

Tiny Tots Licensed Preschool Program



“A Building Block for Your Child’s Future”

Recreation, Culture, & Community Services

3310 37th Ave, Vernon, BC V1T 2Y5

250-550-3673

www.vernon.ca/tinytots

The Tiny Tots Early Childhood Educators, licensed instructors are happy you are joining us!

Through play-based education, Tiny Tots touches on cognitive, physical, emotional, and social growth of the children in the program, as well as introducing the ABCs and 123s.

Outdoor and active play is an important element of this program that includes the use of a full gymnasium and two outdoor playgrounds.

- Social Skills** like sharing and self-control.
- Fine Motor Skills** to prepare for holding writing tools and using scissors.
- Gross Motor Skills** like coordination and balance.
- Creative Expression** and taking pride in work.
- Literacy Skills** like book care and recognizing familiar words.
- Math Skills** like counting, sorting, and comparing.
- Science Skills** like constructing, experimenting, and observing.

Our Philosophy

We endeavor to provide the children entrusted to us with experiences and opportunities to grow, socially, emotionally, physically, creatively, and cognitively, in a safe and caring environment.

Children will learn if given a variety of educational and open learning opportunities in an organized and flexible environment.

Policies and Procedures

Everyday your child will need the following:

- A full-size backpack to hold their snack, water bottle, extra clothing, and their completed projects to bring home.
- Appropriate footwear for both indoor and outdoor play. Dedicated indoor shoes are required.
- Comfortable clothing that will allow for movement, play, and to get messy.
- Weather appropriate outerwear (jacket, pants and accessories for sun, rain or snow).
- Full change of clothes including underwear and socks.
- Nutritious snacks (see food and drink policy below).
- Water bottle.

****Please ensure all personal items are labelled with your child's name. ****

Active Play Policy

Active play is physical activity that includes moderate to vigorous bursts of high energy, raises children's heart rate, such as running or jumping. Physical activity is an important part of our preschool day.

As per the Director of Licensing's Standards of Practice, our preschool offers a minimum of 30 minutes of active play daily.

The Tiny Tots program includes facilitated and unstructured (child-directed) active play opportunities; both indoors and outdoors.

Active play helps to:

- Promote healthy growth and development
- Build strong bones and muscles
- Build fundamental movement skills and physical literacy
- Develop gross motor and fine motor skills
- Promote children's confidence
- Improve children's concentration, thinking and learning skills
- Provide opportunities to develop social skills and make friends

Daily Schedule

As part of the importance placed on getting children ready for kindergarten, a daily schedule is important. The following schedule remains the same throughout the year:

Active Play

Class	Gym Day	Outside Play
Mon/Wed/Fri	Mon	Wed/Fri
Tues/Thurs	Tues	Thurs

**If the weather is uncooperative, an alternate, indoor activity will occur. **

Classroom Schedule

9:00-9:15 a.m.	Welcome and free play
9:15-10:15 a.m.	Outside/Gym Time
10:15-10:20 a.m.	Transition/Handwashing
10:20-10:35 a.m.	Circle Time
10:35-11:20 a.m.	Free Play/Craft/Learning Activity
11:20-11:25 a.m.	Clean Up
11:25-11:35 a.m.	Storytime/Phonics
11:35-11:40 a.m.	Handwashing
11:40-11:55 a.m.	Snack
11:55 a.m. – 12:00 p.m.	Goodbye

Food and Drink Policy

Snack time is a chance for socialization and interaction. Our goal is to promote the development of healthy food habits in a positive environment, which is essential in each child's growth and development. Please keep in mind the importance of good nutrition when preparing snacks.

Children are required to bring their own nutritious snack and water bottle from home. Please choose snacks that are **nut and seed free**. Some suggestions are fruit, veggies, cheese and crackers, or a small sandwich.

****Our building is designated as PEANUT FREE. ****



Children wash their hands prior to and after snack time and tables are cleaned with a water and mild bleach solution in compliance with the Child Care Licensing Regulation, Section 48.

