

# Parent Handbook



**Hudson's Hope Playschool  
10112 MacIntosh Cres.  
250-783-5505**

<http://hhplayschool.pris.ca>

**Hudson's Hope Playschool is a non-profit society  
Serving families in Hudson's Hope since 1980.**

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## Table of Contents

Philosophy.....	3
Guiding Young Children/Conflict Resolution .....	3
Programming .....	3
Daily Routine* .....	4
Registration.....	5
Tuition Payment Schedule .....	5
Additional Charges.....	6
Withdrawal Procedures .....	6
Drop Off, Pick Up and Absences .....	7
Drop in Days.....	7
Toilet Training .....	7
Child’s Immunization History .....	7
Illness .....	8
Emergency Evacuation.....	9
Emergency Treatment Procedure.....	9
Updating Records.....	10
Emergency Kits.....	10
Children’s Supply Checklist .....	10
Quiet Time.....	11
Field Trips.....	13
Fundraising.....	13
Food .....	14
Nut-Aware Policy .....	14

## **Philosophy**

At the Hudson's Hope Playschool we endeavour to provide a positive, respectful, nurturing, safe, secure and inclusive environment. We believe each child is a unique individual who will develop and learn at their own pace through exploration, play, hands on activities, age-appropriate and themed programming.

## **Guiding Young Children/Conflict Resolution**

We support, encourage and praise positive and appropriate behaviours in order to reinforce those behaviours that are acceptable. Consistency, routine and clear sets of rules are established to let children know what to expect and to understand their limits. Redirection will be used to head off any inappropriate behaviour. Children will be taught to make positive choices, learn problem-solving skills and learn the values of respect and responsibility.

In the event that there is a conflict between children, the following steps will be taken:

1. Approach calmly and get down at the child's level
2. Work together to identify the problem
3. Have children use "I feel.....when you...." statements
4. Brainstorm ideas for compromise and solutions to the problem
5. Take action and let the children put their solution into motion
6. Stay with them to smooth out any misunderstandings and provide support

If a child exhibits behaviour that is aggressive, harmful or unfair they will be removed from the area/situation to have some time to calm down. After a few minutes the teacher will go through the steps listed above with the child and will let the child know that their inappropriate behaviour is not acceptable.

When guiding young children in positive or negative behaviour, support and respect will be given and shown at all times.

## **Programming**

A variety of age appropriate and theme related activities are incorporated into each Playschool day to help children in all areas of their development. Some of these activities are crafts, games, circle/story times, creative movement, dramatic play, fine and gross motor opportunities and science experiments. There will also be a focus on providing Kindergarten readiness activities. Various field trips are planned throughout the year and occasionally we may have resource people come in as special guests to talk to the children. Parents are welcome to involve themselves in various aspects of programming (ex. assisting on field trips, providing a special snack, etc.).

## Daily Routine\*

- 7:30 am Children arrive and are welcomed by the teacher  
(put on inside shoes, hang up coat and put belongings away)  
Parent signs in  
Free play, table activity, and social interactions
- 9:30 am Wash hands and have snack
- 10:00 am Art, science or theme related activity
- 10:30 am Story Circle time
- 11:00 am Free play/ outside time (weather pending)
- 12:00 pm Am children pick up
- 12:10 pm Inside and wash hands for lunch
- 12:30 pm Pm children arrive (pm children put on inside shoes, hang up coat and put belongings away)
- 1:30 pm Quiet activity time (puzzles books etc)
- 2:30 pm Free play, table activities, social interactions, learning activities and open snack
- 3:30 pm Clean up
- 3:30 pm Outdoor time or story time
- 4:15 pm Prepare for home
- 4:30 pm Home time
- Parent signs out - Center closed

\* Schedule is flexible to the needs of the children

In order to respond to the needs of the children and in order to offer an interesting and varied program, changes in the schedule are often necessary and the schedule will always remain flexible. Children are able to use the bathroom at any time throughout the day and the teacher is always available if they require assistance.

It is extremely important that Drop off and Pick up times are followed in order to ensure that staff to child ratio is maintained at all times in accordance with our licensing. Please notify the instructor if there is a change in Drop off/Pick up time.

**\*Please note:** Late charges will be applied for late pick-ups at a rate of \$1.00 per minute beginning at 12:00 p.m. and 4:30 p.m. Parents/Guardians will need to sign a late slip and payment will be due before the end of each month.

## **Registration**

The Playschool will be open from Monday to Friday. Playschool parents have the option of choosing which days they would like their child(ren) to attend.

