

PARKCREST CHILDREN'S CENTRE
PRESCHOOL
PARENT PACKAGE
2024-2025

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PARKCREST CHILDREN'S CENTRE

BUT ALL THEY DO IS PLAY, Julie Creighton

Experts advise that children need time and space to play not only at home but also at school. Why? What is play? What does it do?

In our fast-paced world, so much emphasis is on work, achievement, and managing a full schedule that time for play has just about been eliminated. This is unfortunate. Playtime in the form of sharing with friends, spontaneous fun, or even solitary moments developing a hobby help us grow, and it reduces stresses. These forms of play teach us as no other learning device can. Play adds the balance we need to live happier and healthier lives.

Play develops curiosity. When children play, they become inquisitive and increase their desire to find out about things. They learn to enjoy learning.

Play helps children discover their own special talents. With no right or wrong way to play, children will play in their own way.

Play encourages responsible risk-taking. Children can think on their own. They will try new things in the non-threatening environment of play.

Play helps children make their own choices and gives them a sense of control, self-discipline, and self-confidence.

Play builds social relationships. Children learn to share, communicate, cooperate, negotiate, and respect the rights of others.

Play allows children to make things less scary. Children work out their fears, tensions, concerns, and emotions through play.

Play rejuvenates; play sparks continued enthusiasm for life and brings renewal, the basis for a happy life.

In summary, play offers boundless opportunities for both child and adult. By encouraging true, free play, in and out of classrooms we open doors to growth, learning, development, happiness, and creativity, and we raise and become well-balanced individual members of society.

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PARKCREST CHILDREN'S CENTRE

Dear Parents(s)/Guardians(s),

Welcome to Parkcrest Children's Centre! We are very pleased to be able to offer quality preschool programs in the North Burnaby area 1996. We provide a safe, loving and accepting environment with respect for the dignity and self-esteem of all children. Our teachers are qualified and licensed Early Childhood Educators with many years of experience. We are looking forward to becoming acquainted with those families new to Parkcrest and extend a warm welcome to those returning.

Please read this booklet carefully and keep it for a reference. The final page is our parent agreement. This must be read and signed at the time of registration. If you need a translation of this information in your own language or if you have any questions about this booklet, please talk to your child's teacher during the first few days of school.

The Staff at Parkcrest Children's Centre are committed to providing a happy, healthy environment for the growth, learning and enjoyment of you as a parent as well as for your child.

Sincerely,

Farhana Kabani
Director

6040 Winch Street, Burnaby, B.C.
(604) 294-6224

"Parkcrest Children's Centre inspires creativity, critical thinking and an enduring love of learning"

-Parkcrest Children's Centre mission statement-

Parkcrest Children's Centre Philosophy:

At Parkcrest Children's Centre, we believe play fosters strong social and emotional skills that are integral to a child's early years; we feel strongly that our program promotes and engages children in their love of learning. We have created an emergent inspired curriculum that excites children through meaningful experiences and opportunities. Teachers alongside young children are both supported and challenged in their own learning and as a diverse community we are encouraged to explore our own interests, ideas and natural surroundings.

Our program promotes self-confidence and supports children in exploring their learning environment; through this process we feel that children gain self-awareness and become active in building social and emotional connections with others. We must never underestimate the power of play. Play promotes children to learn and use self-control, cooperate and have respect for others-which are all key components in building a caring and diverse community.

We support young children and their desire for time to revisit and extend their learning experiences. It is an integral aspect of our program to provide children the opportunity to finish their work in play and have the ability to fulfill their own collective or independent accomplishments.

Social involvement and participation is an important life lesson; one that has its foundation in the early years of learning. We have established an environment that invites children and provides an opportunity for discovery and social experiences.

We have gathered ideas and concepts from all aspects of early childhood education. We have been inspired through the techniques and fundamental principles of Reggio Emilia and feel that these qualities of emergent learning are just some of the exciting ways our program provides children with opportunities for further learning and social involvement.

Eligibility

Children must reach their third birthday before December 31 the year they enter the pre-school program. For January to June entry children must be 30 months of age.

The Supported Child Care Program is a service which enables children who need extra support to be included in child care or preschool. It allows the parent to choose the childcare setting and then provides extra supports to that setting so the child can be successfully included. If it is determined that a child cannot attend the preschool without extra staff support, funding may be available through the Supported child care program which will allow the preschool to hire extra staff.

In the event that Supported Childcare funding is not available, Parkcrest Children's Centre will work with families who want to provide extra support staff using other sources of funding.