If food/drink is being brought in to share, a recipe card or the packaging label of purchased food must be provided for our records. Please advise staff in advance should you wish to do this.

Toileting Policy

Children attending Tiny Tots must be toilet trained; however, it is not uncommon for children to have accidents at the beginning of the school year. Should this happen, you may be called to come and help your child. To help ensure success for your child, we suggest that children use the washroom before school and have a set of spare clothing in their bags. Children must ask staff before leaving the room to go to the washroom. Staff will keep an eye on the bathroom area to ensure the child's safety, but at a distance to allow them privacy.

To reduce the spread of bacteria, staff will ensure that proper hand washing is done after bathroom use.

Well Child Policy

All Tiny Tots teachers hold a current first aid certification which includes special training in child and infant CPR and choking.

It is strongly encouraged that your child's immunizations are up to date prior to admission and provide a copy of their records as per licensing requirements. It is essential that you keep your contact information and child's records up to date, so we have the correct information on file. Keep us informed of changes in telephone numbers where you can be reached; the name, address, and

telephone number of your family doctor; and alternate pick-up people who can be called if staff are unable to reach you.

Tiny Tots staff will only administer medication if it is prescribed by a doctor and a 'request for administration of medication form' is completed. The medication will be kept in a locked cupboard. The staff member who gives the medication to your child will note the time and initial the form. Parents are responsible for providing a measuring instrument for dosing and administration.

If your child is not feeling well, they are not likely to have a fun time at Tiny Tots. If your child is not feeling well, please think of their health, the health of others, and consider staying home. Please do not give your child medicine before attending preschool. Contact the classroom telephone number if your child is ill and will not be attending, or within 24 hours after diagnosis of a communicable disease (pink eye, head lice, etc.) so we may take necessary precautions and notify other parents.

If your child becomes ill while at Tiny Tots, the guardian or alternate emergency contact will be asked to pick up the child. We will keep them as comfortable as possible until a guardian arrives to pick them up.

Please keep your child home if they:

- Have a suspected, or known, communicable disease (chicken pox, conjunctivitis – also known as pink eye, measles, mumps, rubella, pertussis, etc.)
- Have a fever
- Are too sick to participate in all normal activities including outdoor play
- Have symptoms such as persistent and/or chesty cough, constant runny nose, yellow crusted nostrils, etc.
- Have vomited or had diarrhoea during the previous 24 hours

We make these requests for the following reasons:

- The protection of others. Germs spread more quickly through younger children – we want to maintain a healthy environment for everyone.
- A child's recovery could be delayed. They are more likely to acquire other illnesses when their immune resistance is reduced.

- The inability to focus and function in large group situations. A sick child requires one teacher's full attention – teachers cannot look after a child one on one.

If in doubt, do not send your child.

Thank you for helping to keep everyone healthy.

Guidance and Discipline Policy

The goal at Tiny Tots is to guide and assist the children in their environment and encourage socially acceptable behaviour.

The teachers serve as roles models to the children attending Tiny Tots. Positive behaviour is demonstrated and reinforced throughout everyday activities to help build the child's self-esteem and confidence. Expectations are outlined and explained to the children.

- Children are to be self-directed and exhibit self-control.
- Social behaviour such as sharing, answering politely, and playing co-operatively with others is practiced.
- Children learn to avoid inappropriate behaviour such as pushing, hitting, interrupting, or biting.
- Children are given praise and encouragement for helping at clean up time, sharing, taking turns, etc.
- Identifying a child's feelings helps them handle their emotions and possibly helps eliminate further repercussions such as biting, hitting or throwing.

Guidance methods include:

- Discussion.
- Re-direction to another activity.
- Short term withdrawal of a privilege (that does not include active play)
- Time away - a child is slightly removed from the group and activity for a short period of time. This gives the child an opportunity to regroup and compose themselves.

If, after staff have tried a variety of guidance techniques and a child is still requiring extra individual attention, the teacher will discuss with the parent or guardian further strategies. On some occasions we may request that the

parent or guardian should be available for immediate pick-up at any time during school hours when necessary. All field trips will require the attendance of this child's parent or guardian. Every effort will be made to correct a problematic situation; however, it may be necessary for management to decide to discontinue a child's attendance.

