

TINY TOTS PRESCHOOL

“a building block for your child’s future”



tiny-tots.ca

*Recreation Services
3310 – 37th Ave, Vernon, B.C. V1T 2Y5
250-550-3671*

Welcome to Tiny Tots!

During the year to come, we will treat your child to many new and familiar experiences. Through **PLAY** based education, we touch on cognitive, physical, emotional, and social growth of the children in our care. Along with introducing your child to the ABC's and 1,2,3's, experiences will come from all forms.

We are a unique program offering a variety of experiences from field trips, Christmas concerts, baking, science experiments and gardening in the classroom. We are a licensed preschool setting with qualified ECE teachers. We follow the SD22 school calendar for holidays and closures, excluding Pro-D days. We have use of a full gymnasium, 2 outdoor playgrounds: 1 nature and 1 turf playground and will be ready to play!

Research shows that **PLAY** is the most effective way to teach young children.

Here are some of the things we are learning:

- **Social skills** like sharing and self-control.
- **Fine motor skills** to prepare us for holding writing tools.
- **Gross motor skills** like coordination and balance.
- **Creative expression** and taking pride in our work
- **Literacy skills** like book care and recognizing familiar words
- **Math skills** like counting, sorting, and comparing
- **Science skills** like constructing, experimenting, and observing

**Rest assured - your child is learning
AND having fun!**

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 wide variety of educational and open learning opportunities in an organized & flexible environment.

TINY TOTS PRESCHOOL PROCEDURES & POLICIES

What to send to Tiny Tots:

Backpack:

Your child needs a backpack **every day** to hold their snack, completed art projects and in winter – shoes, snow pants, hat and mitts and a full change of clothes including shirt, underwear, socks and pants.

What to wear:

Please send your child to preschool dressed in play and weather-appropriate clothing including:

- Comfortable clothing that will allow your child to move, play and be messy
- Appropriate footwear that will allow your child to play inside and outside rain or shine
- If wearing boots or outdoor play shoes, please send indoor shoes as well (not slippers)
- A jacket (rain jacket/ muddy buddy for rainy days, warm winter coats and pants for cold or snowy days)
- Mittens and hats as the weather requires

Please label **ALL** personal items with your child's name. This is the only way we can keep clothing from getting mixed up.

ACTIVE PLAY POLICY

Active play is physical activity that includes moderate to vigorous bursts of high energy, raises children's heart rate, and may make them 'huff and puff' 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. Our program includes facilitated and unstructured (child-directed) active play opportunities.

We offer both indoor and outdoor play including, but not limited to, games, dancing, outside & playground play, and activities in the gymnasium.

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

Please note the following schedule which remains the same throughout the preschool year:

Gym Day or Outside Day?

| Class | Gym Day | Outside |
|--------------------|---------|---------|
| Mon/Wed/Fri | Mon | Wed/Fri |
| Tues/Thurs morning | Tues | Thurs |

If the weather is uncooperative, we will remain in the classroom and an alternative activity such as music & movement will occur.

Sample of Monday, Wednesday & Friday Schedule

| | |
|-------------|---|
| 9:00-9:45 | Welcome & free play |
| 9:45-9:50 | Clean up time |
| 9:50-10:10 | Circle Time (Calendar, craft, cooking demo) |
| 10:10-10:55 | Art & crafts and/or phonics sheets |
| 10:55-11:00 | Math moment (handwashing transition) |
| 11:00-11:05 | Handwashing |
| 11:05-11:25 | Snack |
| 11:25-11:40 | Storytime/ music & movement |
| 11:40-11:50 | Getting ready for active play |
| 11:50-12:45 | Active play |
| 12:30 | Circle time / goodbye friends |

FOOD AND DRINK POLICY

Snack time is another opportunity for socialization and interaction. Our goal is to promote the development of healthy food habits in a pleasant environment. This is essential in each child's growth and development. Parents are asked to keep in mind the importance of good nutrition when preparing snacks.

Children attending the preschool should 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. Please send a reusable water bottle with your child's name on it. This water bottle will go back home daily with the child for cleaning.

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

On special days when we provide snack time, the information will be placed in our newsletters. If parents/ guardians bring in food and/or drink to the preschool for all children to share, such as a party day, a recipe card or the label off a bought package must be provided for our records.

We thank you for your cooperation with these licensing requirements.

Please note our building is designated as PEANUT FREE



TOILETING PROCEDURE POLICY

Children entering preschool should 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 parents or caregivers have their child use the washroom before school and have a set of spare clothing in their bags. Children must tell (ask) the 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.

HEALTH POLICY

All preschool teachers possess a current first aid certification including special training in child and infant CPR and choking.

We strongly urge you to make sure that your child's immunizations are up to date prior to admission, and to 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.

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. Please 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, we will contact the parent(s) or alternate emergency contact to ask that the child be picked up. Your child will be kept as comfortable as possible until a guardian arrives to pick them up.

WELL CHILD POLICY

Preschool staff may only administer medication if it is prescribed by a doctor and a 'request for administration of medication form' is completed. Staff will keep the medication in a locked cupboard during preschool. 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.

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 diarrhea 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.

A good rule of thumb is: if in doubt, do not send your child. Your support in keeping everyone healthy is appreciated.

DISCIPLINE/GUIDANCE POLICY:

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

- We encourage the children to be self-directed and exhibit self-control.
- We practice social behaviour such as sharing, answering politely, and playing co-operatively with others.
- We help 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 (for example, "you are very sad today"), helps him/her handle his emotions and possibly helps eliminate further repercussions such as biting, hitting or throwing.