Registration Fee

A registration fee of \$75.00/child or \$100/family (paid by cheque) is to accompany the application for enrollment and is not refundable. **Cheques are payable to: PARKCREST CHILD CARE SOCIETY**

Tuition Fees

Monthly tuition fees per child:

2-day program (Tues /Thurs)	\$165
With the Fee Reduction Initiative	\$127
3-day program (Mon/Wed/Fri)	\$195
With the Fee Reduction Initiative	\$138

***As of August 1, 2023, fees will be payable by pre-authorized debit (PAD). Fees will be automatically debited from the account you listed on the PAD form, submitted at the time of registration, and will be deducted on or around the 1st of each month for the school year (September to June). The first payment will include the first and last month's tuition for the period your child will be attending Parkcrest Children's Centre.

Dishonoured pre-authorized debit withdrawals will be re-presented to the bank for payment, in the original amount, three business days following the date that Parkcrest Child Care Society is notified that your payment was declined. You will receive email notification prior to the payment request being represented to the bank. If the re-presented payment is also dishonoured, the \$25 service charge will apply. Collection efforts will commence such cash or bank draft. Each student will receive ONE service charge fee waived per school year.

Child Care Fee Reduction initiative

***The CCFRI was introduced in 2018 as part of the Province's ChildCareBC Plan to help reduce families' out-of-pocket costs for child care. Beginning September 2023, parents will receive a fee reduction of up to \$95.00 per month.

The Affordable Child Care Benefit

We at Parkcrest Children's Centre believe that all child should have access to quality care and education. If you are in financial hardship, please visit <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-funding/child-care-benefit> as you may qualify for this benefit. Please apply well in advance (July/August) to determine if your fees can be subsidized. **Please carefully read the illness and extended holiday policy.**

Approved subsidy amounts will be calculated and will apply in addition to the CCFRI portion. Fee adjustments will be made to subsequent fees. A letter outlining parent portions will be provided upon receipt of letter from the Ministry confirming eligibility.

Withdrawal

30 DAYS' NOTICE, by the first of the month, is required in writing in the necessity of withdrawing your child from Parkcrest Children's Centre. Failure to give sufficient notice will result in full payment of fees for that month. **If your child will not be attending in September you need to inform us in writing prior to or on August 1st to cancel pre authorized payments. Failure to this will result in September's fee to be paid.**

There are many families in our community that can benefit from attending preschool. Therefore, a spot can be held for a maximum of two months, paid, due to illness or travel. After the two months, child must attend or, the family can withdraw. Families on subsidy must provide a valid reason for leave of absence to My Family Services in order to continue receiving the benefit.

June's fee will only be refunded if withdrawal occurs prior to May 1st. (e.g. Notice is given prior to April 1st. It is impossible to fill a spot for the month of June, and it is difficult to orientate a new child for only one month of school.). Upon written notice of your child's withdrawal, pre authorized payments will be cancelled on or before your child's last day. The \$75 registration fee is not refundable.

Failure to pay fees will result in withdrawal of your child. If there is any hardship, please contact the Director.

Schedule and Hours of Operation

Parkcrest Children's Centre operates on approximately the same dates as the public school system. Preschool begins in the second week of September and operates until the third week of June.

There is a two week winter break and a one week break in the spring. You will be informed in more detail of the dates through our monthly parent bulletins sent out by email, and posted on our website, and at our Centre.

Class Times

Monday, Wednesday, Friday 3 day Morning class	9:10am – 11:40 a.m.
Monday, Wednesday, Friday 3 Day Afternoon Class	12:15pm-2:45pm
Tuesday, Thursday class 2 day morning class	9:10 - 11:40 a.m.
Tuesday, Thursday class 2 day afternoon	12:15 - 2:45 p.m.

Arrival and Dismissal

AS WE ARE OPERATING TWO CLASSES A DAY, YOUR PUNCTUALITY FOR ARRIVAL AND DISMISSAL TIMES IS ESSENTIAL. THIS IS AN IMPORTANT PART OF YOUR CHILD'S TRAINING AND ALSO ENSURES THAT WE CAN GIVE TEACHERS TIME TO SET UP AND CLEAN UP.

Please do not leave your child unattended on the Parkcrest Children's Centre grounds before these arrival times. Children must be escorted to the school.

If parents are consistently late in picking up their child, they will first receive a late reminder letter and then a late pick-up fine of \$2.00 per minute, per child will be charged for all future late pick-ups. We reserve the right to withdraw a child from the program if there are unresolved late pick-up issues.

