



Glenfir School

Junior Kindergarten

Parent Handbook

2010/2011

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Table of Contents

Table of Contents	1
JK Program Motto.....	2
Our Mission.....	2
Programme	2
Facility.....	2
Hours of Operation.....	3
Registration Procedures.....	3
Tuition Fees.....	3
Prepayment Refund.....	3
Dress Code.....	4
Staff.....	4
Our Daily Schedule.....	4
Snacks and Lunch.....	4
Sleep/Quiet Time.....	5
Arrival and Leaving.....	5
Parental Access.....	5
Confidentiality.....	5
Releasing a Child from Care.....	5
Late Pick Up and Fees.....	6
Conflict Resolution.....	6
Preventative Health Measures.....	6
Smoking.....	7
Children's Toys.....	7
Guiding and Caring.....	7
Suspected Abuse/Neglect.....	8
First Aid.....	8
Emergency Evacuation Plans.....	9
Emergency Contact Numbers.....	10
Missing Child.....	10

This handbook is designed to inform you of the policies and procedures that facilitate our Junior Kindergarten program. We trust that you will acquaint yourself with the information as it will help us to provide the best quality education and care for your child.

JK Program Motto

"Play is the beginning of knowledge." - Anonymous

The Glenfir School's Junior Kindergarten programme is especially designed for children aged three and four to have a positive and innovative introduction to learning about their world and preparing them for the future. Young learners experience a range of dynamic learning opportunities through creative art, dramatic play, and music appreciation, along with language, math, science, and literacy development. The Glenfir School's Junior Kindergarten children complete our programme ready for Kindergarten and, we believe, on the right track to a truly positive experience as young learners.

Glenfir's JK Programme has a low student to teacher ratio of 8 to 1. The programme is designed to meet the developmental needs of each child. Each child is encouraged to explore and manipulate materials and to participate in activities as they choose and at their own developmental level. Materials and activities that are challenging, stimulating and age appropriate will be available for the JK's. Our schedule is flexible to allow for quality time at each activity.

Our Mission

The Glenfir School strives to promote the attainment of each young learner's full potential through a dynamic and inspiring learning experience in cooperation with the learner's family. While participating in our programme, children learn the necessary skills and concepts through consistent guidance, activities and play. Children are encouraged to grow and develop creatively, intellectually, socially, emotionally, and physically.

Programme

The Junior Kindergarten Programme is theme based and has been designed to develop strong phonetic and numerical skills. In addition to academics, the students attend assemblies with the Kindergarten to grade twelve students, participate in special activities, partake in field trips, enjoy a hot lunch programme, use the school's gym and music room, benefit from bus transportation, receive individual interim reports as well as report cards, and participate in parent teacher interviews.

Facility

The Glenfir School offers a stimulating, nurturing, and safe environment for your child by providing two separate, but adjoining, classrooms for the three and four year olds, with their own entrance, two private bathrooms, and a private fenced playground. Individual cubbies are provided for each student's belongings teaching them to respect their possessions and those of their fellow students.

Hours of Operation

- Morning Class-----8:25am-12:00pm
- Afternoon Class-----12:00pm-3:40pm

The Junior Kindergarten program follows the regular Glenfir School Calendar from September to June. We are closed for the Christmas break, Spring break, and all statutory holidays and professional days set by the regular Glenfir School calendar.

Registration Procedures

Registration forms are available at the Glenfir School office. A completed registration form is required to be submitted to the Glenfir School office, along with a copy of your child's immunization record and a \$500.00 deposit (non-refundable). The \$500.00 deposit is offset against your first month's payment. All parents are required to sign an Enrollment Agreement for tuition payment.

Tuition Fees

- Part time tuition fees-----\$485.00/month
- Full day tuition fees-----\$840.00/month
- Registration deposit (non-refundable) -----\$500.00

The monthly tuition fee is pro-rated for the year (based on the number of days the school is open during the year) regardless of days absent, holidays or professional days. Tuition is payable in an annual sum, or a monthly payment plan can be offered over the 10 months. Some families may qualify for provincial subsidy. We suggest you contact the Ministry of Children and Families before school begins for this financial arrangement. All tuition fees are tax deductible. All families are required to belong to The Glenfir School Society. The Glenfir School operates as a charitable society. All families with students attending the school are required to subscribe to the society on an annual basis. Society memberships are \$250.00 per year per family and allow each member family to cast one vote at the Annual General Meeting.

