

KELOWNA
CHRISTIAN
SCHOOL



**PRESCHOOL
PARENT HANDBOOK**

2017 -2018

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WELCOME + INTRODUCTION

Welcome to Kelowna Christian Preschool! We look forward to spending the next year together as we provide an enriching and fun environment for your child to grow and thrive. It is a privilege to be part of your child's formative years, and we thank you for entrusting us with your child.

Lori Pratt & Marijane Krushel
Preschool Teachers
Preschool@kcschool.ca
250.861.5432

HISTORY + BACKGROUND

Kelowna Christian Preschool is an extension of the Kelowna Society for Christian Education. The Society was established in 1979 and it operates Kelowna Christian School through an elected Board of Trustees. Kelowna Christian School is an interdenominational school, committed to providing quality education through a Christ-centered curriculum taught by dedicated Christian teachers.

Kelowna Christian School is comprised of two campuses. The Gordon Campus hosts the Preschool and Elementary School (Grades 1-5) and the Benvoulin Campus our Middle & High Schools (Grades 6-12). The Preschool room is leased from Evangel Church.

HOURS OF OPERATION + CALENDAR

Monday, Wednesday & Friday

Mornings: 8:30am - 11:30am (4 year olds)
Afternoons: 12:30pm - 3:00pm (4 year olds)

Tuesday & Thursday

Mornings: 8:30am - 11:00am (3 year olds)

The school year calendar is published online in the spring. In general, the Preschool year begins the week after Labour Day (allowing for home visits) and ends around the third week of June. Preschool is closed during the Christmas Break (two weeks), the Spring Break (two weeks), and statutory holidays.

Classes at the beginning of the year are one hour in length to facilitate a more gradual entry into the program. This gradual start is explained on the calendar published in the spring.

The published Preschool calendar also contains professional days and a day set aside in early spring for parent / teacher conferences.

PRESCHOOL STAFF

Preschool teachers have their Early Childhood Education license to practice, as well as first aid training. Teachers maintain current in their professional development through a variety of community networks, seminars, newsletters, etc.

Practicum students from local colleges may also participate in the program as a part of their professional training. When there are children in the class who require additional support, the Central Okanagan Child Development Association assigns one of their staff to work with us in the classroom.

PHILOSOPHY OF OUR PRESCHOOL

At Kelowna Christian Preschool, we believe that children learn best when they are able to learn through play. Learning through play involves the child learning by doing. The purpose of our play-based pre-kindergarten program is to foster competence in young children as they develop as a whole child – socially, emotionally, physically, spiritually, intellectually and creatively. We also believe that children learn best when they are interested in their play options. Therefore, activities are based on the child's interest, abilities and areas of growth.

Play-based learning does not mean that children develop and learn skills through mere osmosis or coincidence. We guide our students' play so that they hear social skills being modeled; our students are challenged to explore new areas of creativity and are encouraged to take risks in order to grow. Questions are posed, encouragement is given, and activities are designed with purpose and are modified to meet the varying needs of different learners.

Learning should be fun, but it is strategically guided to facilitate the child's development within a loving, safe, and enriching environment, preparing him/her for further learning in kindergarten and future years.

PRESCHOOLER LEARNING

We believe that a Preschooler learns...

- Through the freedom to make safe choices, increasing levels of interest and involvement.
- Using all the senses to absorb information about his/her world.
- By participating in firsthand experiences with real objects, facilitating learning by doing.
- By having opportunity to repeat enjoyable activities to become a confident, competent learner.
- Through demonstration and guidance by adults and peers, modeling language and other concepts.
- Through opportunities to play at their own level of interest and skill.
- Through the satisfaction of a variety of interesting play experiences, providing motivation for further exploration.
- Through recognition as a unique individual and as a member of a safe community.

Our Preschool teachers facilitate learning by...

- Giving each child unconditional love with smiles, encouragement and care.
- Showing each child respect by listening, considering her/his opinions and validating feelings.
- Strategically creating curriculum that addresses individual and group developmental needs.
- Providing limits that are reasonable and understandable in order to create a safe place.
- Giving opportunities to succeed and build confidence, being sure the tasks are challenging and not frustrating.
- Providing opportunities to engage in literacy-based activities which build interest for future reading steps.
- Helping each child be responsible, giving him/her the tools to do his/her own "task"
- Providing opportunities to make choices.
- Developing problem-solving skills, giving guidance while children work out issues.
- Tracking each child's development, and using this knowledge to plan for further growth.
- Encouraging some risk taking, allowing mistakes, and celebrating accomplishments.