Termination of enrollment may be the result of:

- Abuse of other children, staff, or property.
- Disruptive or dangerous behavior.
- The Tiny Tots program's inability to meet the child's individual needs.

Drop Off and Pick Up

To access the classroom please enter the Boys & Girls Club building through Brown Door #1, located at the northwest corner of the building. The doors will be open a few minutes before class begins. During class times, the doors are kept locked for your child's safety; if you need access to your child at any time, there is a buzzer at door #1 which rings in the classroom. At the end of the class please wait outside by the brown doors until we unlock them.

Please do not park in the turn-around in front of the building. This is not a parking area and must be kept clear for emergency vehicles. Cars illegally parked are subject to bylaw enforcement and may be ticketed and/or towed away at the owner's expense. Please park in one of the three designated parking areas to the north, south or west of the Boys & Girls Club building.

Children will only be released to those responsible adults designated on their information forms. Parents/guardians are responsible for keeping these up to date. If a child is not picked up by a designated person at the end of class, we will make every effort to contact the parents/guardians or alternate emergency contacts for **up to 30 minutes**. If this is unsuccessful, the Ministry for Children and Families has advised that their office **must** be contacted.

If it is suspected that the designated responsible adult for drop off or pick up is impaired, the staff are legally not able to release the child to the care of this person. The Ministry Act states: **"It is the staff'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 a staff member believes that a child will be at risk, they will explain that driving while under the influence of drugs or alcohol is against the law and staff is obligated to ensure the safety and well-being of the children and adult. The staff will:

- Offer to call a relative or friend to pick up the person and child.
- Offer to call a cab.

If the presumed impaired person chooses to get in the car with or without the child, staff will inform the parent that if they get in the car with or without the child, they will contact the RCMP the Ministry of Children and Family Development.

Screen Time Policy

Tiny Tots is a screen-free environment. No electronics, except the ones necessary for teaching purposes, are permitted.

Administrative Information

Newsletters

Each month you will receive a letter notifying you of special events, show and tell, field trips, cooking needs, etc. Please keep a copy of the calendar where you will remember to check it daily. Calendars are also posted in the hallway at the centre.

Field Trips

Field Trips are an important part of the Tiny Tots program and assistance from parents/guardians is required for their success. If you have agreed to help and you find you cannot attend, please notify the teacher as soon as possible so alternate assistance can be found.

Occasionally a field trip which will involve driving will occur in the fall and spring. **Parents are required to safely transport their child to scheduled field trips.** If you do not have a vehicle available for transport, it is the responsibility of the parent/guardian to make arrangements for their child to participate. Field trips that require driving, will not occur in the Winter.

Visiting the Classroom

Parents are welcome to visit the classroom any time, please advise staff in advance to be able to coordinate planned activities and other visitors.

Cancelled and Non-Scheduled Classes

Classes are not scheduled on statutory holidays, days in lieu of holidays, School District 22 December and March breaks.

If a class needs to be cancelled, a full refund, equivalent to one day in class, will be issued.

Payment of Fees

A non-refundable deposit equal to one month's fees is required at registration, this will be applied to your final payment in June. Remaining fees can be paid monthly by credit card (processed on the first business day of the month) or nine post-dated cheques (dated September 1 to May 1).

Tiny Tots is eligible for the Affordable Child Care Benefit (ACCB). This can be applied for through the Government of BC website.

Program Withdrawal

Two weeks' notice is required for all Tiny Tots withdrawals. Charges or refunds will be made according to when notice is given. If the withdrawal notice is less than 14 days, there will be no refund for that month.

Classroom Contact (call or text)

Tiny Tots Preschool 250-549-5197

Thank you for your cooperation in adhering to the policies and procedures in place for Tiny Tots to help ensure a fun and safe learning environment for all the children. If you have any questions or concerns, please reach out to the teachers or myself.

Looking forward to a great year.

Leah Walker, Manager, Culture & Community Services

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250-550-3673