½ day A.M. class:	7:30 a.m. - 12:00 p.m.	(\$25/day)
½ day P.M. class:	12:30 p.m. - 4:30 p.m.	(\$25/day)
Full Day class:	7:30 a.m. - 4:30 p.m.	(\$40/day)

Board members receive a discounted rate.

## **Tuition Payment Schedule**

Tuition payments are due on a monthly basis. You have the option of paying by post dating monthly cheques for the 1<sup>st</sup> of each month (10 post dated cheques Sept-June) **OR** you can e-transfer money to the HH Playschool by emailing [hhplayschool@gmail.com](mailto:hhplayschool@gmail.com) prior to the first day of the coming month with the monthly rate provided to you **OR** you can provide cash prior to the first day of the coming month.

If you have been approved for a Provincial Subsidy, the Playschool will submit an invoice to the Province once a month. Once they receive confirmation on the amount the Province will pay, an email or an invoice will be given to the parent. This payment is due within 14 days of the date of issue. After 14 days interest of 10% will be applied to the balance. If you have applied for the subsidy and are awaiting approval, you will need to pay the monthly balance and once the subsidy is approved then the Playschool will refund you any amounts that the Province pays for your child's tuition.

Once you have advised of the days you would like to register for, the board will provide you with the monthly rate. Post-dated cheques are requested to receive prior to the first day of school. All cheques can be payable to The Hudson's Hope Playschool. Daily rates will be calculated and provided to you prior to the start of the year, once you have advised of which days your child will be attending.

A \$100 deposit is required at time of registration to hold your spots. The \$100 deposit is taken off the first month's payment.

For each month payment will be required for the days we are open. For example, if you are only registered for Wednesdays, some months maybe have 5 Wednesdays while others only 4.

Hudson's Hope Playschool closures will follow the Hudson's Hope Elementary/Secondary School closures for Spring and Winter Break.

- 2 week Spring Break Closure in accordance with the HH School calendar
- 2 week Winter Break Closure in accordance with the HH School calendar

We do not charge for these closures.

In the event of a sudden Playschool closure (instructor illness where a substitute is unavailable), parents will be notified as soon as possible and an alternate make - up day(s) will be established.

**\*Please note:**

**Refunds are not given in the event your child is absent due to vacation or illness.**

## **Additional Charges**

In the event of an NSF cheque, a new cheque must be reissued which includes a \$25.00 service charge within five (5) business days of notification. If for any reason the parent/guardian has 3 or more NSF cheques, future payment accepted will be in the form of a money order, certified cheque or cash.

There may be small additional costs (i.e. approximately \$5) for some field trips. Field trips and any extra costs will be announced in the instructor's monthly newsletters.

## **Withdrawal Procedures**

One full calendar month's (30 days) written notice to the Playschool Board is needed if you decide to take your child out of the program. Please note, if you wish to re-register your child later in the school year, your child's spot may have been filled. Please contact the Registrar for openings.

If there is a child on a waitlist that can take your spot over immediately, then the board may be able to waive the 30 days' notice.

## **Drop Off, Pick Up and Absences**

If your child(ren) will be late or absent on a scheduled Playschool Day, we ask that you inform the Playschool Instructor.

Please inform the Playschool instructor ahead of time if someone other than the Parent/Guardian, or Emergency Contact is picking up your child. Your child(ren) will only go home with a Parent/Guardian, or Emergency Contact that was specified on the registration form, if no prior notification is given. If someone other than the person listed on the pick-up sheet will be picking up your child or if the time or pick up changes, you need to advise the instructor by 12 noon that day with the name and time of pick up. This allows the instructor to plan out the activities and leave the playschool for trips to the park, etc.

When dropping off children at the Hudson's Hope Playschool, the adult dropping off the child/ren will be asked to SIGN IN the child/ren. Please make note of any issues/concerns in the comment section of the sign in sheet or speak to the teacher directly. If someone other than a parent will be picking up the child/ren, please indicate this in the comment section.

Children will only be released to an "authorized adult". Staff will not release a child prior to confirming that their name is on the "authorization to release" portion of the child's admission form. Parents / Guardians may add / remove names at any time.

## **Drop in Days**

The Hudson's Hope Playschool has a drop in care for children presently enrolled in the playschool. Drop in slots are available from enrollment vacancies (days the Playschool is not fully subscribed). You need to advise the instructor at least 24 hours in advance to use a drop in spot. More information on page 12.

