities
- Circle time: prayer, music and movement, stories, drama, discussion time
- Prayer, wash, snack
- Outside play/gym
- Wash, prayer, lunch
- Quiet reading
- Nap/rest time
- Afternoon crafts
- Prayer, wash, snack
- Free play indoor/outdoor and dismissal

**Regular music and library programming will begin in Sep. 2019.*

**Please provide a sheet, small blanket and pillow. You are required to take home laundry at the end of your child's week and return clean on their next daycare day.*

SCREEN POLICY

We are dedicated to providing stimulating, open ended learning environments during your child's time at our centre. Therefore, screen time will be very limited within our program. Children may very occasionally watch a short educational video about the theme we are discussing or listen to a song we are learning. During Christmas/Spring and Summer break we may seek your permission to show a short G rated movie or show not more than twice monthly.

ACTIVE PLAY POLICY

We promote regular physical activity. We are dedicated to spending time outdoors every day unless serious weather does not permit and/or it's unsafe. Children enrolled in our full day program will spend a minimum of 1 to 1.5 hours in active play daily. If we are unable to go outside, we will be participating in active play in our gymnasium.



TOILETING

Children need to be confidently toilet trained in our 3-5 year old room, or in training to attend our multi-age room. We will assist your child in the bathroom if needed. A change mat is provided. Please provide pullups/diapers and wipes if needed. Please label all belongings.

SEPARATION

We would like the first weeks to be an especially positive and happy experience for each child. Separation can be difficult for some children and parents. We ask that parents:

- Visit the centre with your child in advance (Open House, orientation and/or other pre-arranged time) to meet the teachers and help your child get comfortable with their surroundings
- Discuss with your child their intention to leave
- Reassure the child of parent's intention to return
- Make eye contact and say goodbye

GRADUAL ENTRY

- If this is your child's first group experience away from you, the teacher will help assess his/her gradual entry needs. If your child is having difficulty adjusting, the teacher will help decide how long your child will stay each day.
- Please do not discuss your child's problems or concerns with a teacher when your child is within hearing range.

ARRIVAL AND PICK UP

- Children enrolled in our full day program must arrive by 10:00 AM. If there are extenuating circumstances and the child needs to arrive later than 10:00 AM, the centre must be notified in advance and an arrival time must be agreed upon between teacher and parent/guardian.
- Parents or other authorized adult must bring in and pick up their child from the centre and must contact the teacher upon entry. Parents or other authorized adult will sign their child in and out of the program.
- Children will only be allowed to leave the facility with parents, guardians or persons specified on the registration form or a person who has written or verbal permission from a parent. The centre will assist in making alternate arrangements if a parent/guardian appears “unable” to safely deliver their child home. In the event there is a concern for the safety of the child due to the adult’s ability to drive safely, the police will be notified.
- If the parent does not arrive to pick up the child, the teacher will:
 - contact both parents work and home numbers and all emergency contacts
 - keep trying for two hours at which time Ministry of Children and Family (MCF) will be contacted
- If an unauthorized person attempts to pick up the child, the teacher will:
 - ask the person to remain outside the classroom until the parent is contacted for consent
 - check the person’s ID before allowing the child to be released
- If the unauthorized person becomes confrontational to the teacher’s request, the teacher will:
 - notify the Manager and ask him/her to talk with the person
 - attend to the children in her care including the child in question
- If the unauthorized person forcefully removes the child, the teacher will:
 - write down the license plate number of the vehicle in question and call the police and MCFD



PARENTAL ACCESS

- A notice will be posted on the door if the children are not in the classroom.
- The centre must have all copies of custody agreements, restraining orders or court orders denying a parent access.
- If a parent informs the centre that the other parent no longer has access to the child, the written documents must be submitted before access is denied.
- If a prohibited parent/person arrives to pick up the child or visit, the police will be notified immediately and asked to intervene. The other parent will be contacted and

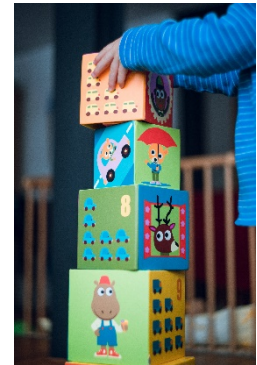
asked to pick up his/her child.