- Encouraging and supporting each child's differences and uniqueness.
- Viewing all experiences as valuable opportunities to encourage growth.
- Asking open-ended questions that help children become critical thinkers.
- Encouraging participation in group activities.
- Integrating Christian ethics and worldview in a natural way into daily activities and conversation.
- Offering experiences that will develop large and small muscle coordination and motor skills.

COMMUNICATION

It is our desire to partner with you, your child's first teacher, in developing a happy and positive self-concept in your child. This takes good communication as we share together in the background and goals of your child's development. Let us commit to encouraging each other in our different roles, knowing that our combination provides consistency and a guiding perspective to your child's development.

We use a combination of face-to-face and email communication in Preschool. Feel free to use the Communication Book in the cubby area to make quick notes to the teachers (For example, about a change to that day's drop-off / pick-up routine). At the beginning and end of class, there is opportunity to have a quick conversation with the teachers. If you would like to have a more in-depth conversation, the teachers are available by appointment for a phone call or a meeting on Tuesday and Thursday afternoons.

Preschool teachers will email weekly updates on Fridays as well as occasional newsletters. Please do not hesitate to contact the teachers directly at lori.pratt@kcschool.ca and/or marijane.kruschel@kcschool.ca.

Please feel free to talk or meet with the Preschool teachers regarding:

- Child development questions or concerns.
- Ideas for field trips and activities.
- An update of how your child is progressing in the Preschool environment.
- Daily briefings (e.g. "He hasn't sleep well for several days" or "She might be more quiet today; her favourite aunt passed away" or "He told me at bedtime that another student has been bothering him during outside play time").

Please feel free to talk or meet with the Elementary Vice-Principal regarding:

- Inquiries about enrollment and tuition.
- Questions about subsidies and/or funding.
- Inquiries regarding Kindergarten and grade school.
- Any continuing concerns.

REGISTRATION + TUITION

REGISTRATION

GUIDELINES

1. Children should turn three years old by December 31st of the Preschool year to attend the three-year-old class. Respectfully, students should turn four years old by March 30th of the Preschool year to attend the four-year-old class.
2. **Current KCS Elementary and Preschool families** will be provided the opportunity to register for Preschool in advance of the public. Priority placement is given to current families if they have submitted a completed Preschool Registration Package prior to January 31, 2018. Registration Packages received from KCS families after this date will be assessed on a first come, first serve basis with other Preschool registrations.
3. **New families** will be given priority according to the date in which they have submitted a completed registration package.
4. **Student placement** is based on various factors and is at the discretion of the Elementary Vice-Principal.

PRESCHOOL REGISTRATION OPENS:

** Registration packages available at the office.*

8am - Tuesday, January 23, 2018

PRIORITY PLACEMENT DEADLINE (FOR CURRENT KCS FAMILIES):

** Preferred program placement will be given to current KCS families that submit their Preschool registration prior to this date.*

4pm - Tuesday, January 31, 2018

REQUIREMENTS

Please ensure all components of the registration package are complete and required documents (listed below) are submitted. Please note that the application must include the Preschool Tuition Contract and Registration Fee before registration will be considered.

All registration packages and inquiries for Preschool are processed through the Elementary School Office at our Gordon Campus. **Please drop off or mail your completed registration form with supporting documents to our Elementary School Office.**

KCS Preschool & Elementary School
3285 Gordon Drive
Kelowna, BC
V1W 3N4

elementary@kcschool.ca
250-861-5432

Information collected in this registration package is used and disclosed by Kelowna Christian School (KCS) in accordance with the Personal Information Privacy Policy for Parents and Students of KCS; a copy of which is available from the school's Privacy Officer. Please note that any applications not accepted will be destroyed to protect the applicant's information. In the event of a waiting list, with the permission of the applicant, information will remain on file.

Please include the following documents in your registration package:

- Student Registration Form**
- Registration Fee** (\$50 non-refundable fee per family)
- Tuition Contract**, with one month's tuition payment if enrolling after Sept. 4, 2018.
- Immunization Record**, if your child has received any immunizations in their lifetime, please provide a copy of their most current record.

TUITION + SUBSIDIES

Please see the online application form for Preschool tuition rates. The monthly tuition fee is pro-rated for the year, regardless of days absent or holidays. Tuition payments start on August 1st (meaning that families pay one month in advance) and end on May 1st.