If there is ANYONE other than yourself picking up your child, please advise us so that we are able to identify the person you have authorized, whether it be a relative or neighbour. This is an important precaution for your child and the teachers.

Parents' Checklist

Prepare your child to come to the pre-school in the following ways:

- Tell your child about preschool at least 2 weeks in advance of his first attendance

- During the week before the child encounters preschool, say something good about the preschool daily.
- Take your child to the pre-school playground when no one else is there.
- The day before, remind your child that preschool will start tomorrow.
- The day of the preschool, allow plenty of time for your child to get ready. Do not rush.
- Take your child to the bathroom and get him a drink before bringing him to the preschool.
- Leave all your child's toys at home.
- Arrive 5 minutes early at the pre-school to ensure the child's comfort.
- Reassure your child that you will pick him up later. **DO NOT BE LATE!**
- When you say goodbye, please give them a quick good-bye and leave. Always say goodbye, never sneak off. The teacher is trained to help your child cope during this brief adjustment period.
- Talk over the pre-school experience with your child in a positive manner. Make it fun!
- Remember that love and patience result in successful pre-school experiences for your child.

Illness

If your child has a runny nose, cough, or rash caused by an allergy, please notify your teachers to alleviate concern about contagion. **If your child has a communicable disease such as pink eye, strep throat, hand foot and mouth disease, etc., please notify the centre immediately. If you are not sure, have it reviewed by a physician. Your notification is very important and is always confidential.**

Children can return:

- fever or rash (after 24 hrs.)
- diarrhea (after 24 hrs.)
- vomiting (after 24 hrs.)
- cold with cough, runny nose (When symptoms improve)
- eye discharge (24-48 hrs.)
- a disease treated with antibiotics (after 24-48 hours)
- an obvious childhood illness:(7 days)
- chicken pox: until all the scabs are dried up
- measles: until rash disappears
- mumps: until swelling has gone (7 days)

Interviews

The teacher is always available to discuss any concern you may have regarding your child. Also, Parent/Teacher interviews/progress reports are arranged to give parents an opportunity to ask questions and to be informed about their child's progress, and development on a social, emotional, physical and intellectual level.

Teacher's Workshop

There will be approximately 10 professional days throughout the school year. These days will be scheduled to coincide with the Pro D days at Parkcrest Elementary School and Aubrey Elementary School. On these days there will be no preschool classes. You will be notified of the Pro D days through monthly newsletters. Pro D Days can also be found on the Burnaby School District website.

Parent Sandwich Board/Window/Website

Please check the parent board and website, (www.parkcrestchildcaresociety.ca) for information concerning monthly newsletters, community notices, health information, and for other items of interest. When you subscribe, you will get notifications! If you wish to post notices, please check with the teacher before doing so.

Preschool Programming and Emergent Learning

Program planning includes setting goals and objectives for each area of the program. Goals aim to support the child as a whole in all areas of development such as fine motor, gross motor, cognitive, language, social and emotional learning. We measure your child's development on an ongoing basis and adapt activities to help meet their needs. All children in our program engage in activities to help build confidence, independence and a love for learning. They participate in hands on science experiments such as cooking, ice melt and simple sensory recipes. For children who are 4 years old and heading into Kindergarten, we focus on letter, number and name recognition through simple interactive games, tracing and sorting activities. We may assign classroom duties to help build respect and responsibility for our belongings. Tolerance is built through conversation and acknowledgment of feelings as well as celebrating and recognizing our differences and similarities.

Teachers in the program serve the children in our care by fostering independence, providing developmentally appropriate and age appropriate learning opportunities through natural play and teacher-led activities. They use everyday moments to develop problem solving skills in children by giving them the tools to identify the problem, come up with solutions and reflect on how the child would feel.

An emergent curriculum is defined as a process where teachers plan activities and projects based on the specific group of children they are working with, taking into account their skills, needs, and interests. In an emergent curriculum program, what happens in each of the classes may look different because of the varying skills, interests, and needs of the children. Teacher takes into account all that he/she knows about individuals and the particular group of children they teach and plans accordingly.

Project work is often another component of programs that successfully practice emergent curriculum. Projects allow children to study a topic in more depth over a period of days or weeks and can involve a small group or the whole class. Projects in an emergent curriculum classroom often focus on answering children's questions such as "Where does water go when you water

plants?" or "Why are things different colors?" or "What kinds of homes do animals have? And what about people's homes?" Attentive teachers take note of children's questions (for example, while helping to water the flowers) and where appropriate, build project work to help answer those questions.