Prepayment Refund

One month's written notice is required prior to a child's withdrawal from the Junior Kindergarten program. All tuition fees are non-refundable except in extenuating circumstances as to be discussed with the Head of School. However, if your child is asked to leave the Junior Kindergarten program for any reason, one month's notice or a month's payment will be withheld and all further monthly payments will be returned.

Dress Code

Students are expected to take pride in being members of The Glenfir School and to wear uniforms appropriately. The Junior Kindergarten uniform consists of a track suit and t-shirt for the winter months and a pair of shorts and t-shirt in the spring, summer and fall. The formal uniform for JKs is optional. However, if parents wish, girls may wear a tunic or navy kilt, white dress shirt and a bow tie and a navy cardigan and the boys navy or grey pants, a white dress shirt and a clip on tie and a navy cardigan. All required uniform items must be purchased through "Our Store" at the school. White socks and appropriate indoor and outdoor runners are also required on a daily basis. The approximate uniform cost is **\$200.00** per annum.

Staff

Teachers working directly with Junior Kindergarten program have their Early Childhood Education license to practice as well appropriate first aid training. In addition, all teachers maintain current in their professional development. We take pride in providing a safe, nurturing environment for all children. We are a licensed facility and follow all licensing requirements, as well as health and safety standards.

Our Daily Schedule

Mornings

8:25 – 8:45	Arrival and Greeting Circle
8:45 – 9:15	Music with Mr. Gass
9:15 – 9:45	French with Madam Holdener
9:45 – 10:15	Snack / Story time
10:15 – 11:15	Free play
11:15 – 12:00	Outside play

Afternoons

12:00 – 12:45	Wash up and lunch
12:45 – 1:15	Quiet time/stories
1:15 – 1:45	Free play
1:45 – 2:30	Circle time
2:30 – 3:00	Snack
3:00 – 3:30	Outside play / home time
3:40	Children who take the bus are escorted downstairs.

Snacks and Lunch

Children are encouraged to develop safe and appropriate eating habits, such as sitting down while eating and not talking or laughing with food in their mouths (to prevent choking). The goal is to have an enjoyable and social eating time. If your child attends our half-day program, please send a

healthy snack. If your child attends our full-day program, please send two healthy snacks and a healthy lunch. Thank you for not sending candy, chips or other "sugar bugs". Some children may be dangerously allergic to certain foods. Should any allergic concerns arise we will notify parents immediately and let you know which foods to avoid sending. Our JK students all participate in cooking experiences and occasionally enjoy shared snacks.

Sleep/Quiet Time

Junior Kindergarteners rest after lunch on their mats. Each child will be encouraged to have quiet time. Their mats will be in the same location each day and they will have a choice of bringing a couple of books to read. Although sleep / quiet time is scheduled between 12:45-1:15pm, some children do sleep. Those who do not will be offered art, puzzles, books and other quiet time activities after quiet time, allowing the sleepers to continue sleeping.

Arrival and Leaving

The school is responsible for your child at all times during their program. You must sign your child in AND out on a daily basis and also if you are arriving or leaving at irregular times. Please make sure that the staff is notified of any irregular hours in case we are leaving the school on a field trip or outside on the playground. In case of a child being dropped off or picked up by the school's bus, prior arrangements must be made with the teacher to sign the children in and out and greet the children at the bus.

Parental Access

We encourage the participation of parents in our Junior Kindergarten program. You may at any time visit the school to observe, participate for duration or volunteer for field trips. We may also have opportunity for participation in other ways, collecting science or recycling items, cutting art projects, sewing projects, fundraising, etc.

Confidentiality

We believe that all information regarding families is confidential and respect each family's privacy.

Releasing a Child from Care

Anyone who arrives to pick up your child MUST be on your authorization list and be subject to showing picture identification to the staff. Please let us know if anyone other than you will be picking up your child on any given day.