## **Toilet Training**

Children attending the Hudson's Hope Playschool are not required to be toilet trained. If a child is in the process of toilet training, we ask that the parents put their child in a diaper or "pull-up" for sanitary reasons while they are training. (Parents must provide several changes of clothes, diapers/pull-ups and wipes). A toileting schedule will be set up at the discretion of the instructor.

## **Child's Immunization History**

The Child Care Licensing Regulations requires a photocopy of immunization records to be kept on file for each child registered at the Playschool. Please ensure that your child's immunizations are up-to-date and a photocopy of these records given to the

Playschool instructor. If you have chosen not to immunize your child, you are required to sign a written waiver indicating the immunization status of your child. This waiver will be kept on file with your registration. This waiver is available on the website ([hhplayschool.pris.ca](http://hhplayschool.pris.ca))

## **Illness**

We ask that you not send your child(ren) to the Playschool if he/she is ill. To attend the program, your child must be well enough to participate in all aspects of the program including outdoor play. We ask that if your child becomes ill while at the Playschool, the parents/guardians or emergency contact will be notified to arrange to pick him/her up as soon as possible.

### **Criteria for pick up:**

- a temperature of 100 F/38 C or higher
- the onset of an undiagnosed rash, infection, eye/ear discharge
- after one incident of vomiting
- a sore throat
- any combination of lethargy, pallor, irritability or unusual fatigue and after 2 incidences of diarrhea
- a cold that has reached an acute stage (ie. Sneezing/coughing, watery eyes, constant runny nose)

### **Criteria for Exclusion from daycare:**

- the child has a fever of 100 F/38 C or higher
- the child has not been free of fever for a minimum of 24 hours (without the use of fever suppressant medication)
- unless otherwise indicated by physician, it has been less than 24 hours since the start of a prescribed medication
- has not been free from vomiting or undiagnosed diarrhea for a minimum of 24 hours
- has an undiagnosed rash, skin infection or ear/eye discharge particularly one which associated with another symptom (ie. Headache, irritability)
- has a sore throat, watery eyes, is sneezing or coughing frequently, and has a constant runny nose (ie. The first 2 to 3 days of a severe cold)
- any symptom associated with common childhood diseases or communicable disease.

If your child contracts a communicable disease (example: pink eye; chicken pox; lice; hand, foot and mouth, etc.) please notify the Playschool immediately. Northern Health regulations indicate that we have to notify all Playschool families if a child contracts a communicable disease. (The child's identity will be concealed.) Written medical clearance from a physician will be needed before the child can return.

The Playschool instructor may only administer any prescribed and non-prescribed medications once a medical consent form is signed by the parent/guardian. Medicine will be stored in a locked box and out of reach from the children.

**\*Please note:** there will be no refund given if your child is absent due to illness.

## **Emergency Evacuation**

In the case of an emergency, or the need to evacuate the Playschool, the Playschool instructor will take the evacuation kits and the Playschool cell phone and proceed with the children to the grove of trees on MacIntosh Crescent in front of the Playschool. If this location is unsuitable, then the Playschool Instructor will take the kids to the HH pool.

In the event that the town needs to be evacuated, the children's parents or guardians will be attempted to be contacted, and they children should be immediately picked up from the Playschool. Residual children will be brought to the Hudson's Hope School and evacuated with the school children on school busses. Depending on the nature of the evacuation, pick-up location may be at the Hudson's Hope Airport or alternative locations. Please call the Playschool cell phone at 250-783-5505 to ascertain the whereabouts of your child.

The playschool staff and students will meet at the front of the school, under the "covered area" making sure to leave the bus parking area clear. Once Hudson's Hope School students and staff are boarded on buses, the playschool staff and students will board the bus with the most available room. Playschool staff will be in charge of their own students in this scenario.

The emergency pick-up location is at the town emergency evacuation site, which is the Hudson's Hope Airport area or alternative locations. Please call the Playschool cell phone at 250-783-5505 to ascertain the whereabouts of your child. The evacuation procedure including the HH school buses will only work during school hours and obviously on school days. In the event of a town evacuation outside of HH school hours or days or operation, the Playschool instructor will try to contact parents for immediate pick-up of their children and we ask all parents to be diligent and quick in response.

(This procedure was agreed to between Principal Derrek Beam and Nicole Gilliss in Spring 2014. Mr. Beam sought approval from the school board)

## **Emergency Treatment Procedure**

All Playschool Instructors carry a valid first aid kit. If your child becomes seriously ill or has an accident while attending our program, we will immediately inform you by calling the numbers listed on your child's registration form. If you are unavailable we will contact your designated emergency contact. In the rare event that you and your designated contact is not available, and the Playschool Instructor deems it necessary, your child will be transported to the nearest hospital emergency department. If the

parent or guardian is not present in time to authorize emergency life saving treatment, the Playschool Instructor will give permission for these procedures to take place.