Cultural, traditional and religious events are largely celebrated in our local communities. At Parkcrest Preschool, the teachers are encouraged to celebrate the natural world (the first snowflake, rain, animals...), our families (new siblings or pet), and milestones (learning a new song, recognizing our name, tying our shoelace). Families are welcome to set aside some time and share their traditions with all classes upon request or during our unit on Around the World.

Families are invited to participate in two events, one in December and one in June. During these events, the children recreate stories or a topic of choice, and create a display using recycled materials. A special time is set aside during this time for activities such as cookie decorating, beading or crafts.

Please dress your child in comfortable play clothes. It is important that he/she feel free to engage in messy activity without being concerned about his/her clothing. The children will be playing outdoors daily, please dress your child according to weather conditions.

When it is raining the children exercise through group activities in the undercover area on the deck. We are trying to teach your child to be independent and self-confident about dressing him/herself. Dress your child in clothes that he/she can easily manage in the washroom, snaps, suspenders, belts and one piece jump suits can be a problem in toileting.

Footwear

To meet fire safety and health regulations, children must wear rubber soled, closed toe shoes/runners. **No open toe sandals should be worn.** Boots can be worn weather permitting.

Lastly, please **label all belongings** (boots, runners, lunch kits, sweaters and jackets). This will help to return articles to their rightful owner. Please leave toys, books, money, candy or other treats at home.

Picture Taking

The taking of pictures and/or video's by parents other than on field trips, special events or the closing parties is not permitted. We will advise you when class photos are taken, these are usually taken in the fall of each school year.

Snacks

Please send a nutritious snack with your child to pre-school each day. We aim to teach the children good nutrition and healthy dental habits. **Snacks which cause tooth decay such as gum, cake, fruit roll-ups, gummies, cookies and candy are not allowed. Suggested snacks are fresh fruit, muffins, vegetables, crackers, cheese, yogurt, etc. You may send leak proof water bottles with your child.** On special party days or events, snack may be provided, we will advise you of these times through your monthly bulletin and lists of the foods will be posted.

Parkcrest is a nut/tree-nut free centre. Please keep this in mind when you contribute snack for party days.

Birthdays

We celebrate the children's birthdays with felt board cake, and having their friends sing "Happy Birthday" to them. Please do not send any food treats, cakes etc. due to multiple allergies. Pre-packaged, non-edible treats can be handed out at the end of the class by the birthday child.

Health

A record of your child's allergies and special medical is kept at the Children's Centre along with the doctor and persons to contact in case of an emergency. This information was provided by you on your enrollment form. Please advise the staff at the Children's Centre of any changes while your child is enrolled so that the information can be kept up to date.

We do our best to maintain hygiene and a healthy centre. We need your co-operation so that all can benefit. **PLEASE DO NOT BRING A SICK CHILD TO PRESCHOOL.** It is unfair to expose the staff and other children to infection. Please inform the pre-school staff of any communicable disease (i.e. measles, pink eye, chicken pox, etc.) that your child contracts.

Toileting

Children enrolled at Parkcrest Children's Centre should be toilet trained. We realize that this is not always possible. For special consideration please talk to the Director prior to registering.

Withdrawal

Without prejudice, a child may have to be withdrawn from the Children's Centre. Withdrawal will take place if the health and safety of the children is in jeopardy or if the child is not emotionally and/or developmentally ready for pre-school. Withdrawal is at the discretion of the supervisor in consultation with the Director and Parkcrest Child Care Society Board Chairperson. Parents may appeal this decision to the board. No notice is required from the Children's Centre for withdrawal and the remainder of the tuition fees will be refunded.

Emergency/Disaster Plan

In the event of an Emergency, if our building becomes unsafe we will need to evacuate (leave). If we evacuate the school building for the short term we will be in the open playfield area beside the chain link fence. In the event of a disaster sometimes local calls don't connect, but long distance ones will. We will use **Yasmin Daya 1-416-756-0405** as our contact phone number to relay information between our centre and parents.

A Few Thoughts About Separation

The time is approaching when you will begin to think about your leaving your child at Parkcrest Children's Centre. Please don't feel anxious about it. Please know that the Centre is a good and safe place for your child.