Late Pick Up and Fees

Please contact the center as soon as possible if you know that you will be arriving late to pick up your child. If a child remains in the care of the center beyond their program hours, a late charge will be added to your bill, and an emergency contact will be notified to pick up the child. When a child remains at the center beyond 30 minutes past their program time and all contact numbers exhausted, the staff will contact social services and parents will be notified where to pick up their child.

The fees for late pick up are as follows, \$10.00 for the first 15 minutes and \$1.00 per minute thereafter to a maximum of \$30.00. This late fee must be paid upon your child's return the next day. Please note if you are using our After School Care, late fees will be in effect until after 4pm.

Impaired Parent Pick Up

Anyone who arrives to pick up a child and who appears to be intoxicated or incapable of providing safe care will not be able to remove the child from the center. A suitable pick up (from the authorization list for that child) will be notified to come take the child home. In the event of further concern, the police will be notified.

Conflict Resolution

The teachers are committed to working cooperatively with families. If a concern arises between a teacher and family, it is encouraged to discuss the issue openly and attempt to reach a mutually acceptable resolution. If the issue is not resolved to the satisfaction of both parties, the Head of School will be contacted. If the concern cannot be addressed through these steps, they may choose to withdraw their child. If so, the withdrawal policy is applicable.

Preventative Health Measures

A child may become ill at home or while in attendance at the school. If your child has been ill or has a fever at home, please ensure that your child has been fever/vomiting free at least 24 hours prior to attendance at the school and if necessary has been taking an antibiotic for at least 24 hours. Also, if your child is unable to participate in all aspects of their program day, they should be kept home until able to fully participate. Please call the school (494-0004) if your child is not going to be in attendance that day.

When children play closely together in group settings, there is more chance of the spread for common childhood diseases. The manager will ensure that children and staff regularly wash their hands and daily school disinfecting will take place. Should your child become ill while at school, staff will ensure that there is a supervised, quiet, clean resting place for your child. If your child becomes feverish above 99F or is vomiting, you will be notified immediately to pick up your child.

Parents will be notified of any communicable disease that their child has been exposed to while in attendance at school. Please notify us the same if your child has come in contact with a communicable disease when your child returns to school. Parents who choose not to have their child immunized are asked to state this specifically on the registration form. Should there be an outbreak of a disease that the child has not been immunized for; the medical health officer will determine when the child may return to school. In the event of serious illness or injury, the child's medical practitioner and/or the ambulance will be notified.

All medication that is administered at school by staff must be signed and logged in on a Permission to Administer Medication form and also be provided in the ORIGINAL labeled container.

Smoking

The school prohibits smoking on the school property. This applies to everyone, including guests, to the school. We do ask everyone to abstain from smoking on The Glenfir School property.

The school also prohibits consumption of alcohol and it is not served at any school function at which children attend. The school clearly prohibits the use of non-prescription drugs as well.

Children's Toys

The school is well stocked with equipment for your child's use; therefore, any toys brought from home will remain in your child's cubby. This prevents major issues concerning breakage or loss of the item. Exceptions will be made for show & tell days, which will be designated by the teacher.

Guiding and Caring

The school provides a learning atmosphere for all our children that is free from physical and emotional abuse and promotes positive relations between the children and staff. We encourage the children to develop self-discipline, responsibility and positive values.

The goal of guidance is to help the child become self-directed and independent, to care about others and develop physically, cognitively, socially, and emotionally. Our guidance as teachers is firstly to focus on prevention. The following strategies promote a positive atmosphere and maximize opportunities for desirable behaviours.

1. Provide a developmentally appropriate environment,
2. Establish clear, consistent and simple limits and guidelines.
3. State limits and guidelines in a positive rather than in a negative way.
4. Offer straight forward explanations for guidelines.
5. Focus on the behaviour rather than the child.

6. Make statements of expectations, rather than pose questions.
7. Allow time for children to respond to expectations.
8. Encourage to use caregivers as a resource.
9. Scan for potential difficulties and act before it starts.

Problem solving promotes a sense of self-help, autonomy, self-awareness, confidence and self-worth. We recognize problems or situations as valuable learning opportunities. The following techniques will ensure that guidance is carried out in a positive and supportive manner.

