PHILOSOPHY

At Kids By Design Preschool, we are committed to developing a child’s love for learning and a sense of purpose in life by cultivating a positive growth in your child’s character, confidence, competence, compassion and community responsibility toward others.

Children are born with a natural wonder for the world in which they live in. Our goal is to encourage that curiosity in a child-led, play-based environment.

In our preschool, children are given many opportunities to freely interact with their peers. This fosters the positive social skills and friendships which are important for building a child’s self-confidence. Children will expand their learning concepts through individual and group exploration. They will be given the freedom to achieve new skills at their own pace while gaining a sense of personal competence. Children will also explore different cultures and communities by participating in various field trips and projects. These activities will help to cultivate greater compassion toward others and their understanding of the world around them.

All these aspects are implemented through a combination of thematic and emergent curriculum, where the teachers and students work together to extend their classroom learning.

CURRICULUM

As an ECE teacher, I believe the purpose of education is to inspire children with a life long passion for learning. My role as an educator is to support and equip your child with the knowledge (s)he needs to be a person of positive influence in the life of his or her peers, family and community. The teacher is regarded as a partner, nurturer, guide and researcher in the classroom, while the children are recognized as the communicators, explorers, and learners.

At Kids By Design Preschool, our curriculum is developed according to the interests and ideas of the children, as well as the attentive observations of the teacher to see the developmental needs of the group. It is influenced by the various cultures reflected in the classroom environment as well as the values of the teacher.

By incorporating an emergent curriculum model, the teacher will follow the children's lead and introduce new and exciting activities based on their interests. This approach to learning develops children's concentration level and deepens their explorations. It produces an enriched curriculum that is meaningful for both the students and teacher.

Our preschool believes that each child is gifted with special intelligence. Based on Dr. Howard Gardner’s theory on multiple intelligences, each child falls into one or more of the following categories:

- **Linguistic intelligence - Ability to learn languages**
- **Logical-mathematical intelligence - Capacity to analyze problems and investigate things scientifically**
- **Musical intelligence - Skill to recognize, perform, and compose musical patterns and pitches**
- **Bodily-kinesthetic intelligence - Ability to use mental aptitude to coordinate bodily movements**
- **Spatial intelligence - Skill to interpret information, develop and create ideas using visual/observable things**
- **Interpersonal intelligence - Ability to understand the intentions, motivations and desires of other people**
- **Intrapersonal intelligence - Ability to understand one’s own personal feelings and motivations**
- **Naturalistic intelligence - Capability to recognize patterns and relationships to nature**

Kids By Design Preschool will facilitate your child's unique style of learning and intelligence by introducing different ways of exploring and learning. Components of our curriculum will include, but not limited to:

- Science experiments
- Music and movement
- Cultural celebrations
- Story reading time
- Creative art projects
- Pre-math concepts
- Life skills: hygiene, fitness, stranger danger, etc...
- Cooking sessions
- Circle time
- Community and compassion projects
- Field trips and guest speakers
- Letters and phonics introduction
- Activity Centers: math, science, dramatic play, etc...
PRESCHOOL SCHEDULE

Mon/Wed/Fri AM: 9:00am - 12:00pm & PM: 12:30pm - 3:30pm
Tue/Thu AM: 9:00am - 12:00pm & PM: 12:30pm - 3:30pm

The following schedule serves ONLY as a guideline and is flexible to facilitate group interests.

<table>
<thead>
<tr>
<th></th>
<th>AM Class</th>
<th>PM Class</th>
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<tbody>
<tr>
<td>Welcome Time</td>
<td>9:00 AM - 9:10 AM</td>
<td>12:30 PM - 12:40 PM</td>
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<tr>
<td>Open Circle Time</td>
<td>9:10 AM - 9:40 AM</td>
<td>12:40 PM - 1:10 PM</td>
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<td></td>
<td></td>
<td>Welcome Song/Calendar/Weather/Sharing Time/</td>
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<td></td>
<td></td>
<td>Discussion Time</td>
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<tr>
<td>Exploration Time</td>
<td>9:40AM - 10:45 AM</td>
<td>1:10 PM - 2:15 PM</td>
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<td></td>
<td></td>
<td>Activity centers</td>
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<tr>
<td>Snack Time</td>
<td>10:45 AM - 11:00 AM</td>
<td>2:15 PM - 2:30 PM</td>
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<tr>
<td>Group Time</td>
<td>11:00 AM - 11:30 AM</td>
<td>2:30 PM - 3:00 PM</td>
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<tr>
<td></td>
<td></td>
<td>Art projects/Music and movement/Cooking/Science/</td>
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<td></td>
<td></td>
<td>Group games</td>
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<tr>
<td>Closing Circle Time</td>
<td>11:30 AM - 11:50 AM</td>
<td>3:00 PM - 3:20 PM</td>
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<td></td>
<td></td>
<td>Story time/Finger plays/Songs/Teaching Time</td>
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<tr>
<td>Dismissal Time</td>
<td>11:50 AM - 12:00 PM</td>
<td>3:20 pm - 3:30 pm</td>
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REGISTRATION

Children who are 30 months of age to five years old are eligible to enroll in the preschool. Admission requirements are as follows:

1. Your child must turn 3 years old by December 31 of the year of entrance.
2. You must complete the Registration Form and submit the application fee of $40.00.
3. You must also submit 10 post-dated cheques payable to Kids By Design Preschool.