There are some ways you can help to prepare:

- Talk to your child in a positive, non-threatening way about the fact that soon you will leave to go to work, to go home or to go to school, while he/she stays at school with us.
- Mention our names often and he/she will learn them and associate them with us.
- Tell him/her that we will take care of them while you are gone, and we are there to help.
- Reassure your child that you will always come back to pick him/her up.

When we all decide you are going to leave, please say your good-bye - a hug and a kiss and go - no matter what happens. Children are very quick to pick up anxieties and ambivalence. Don't be upset if your child cries, we'll be there. If your youngster seems to really feel frightened and abandoned we'll call you, and feel free to call during the day if you are worried.

The most important thing is that you appear confident and your expectation is he/she will stay at Children's Centre. Don't ask your child's permission or if it's OK. Naturally he/she may say no.

If your youngster has not had much experience away from you, separation may take time. But mostly, be patient and it will happen.

Changes

Changes in life is inevitable. Sometimes, as families are busy, we over look how change can affect out little ones. Remember, they are a part of the family and those changes; be it loss of a family pet, a family member, loss of job, a new baby, packing boxes to move, etc. These things can affect your child. Information shared is kept in confidence and can assist staff to help your child cope and work through these changes.

Discipline and Guidance

Preventive Strategies

These strategies provide for a positive environment and maximize opportunities for desirable behaviour.

• Consistency/limits

State what behaviour is acceptable. This will ensure order and will make children aware of expectations. They should be few in number, consistently enforced and within the child's ability to understand.

• Offer straight forward explanations for limits

When children understand the rationale for limits they are more likely to comply/abide by them.

• Positive phrasing

Phrasing limits positively focuses on what they should do rather than what they shouldn't do. Positive statements reinforce appropriate behaviour and serve as a desirable model. Make statements of expectations rather than posing questions. Posing questions implies that the child

has a choice. When it is inappropriate for the child to have a choice. (E.g. limits or expected behaviour) make a clear statement of what is expected.

- **Focus on the behavior, rather than on the child**

Focusing on the child's behaviour rather than their character preserves the child's integrity and offers positive guidance for learning. Positive reinforcement builds self-confidence and encourages repetition of desired behaviour.

Preschool Parent Agreement

Child's Name: _____

- 1) I have read the parent booklet and agree to follow its policies and procedures.
- 2) I agree to connect with the teacher during the first week of preschool to exchange information, and to complete forms.
- 3) I will make every effort to be prompt in bringing my child to preschool and picking him/her up at the end of class. I understand that if I am consistently late in picking up my child I will be charged a late fee. If this continues the Children's Centre Board may require the withdrawal of my child from the preschool.
- 4) I will not send my child to school if there is any question of illness. If any child contracts a communicable disease, I will notify the teacher immediately. I will also advise the teacher of any allergies or dietary concerns.
- 5) I am aware that if my child is unable to attend pre-school due to illness or holidays, that I am still responsible for full payment of fees.
- 6) I agree to give one month's notice in writing prior to or on the first of the month, in case of withdrawal of my child from the centre to receive a refund, otherwise I am liable for one month's payment of fees in lieu of notice. I understand that June's fee can only be refunded if my child is withdrawn prior to May 1st (Notice given prior to April 1st).
- 7) I agree to pay my child's fees on the first of every month through pre authorized debit, with the first month's fee to include June.
- 8) I will notify the teacher of any unusual circumstances at home which may affect my child's behaviour at preschool.
- 9) I agree to provide a nutritious peanut/tree nut free snack for my child at preschool each day.
- 10) I understand that my child will not be dismissed to ANYONE other than persons who have been made known to the teacher previously.
- 11) I agree to keep the preschool informed of current changes in address, phone number, or any other emergency information. I agree to notify the preschool of any organizations that my child is currently or has previously been a part of such as Infant Development, Supported Child Development, Sunny Hill, Monarch House or Private Institutions.
- 12) In case of injury to my child while in the care, custody or control of the Parkcrest Children's Centre, I hereby waive all claims against the Children's Centre in excess of public liability insurance carried by the Children's Centre. In case of an emergency my child will be taken by ambulance to the nearest hospital and attended to by the physician on duty.
- 13) In case of car-pooling and transportation of children other than my own to and from the Children's Centre. I am aware that at least \$2,000,000 third party liability on my private vehicle is required.
- 14) I understand that my child may have to be withdrawn from the centre if the safety of my child and the other children is in jeopardy. No notice is required from the centre for withdrawal and the remainder of the tuition fees will be refunded.

Signature of Parent or Guardian

Date