If a family voluntarily withdraws from the Preschool, notice must be provided to the Elementary Vice-Principal in writing by the first of the month, and the family will be responsible for paying the remainder of the following month's tuition (this will have been already paid the month before). If written notice is received after the first of the month, the tuition for the remainder of that month (already paid) plus the next month, will be owed.

In the event that the school terminates the enrolment of a child, fees will be pro-rated according to the calendar.

Some families may qualify for provincial subsidy. Preschool families are responsible for any payment that is not eligible for subsidy. Information is provided online at <http://www.mcf.gov.bc.ca/childcare/subsidy/index.htm> and partially completed forms are available in the school office. We suggest that this paperwork be completed before school begins. The school office is available to assist you with the forms, and the Elementary Vice-Principal is required to sign the forms before their submission to the Ministry.

Childcare tax receipts are issued by the end of February. If someone other than the parent is paying the tuition, the receipt will be issued to the listed payer on the enrolment contract.

ADDITIONAL SUBSIDIES

Families may qualify for a subsidy for the Club Judah program. This is determined by the Ministry of Children and Family Development based on your financial need. Parents may apply for a subsidy by contacting the Child Care Subsidy Service Centre at 1.888.338.6622.

Online information can be accessed through the Ministry's website at www.mcf.gov.bc.ca/for_parents.htm. Parents are responsible to ensure that their authorization is kept current.

PROGRAM DETAILS + ROUTINES

PRESCHOOL CURRICULUM

Our Preschool program is established on purposeful play, incorporating a wide variety of fine and gross motor skills within small and large group learning opportunities. Young children have an urgent need to communicate - to understand and to be understood; therefore, the Preschool learning environment is rich with opportunities to share ideas, listen to the thoughts of others, and engage in creative problem solving. Pre-literacy and pre-math skills are integrated throughout the day in various contexts to help children experience them from a practical perspective. The children's interests and developmental needs are foundational when planning activities. Once a week in the four year old classes, specific literacy and math skills are taught in small groups with the additional assistance of the school's learning support department.

The daily routine is consistent to give children a sense of security about the happenings of the day. Recognizing that children's individual needs vary from day to day, adjustments are made to facilitate a nurturing environment. Our daily schedule is structured to include each of the following components:

Morning Entry and Sign-In

Indoor/Outdoor Exercise (over 30 minutes of large muscle activities in the gym or playground)

Group Activity (greeting/story/songs/prayer, etc.)

Play Planning (introduction of centres/choice time)

Learning Centres (play experiences and guided activities that facilitate all areas of development)

Clean-up (taking care of our room)

Group Activity (songs, art, dance, games, drama, science experiments, library visits, activities with big buddies, etc.)

Some of the learning centres that will be used to explore the various themes and learning goals may include blocks, puppetry, home living, art, crafts, water, sand, manipulative toys, listening centre, science discovery, pre-math and pre-reading activities, puzzles, wood-working, dramatic play, painting, and creative movement. Screen time activities such as TV, computers, and electronic games are not a part of our daily routines.

Readiness for formal reading was begun the first time you introduced books to your young child. Preschool is built around books and other literature related activities. Interaction with many types of print around the room and during the activities will nurture the development of your child's understanding of print as we experiment with it in fun ways. Literature will include stories, fairy tales, poems, riddles, rhymes, songs, etc.

CHRISTIAN WORLDVIEW

Kelowna Christian School exists to provide a Christ-centred curriculum and program for students, allowing them the opportunity to make a personal decision to follow Jesus with their whole life. The school presents BC prescribed learning outcomes through a Biblical worldview.

For the younger children in KCS Preschool, Christian education is not curriculum-focused in a formal sense. Preschooler's Christian education is relationship-based, primarily resting on the bond with and modeling of the Preschool teachers. In the Preschool, there is no formal Christian curriculum; learning about God is through natural exposure to Biblical truths, related to the concrete world children are best able to experience. For example,

“Aren’t you glad that God made the world with so many interesting animals in it?”. Prayer, Bible story times and singing may be woven into weekly activities.

Families are asked to express their support for their child’s spiritual development, agreeing that students will receive a Christ-centred education based on the Kelowna Christian School’s Statement of Faith and expressed through the School Values. All school staff members are committed Christians. Preschool families are not asked to commit to supporting their child’s spiritual development other than through their decision to have their child attend the Preschool and participate in its activities.

