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# Welcome to Riley Park Preschool

We welcome you and your child to Riley Park Preschool. We are an inclusive centre licensed by the provincial government's Community Care Facilities Licensing Board.

Our preschool has professional, experienced and dedicated staff. We are proud of our program and all that it has to offer. The preschool has a wide variety of equipment and program supplies, allowing for quality activities in a safe and secure environment.

We combine both three and four year old children in our classes. This combination provides for a wide range of individual abilities within the preschool classroom, proven to be beneficial for all children. Staff plan for the range of individual differences found in any group of children. Combining the age groups allows for peer tutoring and modeling by the four year olds who are able and eager to demonstrate their preschool experience.

We look forward to working with you to provide quality programming for your child.

## **PRESCHOOL STAFF:**

Our staff at Riley Park Preschool are licensed Early Childhood Educators all of whom hold a valid First Aid Certificate. We also have a licensed Special Needs Educator as a member of the team. We work closely with the B.C Centre for Ability and Vancouver Supported Child Development to ensure that all children are able to access all services that are available to them.

## **PRESCHOOL ADMINISTRATION:**

Riley Park Community Centre Association (RPCA) is the preschool staff's employer. The Riley Park Community Centre, along with its preschool, is operated jointly by the Vancouver Board of Parks and Recreation and the Riley Park Community Centre Association. The Vancouver Park Boards' Community Recreation Programmer and Recreation Supervisor manage the affairs of the preschool, on behalf of the RPCA, whose operations are overseen by a volunteer Board of Directors.

## **PARENT INVOLVEMENT:**

Although we are not a parent participation preschool, parents are encouraged to share a skill, participate during special activities and become involved in the new parent liaison committee. This committee provides a voice for parents through networking with staff and community association members. Please see the centre programmer if you are interested in joining the committee.

Riley Park preschool provides a networking program for parents to exchange phone numbers. If you choose **not** to participate please notify staff.

## **PARENT-TEACHER CONFERENCES:**

We recognize parents as their children's most valuable resource and as such, we welcome parents' input and contributions. We schedule conference times each year fall and spring, or as requested by the parent or teacher. We also encourage ongoing communication about the child's development and progress, both at home and at school. If you have any questions about your child's development or progress, please do not hesitate to contact us.

## **PHILOSOPHY:**

We believe that a child's social, emotional, cognitive and physical skills can develop to their full potential in a high quality Early Childhood Educational setting.

We believe that a high quality setting includes:

- a warm, nurturing and caring staff
- a rich and stimulating environment
- a predictable yet flexible daily routine
- ongoing communication between a child's parents and our staff

## **INCLUSION:**

Inclusion is a valued part of our program. We believe that children with extra support needs should attend Early Childhood Education settings with their peers. Extra support may include language development, emotional, behavioral, and physical delays or medical challenges.

Children with extra support needs participate in every aspect of our program according to their ability. We individualize programs in consultation with parents and professionals, such as Speech and Language Pathologists, Occupational Therapists, Physiotherapists, Psychologists and Supported Child Care Consultants, to meet each child's specific needs for growth and development. Being an inclusive preschool in which all children and families are welcome offers countless benefits for everyone.

## **GRADUAL ENTRY:**

A gradual entry schedule will be sent out to each family prior to the start of the school year. It clearly outlines the amount of time your child will be with us during the first few classes. It is a slow process allowing the children to interact and become familiar with one another.

Gradual entry will take place the first two weeks of classes. If you feel your child will adjust without your involvement, your presence will not be necessary. This process allows the separation between child and parent to be positive while also providing extra opportunities for the teachers to develop positive teacher/child relationships.

Parents and children will become familiar with the routines and activities at a comfortable pace during this first two weeks. This time also gives parents the time learn about the philosophy of the preschool and have any questions answered. Our goal is to have full class participation by the third week of September. At this time, parents will be asked to limit their time spent on the floor.

## **BEHAVIOR MANAGEMENT**

We value and respect each child as a unique individual. Our goal in guiding children's behavior is to ensure their safety and to assist them in developing self-confidence, self-esteem, self-control, self-discipline and sensitivity in their interactions with others.