LATE FEES

Parents are required to pick up their children promptly at the end of their session/day. One late occurrence will be a warning. The second and consecutive late occurrences (if any) will result in a late fee charge of \$1.00 per minute per occurrence. This fee must be paid to the teacher before the child returns to the centre.

DROP IN POLICY

Sometimes we have space to provide occasional care for children who are registered but not regularly enrolled on a particular day or time. Space is not guaranteed, first come first serve. We require 24 hours notice if possible for drop ins, please speak with a teacher face to face, via email or text the centre. Rates: \$6 per hour or part of any hour, \$46 for the day, over 6 hours. You may use drop in once per week. Payment is due upon pickup, exact cash or cheque only. If you need more childcare on a regular basis, you will need to commit to your days if there is space and sign a financial commitment form for regular monthly withdrawals.



AFFORDABLE CHILDCARE SUBSIDY PROGRAM

Our centre accepts families who qualify for subsidy. Parents can get more information at: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit/apply>

The deadline for applying for subsidy is by June 30 for the following school year or upon registration if able to enroll your child immediately. First month and subsequent monthly tuition must be paid in full by parents until subsidy has been approved and processed. Parents are required to top up any childcare payments that are not covered by subsidy.

WITHDRAWAL

Withdrawal notice of 30 days is required. Payment will be required to pay monthly fees until the time the child is not attending. Failure to submit adequate notice will result in forfeiting one month's fees. Please email the Director to give 30 days notice: myzerman@surreychristian.com.

ATTENDANCE

- There are no refunds or fee reductions for statutory holidays, sick days, or for family holidays which may be taken throughout the year.
- Please email the Manager or text the centre if your child will be absent and the reason for their absence.

- You will be emailed as soon as possible in the event of a closure (bad weather, power outage, emergency).

HEALTH AND ILLNESS

Our centre is committed to provide a safe and healthy place for each child. A child with a communicable disease must be kept at home. This includes fever, cold, vomiting, diarrhea, rash, congested cough, pink eye, etc. Please carefully note the following:

- Parents must email their teacher in the case of illness. Please let the teacher know what your child is sick with.
- Children must be kept home if not able to participate in outdoor play.
- If a child has been exposed to any contagious disease (ex. chickenpox, mumps, measles, hand/foot/mouth etc. or a parasite like lice) the centre must be notified. A child may only return to the centre when free of symptoms for 24 hours.
- Children must be fever free and have stopped vomiting/diarrhea for a 24-hour period before returning to the centre.
- If your child becomes ill at the centre:
 - a parent or emergency number will be contacted, and child will remain under observation and kept comfortable
 - if no contact person can be reached, the child will remain under observation and kept comfortable until parents arrive

Illness in Childcare – A Quick Guide

Disease	Symptoms	Infectious?	Remove from Centre
Chicken Pox	Fever Blister type rash	Yes, 5 days after onset	Yes, from when spots first appear and until spots are scabbed over
Cold with Fever	Runny nose, clear or green low appetite, severe cough, tired, fever	Yes, before and during symptoms	Yes, until symptom and fever free without medication for at least 24 hrs and is able to play outside
Common Cold	Runny nose, clear, low appetite, slight cough	Yes, before and during symptoms	Yes, until symptom free and is able to play outside
Diarrhea #1	Runny stools. If no other problems, check with parent It could be normal or diet related	No	Yes, if child needs to be bathed or doesn't have a change of clothes
Diarrhea #2	Runny stools, fever, bad smell, fussy, cranky, pain and/or vomiting	Yes	Yes, until symptom free for 24 hours without medication
Ear Infection	Fever, clear discharge from nose, cranky, pulls on ear	No	Yes, until fever free for 24 hours without medication
Flu	Fever, cranky, in pain, may have runny nose, nausea vomiting	Yes	Yes, until symptom free for 24 hours without medication
Hand, Foot, Mouth Disease	Spots on palms of hands, fingers and sometimes feet mouth, buttocks for 7-10 days	Yes	Yes, until cleared by a doctor to return
Cold Sore	Fever blister or sore around mouth	Yes	Yes, until spot is scabbed over
Impetigo	Crusty oozing rash/spots mostly on face, arms or legs	Yes	Yes, until cleared by a doctor to return
Nausea/Vomiting		Yes	Yes, until symptom free for 24 hours
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes	Yes	Yes, until cleared by a doctor to return
Rashes	Red spots anywhere: could be measles, allergies, chicken pox, impetigo	Yes	Yes, until cleared by a doctor to return
Sore throat	Fever, red throat, hurts to swallow (could be strep)	Yes	Yes, until on antibiotics for 24 hrs and/or throat is not sore anymore
Lice	Live nits and/or eggs in hair	Yes	Yes, until nits/live lice are removed

UPDATING INFORMATION IN YOUR CHILD'S FILE

Information about your child needs to be kept up-to-date at all times. Please inform the Manager of any changes of information such as: immunization records, change of address/cell number/email, changes in custody or authorized pick up persons etc. We will transfer all of the information you provide into your child's file.