We are acutely aware of our role as models to the young children in our care. Therefore, 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.

Guidance methods include:

- Discussion
- Re-direction to another activity
- Short term withdrawal of a privilege (that does not include active play)
- Time away - is when 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 the 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/if necessary. In addition, at this time, all field trips will require the attendance of this child's parent or guardian. If after every effort has been made to correct a problematic situation, 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 preschool's inability to meet the child's needs.

DROP OFF AND PICK UP

ENTRANCE/EXIT:

To access the classrooms please enter the Boys & Girls Club building through one of the brown doors located at the northwest corner of the building. In order to be completely ready to give your child our full attention, our doors will be open a few minutes before class begins. During class times, the doors are kept locked for your child's safety; however, 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.

AUTHORIZED PICK UP:

Children will only be released to those responsible adults designated on their information forms. Parents/guardians are responsible in keeping your forms, including those authorized to pick up your child,

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 indicated to us that their office **must** be contacted.

ALLEGED IMPAIRED AUTHORIZED PICK UP:

The Ministry's 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, the staff person in charge will:
- offer to call a relative or friend to pick up the person and child...or
- If the person is driving a vehicle, the staff person 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...or
- offer to call a cab ...or
- 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 ...and
- contact the Ministry for Children and Families.

PARKING:

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 like ambulances and fire trucks. 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.

CHILD INCIDENT/ ABUSE POLICY:

By law, everyone is expected to report suspected child abuse. The Child, Family and Community Service Act states that all children in the Province of BC **"are entitled to be protected from abuse, neglect and threat of harm."** The Act also states that any **"person who has reason to believe that a child needs protection must promptly report the matter"** to the Ministry for Children and Families. It is therefore essential for organizations delivering childcare to have current policies and procedures about child abuse that:

1. reflect an understanding of the legal requirements and the reporting process.
2. respect the confidential nature of the information.

Clearly stated, if staff have reason to believe that a child is in need of protection from abuse, neglect, or threat of harm they are legally obligated by law to report their beliefs to the Ministry for Children and Families and will do so.

SCREEN TIME POLICY:

We at Tiny Tots have created a screen-free environment at our centre. No electronics, except the ones necessary for teaching purposes, such as our electronic attendance and children's files, are allowed during classroom times. The children have no access to any electronic devices.

YARD CHECKS for OUTSIDE PLAY SPACE:

Checking the outside play space before use is the responsibility of the Discovery Room staff, therefore, they shall keep the records of their yard sweep before every outside play day. The records consist of time, date and initial of the staff member who performed the yard check. The record will be at the front of the attendance binder. Any comments about the yard and any findings other than usual garbage, such as hazardous/human waste shall be noted in the yard check files as well.

NEWSLETTERS:

Each month you will receive a letter notifying you of special events such as show and tell, field trips, cooking needs, etc. **PLEASE ATTACH IT TO YOUR CALENDAR AT HOME SO IT DOES NOT GET LOST.** Calendars are posted in the hallway for your viewing. If a parent is wishing for more information of the day's activities, please inform the teacher who can provide more details.

FIELD TRIPS:

We will sometimes require support with field trips. They are an important part of your child's program and without your assistance, will have to be cancelled. If you have agreed to help and you find you cannot attend, please let us know as soon as possible in order for us to find someone else.

Some of the field trips which 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. In the winter months, other events such as walking trips, guest appearances, and fun gym days will occur.

EMERGENCIES:

In the event of fire, your child will be taken to the Recreation Centre Auditorium by the instructors. Should the recreation complex area need to be evacuated the children will be walked to Kal Tire Place – 3445 43rd Ave.

STATUTORY HOLIDAYS, ETC:

There are no classes on all statutory holidays as well as "days in lieu of" holidays. We follow the school calendar for Christmas and Spring Break. However, Tiny Tot classes do take place on "Pro-D" days.

In the event that a class needs to be cancelled – Cancelled Classes: A full credit of \$21 will provided per class day.

VISITING:

Parents are welcome to visit anytime. We do ask that you let instructors know in advance of visits in order to coordinate with other visitors or activities that may be taking place.

PAYMENTS:

Payments for Tiny Tots have been balanced over the entire year. This allows you to have a consistent payment each month rather than paying more for months like October and less during months like December. Payments can be made by post-dated cheque or pre-authorized credit card and are processed on the first day of each month September through May. The registration Deposit will be applied to the June payment. Please note that there is a \$25 service charge for all NSF cheques and for Insufficient Funds on credit cards not resolved within one week.

CANCELLED CLASS:

If we cancel a class, your preference of a refund, credit on account, or credit toward enrolment in another program will be made.

WITHDRAWING YOUR CHILD:

If you will be withdrawing your child at any point, we need to be notified two weeks in advance to do the paperwork and try and fill the vacancy. Charges or refunds given will be made according to when notice is given. If you need to withdraw your child on short notice the two-week requirement will be applied, and you will be charged for the upcoming two-week period.

CLASSROOM TELEPHONE NUMBERS (Call or Text):

Ogopogo Room: 250-549-5197

Discovery Room: 250-241-0975

THANK YOU very much for your co-operation in all these matters. We are looking forward to a fun filled year! If you have any concerns, **please feel free** to talk to the instructors. If you would like to discuss an issue with the Tiny Tots Manager, please feel free to stop in and see me or contact me by phone at 250-550-3671 or by email at recreation@vernon.ca. My office is located at the Recreation Centre.

Shayne Wright

Manager, Tiny Tots Preschool 250-550-3671