Our guidance strategies include:

- modeling
- stating clear limits and involving children in setting those limits
- having appropriate expectations for children according to their development
- teaching children to express their feelings in appropriate ways
- teaching children problem solving and conflict resolution skills and encouraging them to use those skills with their peers.
- respecting children's feelings allowing children to experience natural consequences for their behavior

## **PROGRAM GOALS:**

Riley Park Preschool strives to provide creative opportunity for discovery, challenge and exploration as well as a safe environment for building self-confidence, self-awareness and supportive relationships with peers.

We offer a diverse and exciting curriculum with many theme-based activities in a play-based environment that has a variety of learning centers for creative and discovery play. These include:

- |                   |                                      |
|-------------------|--------------------------------------|
| • music program   | small and large climbing apparatus   |
| • phonics program | block corner                         |
| • number program  | book corner                          |
| • art center      | table toys ( puzzles, beads, etc...) |
| • science table   | sand and water play                  |
| • house corner    | field trips                          |

## PROGRAM DATES AND TIMES:

**Two Day Program:** Tuesday and Thursday mornings, 9:00 am - 11:30 am  
Tuesday and Thursday afternoons, 12:15 pm – 2:45 pm  
Wednesday and Friday afternoons, 12:15 pm – 2:45 pm

**Three Day Program:** Monday, Wednesday and Friday mornings, 9:00 am - 11:30 am

## DAILY SCHEDULE:

9:00 – 9:20 am	-	Arrival
12:15 – 12:35 pm	-	Table top toys, free art project
9:20 – 9:25 am	-	Clean-up & transition to circle
12:35 – 12:40 pm	-	
9:30 – 10:00 am	-	Greeting circle - attendance, introduction to the theme related stories, songs, books and finger plays
12:40 – 1:10 pm	-	
10:00 - 10:30 am	-	Discovery play & structured creative art project
1:10 – 1:40 pm	-	
10:30 – 10:35 am	-	Clean-up and wash hands for snack
1:40 – 1:45 pm	-	
10:35 - 10:50 am	-	Snack time
1:45 - 2:00 pm	-	
10:50 - 11:10 am	-	Circle - quiet book time, calendar and weather chart & show and tell
2:00 – 2:20 pm	-	
11:10 - 11:30 am	-	Outside time or group games inside
2:25 – 2:45 pm	-	
11:30 am class	-	
2:45 pm class	-	Good-bye song / dismissal

## DAILY ACTIVITIES:

Occasionally we vary our schedule however; we follow a similar routine throughout each session to provide a consistent environment. We encourage your child to explore experiment and make friends. To help children become interested in a variety of activities, we offer a number of choices daily. There are times to observe, to play alone, to play with one or many friends or to talk to an adult. We believe that outdoor time is important for all children. Our park gives the children opportunities to explore the many natural materials in a very free environment. They will have the chance to climb, run, dig, ride a tricycle or simply observe. We will go outside every class. Please dress for the weather.

### **ITEMS FROM HOME:**

We encourage children to bring photos, music and books from home on their assigned special helper day. Please refrain from bringing any other personal belongings...

Please put your child's name on all personal belongings, backpacks, extra clothes, snack containers etc. It is preferable that personal belongings and backpacks are labeled on the inside, where the name is not visible to the public.

### **SPARE CLOTHES:**

As our program involves play in sand, paint, clay and other messy materials, please send your child in play clothes that can get dirty. Please also send a spare change of clothes to be kept at the preschool.

### **SNACK TIME:**

Some children may have severe allergies, therefore, we ask parents to respect our

### **“no nut policy”**

Although we will do our best to avoid nuts we do share the room with other programs and therefore can only monitor the snacks at the table.

Our goal is to promote nutrition, please do not send any candy or other sweets. Please use reusable containers whenever possible. This will convey to your child the message that things do not have to be used only once and then thrown away. Please avoid glass containers.

Snack time in the preschool day is when children sit down with their playmates and enjoy a nutritious snack. At this time we stimulate conversation about general topics, future special events and interesting happenings in everyone's lives.

Our goal is for children to learn that they can take responsibility for meeting their own needs. Self-help skills such as opening and closing a lunch kit, unscrewing a lid, pouring from a thermos, unwrapping cheese and crackers, wiping a spill, and being responsible for cleaning up one's own snack area are all important skills we encourage.