TUITION FEES

A non-refundable application fee of $40.00 is due upon registration. The 2-Day Program fee is $140.00; 3-Day $175.00; 5-Day $285.00. Fees are paid **one month in advance** and the first cheque is to be dated for August 1st and thereafter until May 1st. The monthly fee will remain the same regardless of the number of days in the month, absenteeism due to illness or inclement weather, as well as statutory and public school holidays, Pro-D days and/or any personal vacation time. A fee of $30.00 is charged for each NSF cheque.

LATE PICK-UP

Parents and caregivers will be charged $10 for every 15 minutes your child is not picked up. This fee may be waived in cases of emergency at the sole discretion of the preschool.

WITHDRAWAL FROM THE PROGRAM

If it becomes necessary to withdraw your child from the preschool, a minimum of ONE month’s notice is required from the day an official letter is received from you. Failure to provide proper notice will result in full payment of fees for that month. All post-dated cheques will be returned to you.

In the event the preschool finds the needs of your child is better met in another setting or if our teacher is unable to provide the appropriate care for your child registered, your family will be informed of the request for withdrawal and no financial penalty will be incurred on your part.

PARENT COMMUNICATION

The children’s learning experiences in the classroom will be communicated to parents in the form of monthly calendars, newsletters, emails, and pre-arranged meetings upon request.
PROGRAM ENTRY

Kids By Design Preschool acknowledges that children are at different levels of readiness when they first enter the new school year. To facilitate the needs of each child during the first week of school, parents are welcome to stay in the classroom for as long as they feel their child needs them. Our goal is to assist your child in becoming comfortable with the preschool environment and to make your child’s transition from home to school a successful and pleasant experience.

SNACK TIME

At Kids By Design Preschool, we have a community basket philosophy for our snack time. Parents are encouraged to pack a nutritious snack for your child such as a fruit, cheese, crackers, or muffin. The snacks will be placed in a sharing basket, which the teacher and a special helper will prepare. This is a wonderful way for children to try new foods and develop a heart of sharing. Children are encouraged to participate in the decision-making process with their parents so they can feel a sense of contribution to their community.

Our preschool is a **nut-free zone** and we ask parents to ensure proper care is taken in food preparation.

BIRTHDAYS

Birthdays are a special time for children. Every child’s birthday is celebrated during our school year. Parents are welcome to bring a special snack for your child’s friends during that day. However, parents are not encouraged to hand out party invitations in school via the teacher or by having them placed in cubbies, unless everyone is invited.

DRESS CODE

As there will be many art projects and outdoor play time during preschool, we encourage parents to dress your child in comfortable play clothes that is suitable for these activities. Please provide an extra change of clothes in your child’s bag in case of accidents and spills.

FIELD TRIPS

Our preschool will be going on various field trips throughout the year. We will also be inviting special guest speakers to share with the children. This information will be provided to you in our monthly calendar handouts.

Please note that our field trips are parent-participation, therefore parents are responsible for bringing your child to and fro from field trips. In the event where volunteer drivers are needed, drivers for the field trip must provide a copy of their license, proof of their car insurance, as well as a completion of our liability form.

SAFETY RELEASE OF CHILDREN POLICY

At Kids By Design Preschool, we value the safety of our children and therefore will only release a child from care to an authorized person listed on the registration form.

If an arrangement has been made for your child to be picked up by someone not listed on your registration form, a letter must be accompanied by the person verifying authorization and a phone call must be made to the preschool by the parent(s) to confirm the arrangement.

Your child will NOT be released from our care if there are signs indicating the adult picking up is incapable of providing safe care, such as being intoxicated, showing symptoms of chemical substance abuse, etc.

When a child in care is not picked up, all efforts will be made to contact the parent(s) and the person(s) listed on the registration and emergency contact list. If no one responds after two hours of the child care closing time, steps will be taken to contact MCFD and/or the police.
INCIDENT REPORTING POLICY

If an incident occurs during the hours of care at our preschool facility or during a planned field trip, an assessment will be made by the teacher to determine if the accident is a reportable incident.

An incident report form will be filled out completely and a licensing officer will be notified within 24 hours. Copies of the report will be mailed to Licensing and a copy will be retained at the preschool under the child’s file for record keeping.

All minor incidents, illnesses or unusual events are recorded in a log book at the facility. This information will be dated and signed by the teacher and kept for record purposes.

ABUSE REPORTING POLICY

“Everyone who has a reason to believe that a child has been or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected is legally responsible (under the Child, Family, and Community Service Act) to report the matter to a child protection worker. In British Columbia, a child is anyone under the age of 19.” (Quoted from The B.C. Handbook for Action on Child Abuse and Neglect)

Therefore, if the teacher has reasons to believe that a child is being or is likely to be physically, sexually, or emotionally abused, and/or neglected, the preschool is under obligation by BC law to (a) report to his/her community licensing officer if it involves a child under his/her care or b) the Ministry of Children and Family Development (MCFD) if it involves a child NOT under the teacher’s care.