1. Model problem-solving skills.
2. Gain child's attention in a respectful way.
3. Use proximity and touch.
4. Reminders of limits and guidelines.
5. Focus on the behaviour rather than the child.
6. Acknowledge the child's feelings/needs.
7. Offer appropriate choices.
8. Use natural and logical consequences.
9. Provide redirection when necessary.
10. Change the activity or equipment to meet the individual child's needs.

** no child in the care of the teacher will ever be subject to any form of corporal punishment, harsh, belittling or humiliating treatment, or confinement, separation or deprivation of adult supervision or necessary food, rest or use of a toilet.

Any intervention needed for more challenging behavior, beyond the limits of the above strategies, will be formed in a behavior strategy plan involving both teacher and parent.

Suspected Abuse/Neglect

All staff are legally responsible to immediately report to a child protection social worker when they have reason to believe that a child has been or is likely to be exploited or needs protection. In British Columbia, a child is anyone under the age of 19. All child abuse and neglect concerns must be reported to a Ministry for Children and Families child protection social worker.

First Aid

The first aid kit will be stocked and maintained according to licensing regulations. First aid kits will be checked and replenished as needed. The first aid kit will be stored in a backpack clearly labeled by the exit door. All teachers are required to have current first aid and CPR training.

Emergency Evacuation Plans

Fire drills and earthquake drills will be held on regular basis in conjunction with The Glenfir School. These drills will be practiced initially however, later, will be spontaneous and unannounced. The staff will ensure the children know the procedures prior to practicing the drills.

The manager will ensure that all staff and substitutes are thoroughly trained in the emergency procedures of the center. A monthly practice of all fire and earthquake drills will be posted on the parent board.

Fire Drill Procedures:**

- Children will leave their toys, line up at the nearest exit door and wait for the teacher to exit the room
- The teacher will quickly count the children
- The teacher will make a quick check of the classroom and washrooms, take the attendance folder, the first-aid kit, with emergency contacts and cell phone
- The teacher will then lead the children to the outside meeting place (tarmac behind the gymnasium), closing the inside doors
- The children will quietly exit the building in single file to the meeting place
- The teacher will then recount the children to ensure all have left the building
- Once the children are accounted for, the teacher will give a thumbs up to whomever is administering the drill
- When the bell sounds two rings, the teacher and children will return to the building
- In case of an actual fire, all persons will remain outside the school and relocate to the soccer field
- The teacher will then begin to notify parents by phone.

Earthquake Procedures:**

- Children will be told to "Duck and Cover" and will assume the "crash" position
- "Crash" position (hiding under a table, holding a table leg with one hand and covering the eyes with the other)
- The teacher will wait 60 seconds, take the attendance folder, the first aid kit, with emergency contacts and cell phone
- The children will quietly and quickly line up to be counted at the nearest exit
- The children will then be taken out of the building to the meeting place
- The teacher will then recount the children and give a thumbs up to whomever is administering the drill
- In case of an actual earthquake, no re-entry will be allowed until the building has been deemed structurally safe by the school district office in consultation with engineers
- Children will be kept under supervision of the teacher until parents are notified and a community disaster plan takes place

**In the event of an actual emergency situation that requires the staff and children to be evacuated from the premises, our meeting place will become the Summerland Baptist Church (10318 Elliott Street, 250-494-3881). The children will be transported there in the Glenfir School van and parents will be notified that they are to pick up their child at that location.

Emergency Contact Numbers

Summerland Emergency	9-1-1
RCMP	494-7416
Fire Department	464-7211
Ambulance	490-8337
Poison Control Center	1-800-567-8911

Missing Child

Every child while in attendance at school is under constant and maintained supervision. The ratio while in the school or on the playground is 1 : 8 and on field trips is 1 : 5. No staff alone will take a group of children on a field trip even if there are only 8 children in attendance that day. There will always be a second adult attending the field trip or readily available to staff at school. Attendance recording of the children will be taken throughout the program day and more often on trips away from school. Every effort will be taken to ensure the health and safety of every child in our care.

If however, a child goes missing while in the care of the staff, immediate action will be taken to ensure their safe return. No child will be left unsupervised and the staff will call for the available adult to supervise the other children and keep them located in one place. The staff will begin a quick search of the premises for the child, reporting back to the other adult within a few minutes to see if the child has returned. If the child is still missing, the staff will immediately notify the Head of the School, the parents and local authorities.