## **ARRIVAL AND DEPARTURE:**

If arriving before the class starting time, you must stay with your child until class begins. Our program requires full participation therefore, it is essential that the children arrive on time to benefit completely. It is also important to arrive on time, as to not disrupt the class in progress.

When you arrive to take your child home, please be on time. The children will be waiting for you in the preschool room. The teacher will dismiss each child individually to the parent/guardian. At this time we may share information with you about your child's day at the preschool. The teacher standing at the door will be carefully observing to make sure each child is with their parent or caregiver.

There will be a fee of \$1.00 per minute for late pick-ups. This fee is payable at the front office. We anticipate your cooperation and respect in this matter. Please remind caregivers who may be picking up your child about this fee.

Regardless of whether the pick-up person is a friend, relative or known to the child, we need your consent before we will let your child go with them. Changes in the procedure of who will deliver or pick-up your child must be communicated to the staff by note or telephone before the change occurs.

**Please notify the preschool if your child will be absent.  
Preschool's direct line is: (604) 257-8652**

## **HOLIDAYS AND CLOSURES:**

The preschool follows the Provincial school calendar. We will be closed for all statutory holidays, Christmas, spring and summer breaks. Please refer to the monthly preschool calendar for specific dates.

Your child's class may also be cancelled for two professional development day within the school year. This will enable the staff to attend conferences and/or observe at other preschools.

## **CHANGE IN ROUTINES:**

For your child's well-being and to help us work with your child, please let us know of any event or change in routine at home or with your family that may affect your child's behavior within the preschool setting (for example, extended illness, change in job routine).

## **HEALTH AND SAFETY:**

The Vancouver – Richmond Health Board provides us with the ongoing services of health care professionals. Our Community Health Nurse visits on a regular basis and, with the parent's permission, will make referrals to the Speech and Language Pathologist, Psychiatrist, Psychologist, Orthopedist, Audiologist, Dental Hygienist and Dentist as needed.

Every effort is made to ensure the health and safety of both children and adults in the preschool.

1. Please inform the staff of any allergies or health problems your child has.
2. Although it is no longer mandatory, your child should have all inoculations up to date before starting the preschool. This is for his or her protection.
3. Your child will not be admitted into the preschool if he or she is ill. Your child needs to be well enough to participate in all the daily activities, both indoors and outdoors. The preschool does not have the resources to care for sick children. Therefore, you will require alternate care, to look after your child in case of illness. We will require the names and telephone numbers of your alternate care upon registration.
- 4) If your child contracts a communicable disease, please notify the preschool so that other families can be informed.
- 5) If your child becomes seriously ill at the preschool or has an injury, the staff will phone 911, if necessary, and then contact the parent. If the parent is unavailable, the alternate care person will be contacted. The family doctor may also be contacted.
6. We will only give your child medication that has been prescribed by a physician. Please note the medication, dosage and instructions on the medication chart/permission slip and give to the teacher. DO NOT leave any medication in your child's cubby.

## **ENROLLMENT AGE:**

Children registering for September must be a minimum of 3 years old by December 31<sup>st</sup> of that year. If spaces become available after September children may be able to register if they are a minimum of 30 months of age and are on the existing waiting list.

## **REGISTRATION:**

Children who are already attending our preschool receive priority registration for the next school year. Siblings will also be allowed to pre-register for the following school year. By providing sibling priority we are supporting the families well being and building a sense of community, stability and greater parental commitment. It was also noted that it is extremely difficult for families to have children in two different preschools at the same time. The registration time line for currently enrolled children and their siblings will be in the month of February. Choice of sessions will be on a first come first serve basis. Families will be notified in advance as to the date and time registration will be taking place.

## **PRESCHOOL FEES:**

Each month's fees will remain the same for the year September to June whether there are holidays in the month or not. The fees are averaged out over the ten month period to make each payment equal.

## **N.S.F. CHEQUES:**

There is a \$25 fee assessed for all N.S.F. cheques. Not paying for N.S.F. cheques by the 15<sup>th</sup> of the month will result in the parent being asked to withdraw their child from preschool.