ALLERGIES

If your child is allergic to various substances, this needs to be brought to the attention of the teacher. If your child requires special treatment in case of a reaction (ie: EpiPen) you will be required to fill out a form, write a care plan and include any EpiPen/medication which will be kept well out of reach of children. If an EpiPen is required, a child will not be permitted to attend the program without their EpiPen.

MEDICATIONS

The centre keeps basic first aid supplies on site. No medication will be administered by any staff member, prescription or over-the-counter, unless a "Permission to Give Medication" form has been completed. Medication will be kept out of reach of all children. Verbal consent will not be accepted. Children taking prescription medication orally may only return 24 hours **after** the start of the medication.

IMMUNIZATION

All children who attend our centre are recommended to have completed all the standard course of immunizations. According to Fraser Health regulations, each child is required to have their immunization status on file at the centre. Please submit a photocopy of your child's immunization schedule and/or a completed immunization status form. If you have chosen not to immunize your child, please indicate on the immunization status form.

GUIDING AND CARING

Caregivers who are committed to nurturing and guiding young children create an atmosphere which fosters trust, security and comfort. We commit to using the following techniques to promote a calm, safe environment:

- **ACT Model**: Acknowledge the feeling, Communicate the limit, Target the alternatives
- **Redirection**: Guiding the child into an acceptable activity when they are engaged in an unacceptable activity
- **Choices**: Appropriate choices are given, and children are encouraged to choose for themselves
- **Logical and natural consequences**: Children will be made aware of the results of their action

There are also some harmful actions that are not permitted and will not be tolerated in the classroom:

- Shoving, hitting or shaking by a teacher or another child, or confinement or physical restraint by another child
- Confinement or physical restraint by a teacher, except as authorized in a child care's plan if the care plan includes instructions respecting behavioural guidance

- Harsh, belittling or degrading treatment by a teacher or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self-respect
- Spanking or any other form of corporal punishment
- Separation, without supervision by a responsible adult, from other children
- As a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet



CONFLICT RESOLUTION

When a parent has a concern, grievance, or complaint it must first be directed to the teacher or parent involved in a manner of open dialogue with the intention of resolving the problem. If a resolution does not occur due to tension, lack of communication, etc., the Director and Manager will be notified, and both parties shall meet with the Director and Manager to restore a healthy situation. If a satisfactory resolution is still not made, the concern will be brought to the Principal and Superintendent.

PARENT COMMUNICATION

- Throughout the year you will be receiving monthly newsletters and reminders **via email** to inform you of 'what's happening' in the centre. Paper calendars will be sent home.
- In our communication book, the teacher will record any pickup/drop off changes, days your child will be away, or any other info you would like the teacher to know about. The teacher will also record minor incidents such as bathroom accidents, scrapes/falls etc.
- Be sure to make the teacher aware of any events or problems that may affect your child's behavior, whether it be his/her health or just a matter of "getting up on the wrong side of the bed".

PHOTOS

- Individual photos are taken in the fall, class photos in the new year.
- Throughout the year, photos will be taken of your children in the centre and shared on the web app, “Homeroom”. You will be invited to join at the beginning of the year, having access to pictures of what’s happening in your child’s class. If you do not wish to have your child photographed please let a teacher know. We ask that if you choose to share pictures on social media, that you obtain permission from the parents/guardians of the other children in the photo.

BOOK CLUB

In October/November/January/February/April/May you will receive a Scholastic Book Club order form. There is no obligation to purchase books and please keep in mind that not all books are suitable to family values. The centre benefits by receiving credits to select books/toys for the class room. Please order and pay online.

CLOTHING

Children should wear comfortable play clothes (that can get dirty) to the centre. During cold or rainy weather, please send along coats with hood, and boots/mittens. An extra pair of non-marking, clean, VELCRO shoes are required to be worn inside the centre. Sunscreen and a hat should be worn in warmer weather. Children should bring a small backpack or drawstring bag with an extra pair of clothing for unexpected accidents. All personal belongings must be **labeled** with the child’s name.