PARENT INVOLVEMENT

Kelowna Christian Preschool welcomes parent involvement in the classroom, as we believe it benefits both the program and the child/parent. Sign up sheets may be posted inside the classroom or you may hear of opportunities via email. Parents are welcome to assist the teachers by taking home projects that need to be traced, cut, assembled, etc. This enables teachers to focus on other programming details. Please contact a teacher if you would like to help out in this manner.

We have weekly stations focusing on early literacy, math and fine motor skills with our four year old classes. Parents can also help with this “free” station. Sign up sheets will be posted on the parent board each term. We also have Classroom Parents KCS Elementary School. This is another great way to get involved and spearhead classroom community.

It is a privilege to have parents share their expertise and knowledge with their child’s classmates. If you have a special skill or talent that you would like to share, please contact a teacher to make arrangements. There may be several times throughout the year when parents are invited to join us for celebrations and a “potluck snack”. These occasions will be announced in newsletters and on the information board outside the Preschool room.

To ensure the safety of everyone at the school, we must be aware of who is in the building at all times. **Parents are requested to sign in with the receptionist at the school office before visiting the classroom during class time.** This does not include drop off or pick-up.

CLOTHING

To maximize your child’s involvement in activities, he/she should wear washable clothing suitable for active play and painting. Paint shirts are worn to prevent major paint spillage and the paint is mixed with soap to assist the washing process. **Children are required to bring a pair of running shoes that stay at school.** When buying shoes, please consider your child’s ability to put them on independently. Also, please purchase shoes that have “non-marking” soles.

Please ensure your child is dressed appropriately for the weather. Once a week we have access to the gym and on the other days we usually go outside for part of the day. During extreme cold or rainy weather, we will stay inside. For sunny/cold weather, please make sure that your child has an appropriate hat to wear. On sunny days, please apply sunscreen to your child prior to arrival at Preschool.

Please label everything your child brings to school. There is a lost and found box inside the classroom and a large purple box near the school office. Please check these locations regularly.

ITEMS FROM HOME

The Preschool is well stocked with equipment for your child’s use; therefore, any toys brought from home should remain in your child’s cubby. This prevents issues concerning a

possible breakage or loss of the item. Exceptions will be made for sharing days, which will be announced by the teachers.

SAFETY + POLICIES

FIRE DRILLS + SAFETY

Monthly fire evacuation drills will be held either separately or in conjunction with the rest of the elementary campus to familiarize the children with proper and safe procedures for emergency exit of the building.

In the event of a fire or other danger, children will be evacuated according to plan. If we are unable to safely re-enter the building, the children will be relocated to the Benvoulin campus of Kelowna Christian School (2870 Benvoulin - 250.861.3238), Immaculata Regional High School (1493 KLO Road - 250.762.2730), Kelowna Gospel Fellowship (3714 Gordon Drive - 250.763.6553), or KLO Middle School (3130 Gordon Drive - 250.762.2841). All evacuations will be coordinated with the Elementary Vice-Principal. Parents will be notified of the location of their children via telephone and through the school website.

In the event of a regional evacuation, children will be relocated to Willow Park Church (439 Highway 33 West - 250.765.6622).

In the event of extreme disaster, the Preschool will be closed until it is safe to re-open.

HEALTH

Please keep the teachers informed of any special circumstances that might influence your child's experience at Preschool.

If your child is ill, it is best to keep him/her at home. Examples of illness include acute colds, fever, diarrhea, hacking cough, vomiting, pink eye or any communicable disease (see the following details).

Please call the Preschool (250.861.5432) if your child is not going to be attending that day. If your child has an infectious condition, please notify the Preschool immediately (e.g. head lice, chicken pox, measles, mumps, etc.) If your child becomes ill at school, he/she will be given a quiet place to rest and the parent will be notified to bring the child home.

In case of accident or illness requiring a physician, the ambulance will be called if the parent has pre-authorized permission on the registration form. The parent or emergency contact will also be called immediately.

No medication for non-life threatening conditions (prescription or non-prescription) will be administered to any child; we ask that medication be given at home. In the case of allergy or asthma related medications, written permission and instructions are required.

Immunization must be current and a copy of the record must be submitted along with the registration form (DPT, polio, measles, rubella, HIB, mumps). Should there be an outbreak of any of the above diseases, any children who have not been immunized will be asked to stay at home until the child is no longer considered at risk.

It is required by licensing, that we report any suspected neglect or abuse of a child to the Ministry of Children and Families. It is our responsibility to protect the child from maltreatment of any type.