## **WITHDRAWAL:**

One month's written notice is required and must be received by the 1<sup>st</sup> of the month prior to withdrawal (see Appendix II). For example, if a child is withdrawn from the program for October 1<sup>st</sup> then one month's notice must be received by September 1<sup>st</sup>. If we do not receive one month's notice the June payment will be applied to cover that month's fee.

If a child is temporarily withdrawn for vacation, sickness or any other reason the month's fee must be paid to retain the space.

Staff and parents have a right to withdraw a child if the preschool does not fit with the child's needs or if there are conflicting expectations. (See previous paragraph for withdrawal policy).

## **THE COLLEGE CONNECTION:**

Riley Park Preschool serves as a practicum placement centre for students in the Langara College Early Childhood Education Program as well as other colleges' ECE programs. Theory taught in the classroom is put into practice in our preschool. Students gain practicum experience under the supervision of the preschool staff and ECE faculty. Our involvement with these college programs and others enhance the preschool and enriches the individual care and attention that the children receive. Occasionally practicum students in consultation with staff will select a child and perform a child study. In this case the family will be asked in advance to give permission

## **EARLY CHILDHOOD NETWORK SERVICES**

The Riley Park preschool staff work network with the community's childhood support services and can refer you to a health care professional should this be necessary. A listing of these services is included in Appendix III for your reference.



APPENDIX I

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**RILEY PARK PRESCHOOL PARENT AGREEMENT**

Operated jointly by the Vancouver Park Board and the Riley Park Community Association (RPCA)

Located at 50 East 30<sup>th</sup> Avenue, Vancouver, BC, V5V 2T9

257-8652 (Preschool)

257-8545 (Front Desk)

Fax 257-8639

**I, the undersigned, have carefully read the Parent's Agreement of the Riley Park Preschool and agree to comply with the following:**

**DROP-OFF & PICK-UP**

1. I agree that a responsible adult, over 16 years of age, must bring and pick up my child, both to and from school.
2. I understand that I cannot leave my child unattended in the hallway at any time.
3. I agree to make sure a teacher is aware my child has arrived in the preschool.
4. I agree that anyone picking up my child must be written down on the registration forms otherwise my child will not be released to the person.
5. I agree to have my child arrive on time for class.
6. Late pick ups are charged \$1.00 per minute, in five minute/\$5 increments. ANY LATE PICK-UP FEES ARE TO BE PAID AT THE FRONT DESK. PLEASE ASK FOR A RECEIPT TO PRESENT TO PRESCHOOL STAFF.

**ATTENDANCE**

1. I understand that statutory holidays will be observed. Preschool will be closed for Christmas vacation, Spring Break, and during July and August, as well as the days specified by the schedule.
2. I understand that closing of the school for any emergency shall be at the discretion of the RPCA.
3. A withdrawal requires 30 days written notice given on the 1<sup>st</sup> of the month.

**MY CHILD AT SCHOOL**

1. If I have any questions about my child's progress or the program of the school, I will direct them to the teachers at a time which is mutually convenient. I understand that during class times, the teachers' first priority will be the children's needs. I understand that at the beginning of the class the teachers will be keeping track of attendance. At the end of the class the teacher(s) in the hallway will be keeping track of the children exiting with a designated caregiver.
2. I agree to notify the teachers of any change of address, phone number, or employment phone number. I understand that this is very important as they must be able to reach me in case of an emergency. I will also notify the teachers of any change(s) in the information given at the time of registration such as doctor, medical information, allergies, care card number and alternate emergency contact.
3. I agree to keep my child at home if he/she shows one or more symptoms which require exclusion from the facility, as outlined by the Vancouver Health Department. I can ask to speak with a nurse on the Early Childhood team at a local Health Unit (for South Unit, phone 321-6151), if I wish more information on symptoms which require exclusion.
4. I agree to keep the teachers informed of any event or change of routine at home which might affect my child's behavior, as for example, a new member of the family living at home, a separation or death, extended illness of a family member, or any other change in family situation.

I, as legal Guardian of \_\_\_\_\_, hereby give permission for him/her to participate in any excursions or local outings that are part of the daily program. I understand that I will be notified if any outing involves transportation. In signing, I also acknowledge that I have read and understand this agreement and agree to abide by the information presented while my child is in attendance.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Child's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