HEALTH AND ILLNESS POLICY

One of the preventative measures to limit the spreading of germs and infection at our preschool is to exclude sick children from our facility. Your child will be sent home if (s)he exhibits signs of:

- Fever over 100 °F or 38.3 °C
- Vomiting
- Diarrhea
- Unknown skin rash
- Evidence of head Lice
- Conjunctivitis or pink eye
- Green discharge from nose
- Severe coughing, wheezing, or breathing difficulties
- Cold sores
- Chicken pox
- Measles
- Mumps
- Scabies
- Rubella
- Ringworm
- Hand, foot and mouth disease
- Ear infection
- Strep throat

Your child may return to the preschool after (s)he has been symptom free for 24 hours. If antibiotics has been prescribed, your child may return after that medication has been administered for 24 hours. Our staff will not administer any over-the-counter medication to your child without a doctor’s note. A child who has not be immunized must be kept home if there is an outbreak of a childhood disease for which there is a vaccine. If your child does become ill at our preschool, we will make your child comfortable in a quiet place under close supervision until a parent or caregiver arrives. Toys and equipment are sanitized and floors and walls are wiped down and disinfected regularly to maintain a high standard of cleanliness in our facility. Children and staff will have regular hand washing routines to prevent germs from spreading.

MEDICATION ADMINISTRATION

Medication will be administered to your child at preschool only when absolutely necessary. It is requested that medication be given before or after school hours whenever possible. The teacher will only administer non-prescription medication to children with a completed Physician’s Medication Release Form on file. All medications must be in their original pharmacy containers.

Teachers will only administer prescription medication that is in its original pharmacy container and is accompanied by a doctor's prescription. The child's name, medication name, dosage, and times to administer must be clearly stated by the physician. A Parent’s Medication Release Form must also be completed before medications are administered. All medication are stored in a separate space and inaccessible to the children, except for asthma puffer and epipen.
GUIDANCE AND DISCIPLINE POLICY

At Kids By Design Preschool, children will be treated with respect and have their dignity preserved always. For young children, acquiring positive social skills can sometimes be stressful. Tasks such as turn-taking and sharing are difficult for preschoolers. The following guidance strategies will be used to help your child develop healthy self-regulatory skills needed to problem solve and mature in character:

• Children will be given clear expectations and boundaries within the classroom. Example: *We do not hurt others, we do not hurt ourselves, and we do not hurt things.*

• The use of punishment strategies such as spanking or any corporal punishment, isolation, humiliation, intimidation, negative labeling or any form of deprivation of necessities will never be used.

• Through adult role modeling, children will learn healthy ways to express their frustrations and respond in appropriate manner.

• Preventative methods such as recognizing early signs of stress, rearranging the physical environment to prevent predictable problems, and gently redirecting a child displaying aggressive behavior to another play option will be practiced.

• If conflict arises, active listening will be used to encourage children to express their feelings. The adult will serve as a facilitator to help children learn conflict resolution skills on their own. This develops a child’s confidence and competence to problem solve.

• If a child continues to display disruptive and/or aggressive behavior, (s)he will be removed from the activity and calmly re-directed to a quiet space. The child is free to return to the activity when (s)he states readiness to participate in a socially appropriate manner. Parents will be notified at the end of day or at a more opportune time.

• Positive reinforcement such as noticing and encouraging children for good manners and caring behavior will be generously given. This will help promote positive behavior and self-esteem.

EMERGENCY PLANS

Fire Drill Procedure
1. Fire drills will be conducted once a month with the children alternating between the two ways of exit.
2. Teacher will calmly but firmly instruct the children to gather in a line once the alarm is triggered.
3. Teacher will do a quick head count as everyone walks toward the nearest exit.
4. Teacher will take the log sheet to record the fire drill and the emergency contact cards on the way out.
5. Children will be brought to the Safety Tree outside the fenced area.
6. Once it has been established that the fire has been safely dealt with, children will be led back to the preschool facility, if this is feasible. Otherwise, the parents of each child will be contacted for pick up.

Earthquake Drill Procedure
1. Regular earthquake drills will be practiced and recorded.
2. Teacher will shout “Earthquake Drill - Take Cover!” to the children.
3. Children will be guided to hide under the tables away from the windows and taught the “Take Cover” position - on knees, head down, hands clasped on the back of neck or head.
4. Teacher will ask the children to count to 100 together.
5. After the drill is over, children will sit in a circle. Teacher will explain that if the building is safe, everyone will stay inside but if is not, everyone will go outside to the Safety Tree.
6. Parents will then be contacted to pick up their children.
7. If evacuation is necessary, the children along with the evacuation pack and emergency supplies will be taken to the nearest safety facility. A note will be placed on the preschool door with the new location.
8. If local phone lines are made unavailable, parents can contact this out-of-province phone number to obtain information of your child’s new location 011-852-2412-4939.

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