SHOW AND TELL

Many toys get lost when children bring them to the centre. However, once a week we have designated show and tell days. This will be your child’s opportunity to bring ONE item from home and share with the class. Please no violent toys such as toy guns, etc.

BIRTHDAYS

Birthdays are special and exciting for each child. Children will receive a small gift from their teacher. Your child is welcome to bring in stickers, pencils, cupcakes etc. for classmates but this is optional. We will celebrate as close to their birthday as possible. Please check with a teacher if you are planning to bring in a treat. Please no large birthday cakes/pizzas etc. that are difficult to serve. Any treats that are brought in will be sent home with your child.

SNACKS/LUNCHES

Snacks/lunches are not provided. Snacks/lunches need to be pre-cut and put in a reusable, labeled container. Please work together with your child to pack a nutritious snack/lunch. Water (no juice) should also be sent in a reusable, labeled bottle. Please note: we are a **NUT FREE** facility. We have a microwave to warm up lunches. Children will have access to their water bottles at all times.

FIELD TRIPS

We will offer local field trips throughout the year. Parents are encouraged to drive their own children but if your child is registered in the full day program, a bus will be provided. If there is room, preschool parents and children may also join us on the bus. You will be informed by way of email and information will be sent home well in advance of our field trips. A \$30 field trip fee will be collected upon registration. (Multi-age care families will be asked to pay on field trip days).

REPORTABLE INCIDENT POLICY

We hope and pray that all children attending our centre are growing up in a secure and loving environment. However, should a situation arise in which a staff member has reasonable grounds to believe that a child is abused or neglected, that staff member is morally and legally obligated to file a report immediately with Child Protection Services. We will maintain a daily log (bound book) which will include a description of any applicable reportable incident that may occur at Surrey Christian School Early Learning Centre. If you should suspect abuse in the center then you are required by law to report it to the Fraser Health Authority (604-587-3936/week days, 604-527-4806/weeknights and weekends) within 24 hrs. If there is a case of abuse within the center, it will also be recorded and reported to Fraser Health Authority.

FIRE DRILLS/EVACUATION

Fire and evacuation maps are posted in the centre and practiced and recorded monthly. Earthquake drills will be practiced once per year. All staff, volunteers and other adults will be familiar with fire/emergency drill procedures.

EARTHQUAKE KITS

The centre will provide each child with an earthquake kit. It will contain the following:

- a nut free granola bar, rice crackers, water, dried fruit, water
- various activities to keep children busy (books, coloring, small toys etc.)

You are invited to add a family picture and/or note. If your child has any allergies to the above items, please provide your own items in a labelled Ziploc bag.

DISASTER PLANNING

In the event of a major emergency:

- If we are unable to return to our building, we will go to our area of refuge at the corner of the school property. We will contact you regarding our circumstances and pick up procedures.
- No child will be dismissed from the centre unless a parent or caregiver or other previously designated adult comes for him/her.
- No child will be released from the center with another person, even a relative or babysitter, unless the centre has written permission to do so. With this in mind, please ensure that you have provided us with an up to date contact list.
- All parents, caregivers or designated parties who come for the child must sign for their release.
- Parents and alternate caregivers may not pick up child until all students and staff are accounted for and the teacher approves the release of students.
- Please do not call the centre. We must have all the lines open for emergency calls.
- Help us protect your child during a disaster, please be patient with the student release procedure.

CENTRE CLOSURES

Our centre is closed on all statutory holidays plus Easter Monday, Christmas Eve and Boxing Day as well as the last 2 weeks of August before Labour Day (for holidays, cleaning, maintenance and planning). We close early (3:00) on New Year's Eve. We are open on demand for the remainder of Christmas break and Spring break for our full day program. There will be a discount on tuition in August.

We hope this handbook will help you and your child to adjust readily and happily at this important time in their life. We look forward to sharing many fun and meaningful experiences with you and your child.

Surrey Christian School reserves the right to make changes to this handbook at any time throughout the year. Any major changes will be communicated to parents/guardians.

Sincerely,

Melanie Yzerman, Director, Early Learning Programs at SCS
myzerman@surreychristian.com

Genny Buchanan, Manager, Cloverdale Campus
gbuchanan@surreychristian.com/604-576-6313