DISEASE	SYMPTOMS	INFECTIOUS?	REMOVE FROM CENTRE
CHICKEN POX	Fever Blister type rash	YES From 2 days before spots appear until all blisters have crusted over	YES From when spots first appear until blisters have crusted over (usually 5 days after)
COLD WITH FEVER	Runny nose, clear discharge, doesn't want to eat, slight cough, plus fever-above 37C. Runny nose, green discharge, tired, severe cough, hurts all over	YES Before and during symptoms	YES Until symptoms return to a common cold
COMMON COLD	Runny nose, clear discharge, doesn't want to eat, slight cough	YES Before and during symptoms	NO
DIARRHEA #1	Runny stools. If no other symptoms, it could be normal or because of diet.	NO	NO
DIARRHEA #2	Runny stools, fever above 37C, bad smell, fussy, cranky, pain and/or vomiting	YES	YES Until doctor says it is not infectious
EAR INFECTIONS	Fever, clear discharge from nose, cranky, pulls on ear	NO	NO
FLU	Fever is above 37C, cranky, in pain, may have runny nose, nausea or vomiting	YES	YES Until symptoms are gone
HAND FOOT AND MOUTH DISEASE	Spots on palms of hands, fingers and soles of the feet. Sometimes on buttocks; for 7-10 days.	YES	NO
HERPES SIMPLEX	Common cold sore Fever blister or sore around mouth	YES	Decide each individual case with a Public Health Nurse
IMPETIGO	Crusty rash, mostly on face, arms or legs	YES	YES Until on antibiotics 24 hours
NAUSEA / VOMITING		YES	YES Until it stops
PINK EYE	Thick discharge from one or both eyes, redness or itching of one or both eyes	YES	YES Until on antibiotics for 24 hours
RASHES	Red spots anywhere can be measles, chicken pox, allergies, impetigo	YES	YES Until doctor says it is not contagious
SORE THROAT	Fever, red throat, hurts to swallow (could be strep throat)	YES	YES Until on antibiotics for 24 hours

FOOD

Parents are requested to pack a healthy snack for each Preschool day. Please ensure that the snack includes 2 or 3 items of the Canada Food Guide. Do not send candy or other junk food. Children are encouraged not to share their snacks with others. Parents will be notified of food served during the Preschool class.

To facilitate body awareness and self-help skills, we have an “open snack” in our daily routine. This means that during our learning centre time, each child chooses when to have his/her snack. This helps to develop the skills of paying attention to one’s own hunger needs, washing hands, getting a snack from the cubby, opening snack containers independently and returning the snack bag to the cubby prior to resuming play. The teacher will give a last call for snack before clean-up time to give children a final opportunity to choose snack if they have not already done so. Water is served to children who are thirsty.

The elementary campus endeavours to be a “nut free” environment. **Do not send peanuts or other nut products to Preschool** (coconut is not considered to be a nut under this policy). During the first week of school, you will be notified if there are other foods that will not be allowed in the Preschool due to severe allergies within specific Preschool classes.

A note about birthdays: Birthdays are celebrated at Preschool and you are welcome to bring in a special story or treat. If you would like to invite Preschool friends to your child’s party, please do not place invitations in the cubbies. Instead, give them to a teacher to distribute to the adults at the end of class, thus avoiding having anyone feel left out.

PICK-UP + POLICES

ATTENDANCE + ARRIVAL/DEPARTURE ROUTINES

Regular attendance is important if your child is to receive maximum benefit of the program. Please call the school office (250.861.5432) if your child is sick, will be late, or is unable to attend. If your family is taking a vacation during the Preschool year, please advise the Preschool teachers.

We always want to have an open Preschool room, so if you would like to join the class please feel welcome! However, it can be confusing for Preschoolers if adults congregate in the classroom right at the end of class when the students are gathered at the carpet. At pick-up, parents are asked to wait outside the classroom until the door is opened to them by the teachers at the end of class.

Preschool families enter the building through the courtyard entrance near the school office. It is important to a child’s feeling of security and trust that he/she arrives on time and is picked up promptly. Children must be accompanied into and from the Preschool room by an adult and signed in and out using the record sheet mounted on the wall in the cubby area. **Please call the Preschool (250.861.5432) if you anticipate you are going to be late.**

Unless prior notice is given by a parent/guardian, no child will be released to anyone not designated in writing on the child’s registration form. The Preschool staff will assist in making alternate arrangements if parents/guardians appear unable to safely deliver their child home. In the event that there is a concern for the safety of the child due to the adult’s ability to drive safely, the police will be notified.