**Please note:** this can only occur if the Parent/Guardian has authorized the consent.

\*Please see Parent/Guardian Agreement on Registration form.

## **Updating Records**

If there are any changes in your phone number, address or place of employment, please notify the Playschool so we can update the information you provided us with. It is important to let the Playschool instructor know if there are any changes in emergency contacts, custody arrangements, or anything else that pertains to your child's health and safety.

In order to help the Playschool Instructor deal with any uncharacteristic behaviour from your child, please inform the Playschool Instructor of any event or change in routine at home that may affect your child.

## **Emergency Kits**

The Hudson's Hope Playschool will collect emergency kits for each child. Parents are asked to place these items in a Ziploc bag (which is provided) and return to the Playschool with the registration package.

1. Parents must provide:
  - A recent photo (or permission to take a photo of your child)
  - 1 non-perishable snack (**nut free**: granola bar, fruit leather etc.)
  - 1 bottle of water
  - 1 small comfort item (family photo, letter etc.)\*all items must fit into the Ziploc bag provided.

## **Children's Supply Checklist**

1. Parents are also asked to provide a change of clothes, which will be kept at the Playschool. In a plastic bag (labelled with child's name) please place:
  - A pair of socks and underwear
  - Shirt
  - Jogging pants
  - And an extra plastic bag

2. Parents are also asked to provide their child with clean indoor shoes, which will be worn during the school day.
3. Sunscreen and bug spray
4. A blanket for nap time /quiet time

\*All items will be returned at the end of the Playschool year.

## **Quiet Time:**

Children who attend Playschool in the afternoon will be participating in "quiet time". Children lie down on their own mats, with a blanket that is brought from home. The blankets will be placed in their own cubbies daily, and returned at the end of the Playschool year. For children that still nap, they will remain in the quiet area. For children that do not nap anymore, they will put their blankets away and do quiet time activities. Some quiet time activities are: puzzles, board games, books, printing, colouring etc.

## **Gradual Entry Policies**

Some young children have a difficult time adjusting to preschool. Gradual enrollment is a process that involves the important people in the child's life and the teachers in the child's new classroom, working together to make the change of going to school an easier and more comfortable experience.

Preschool aged children have very little experience in changes in their environment; therefore they feel fear and trepidation when confronted with the idea that they will suddenly spend an entire day without their parent or guardian. This process will help them understand the environment change will be fun and safe; this will also allow the children to understand that you will come back for them after a short period of time.

Below is a gradual entry process that is highly recommended to parents and children that are new to the facility. We have found that this schedule works best for the child(ren) as well as the parents. (Based on a child attending 5 full days per week)

- Day 1:
  - o Child stays for 1 Hour, Parents are asked not to stay.
  - Your child may become upset and start crying, but a short goodbye always works the best. Let the child know that you will be coming back soon to pick him/her up from preschool. The longer the parents linger and wait to drop their child off, the harder for the

child to adjust. Reason being that if you seem hesitant in leaving your child for preschool, most likely the child will feel and will pick up an uneasy vibe from their parent(s) and do not want to stay.

- Days 2-3
  - Child stays for 2 Hours
- Days 4-5
  - Child stays for 3 Hours
- Days 6-7
  - Child stays for a full day

Gradual Entry is set to benefit children from separation anxiety. Please note that this schedule is a recommendation and can be altered to be a longer or shorter dependent on the child's needs and is up to the discretion of the teacher and the parent. If you have any questions or concerns, please contact the teacher or the Member at large.

Gradual Entry is not a requirement but is a suggestion to make the experience less stressful for the child.

## **Drop in Policy**

**Purpose:** To allow for children who are or aren't currently enrolled in Playschool to attend on days that have vacancies on a drop in basis.

**Procedure:**

A monthly calendar will be posted at the playschool listing the available spots per day.

- The current month and following month will be posted on the Bulletin board at the Playschool to give parents advance notice of available dates.
- If a spot becomes unavailable, due to enrollment, that spot will be removed from the availability calendar and parents will be notified.
- 24 hours notice is required to place your child's name on the calendar.
- Once a parent places their child's name on the calendar, they have committed to pay for that spot.
- Cancellation: If you have booked a drop-in spot we require notification at least 48 hours in advance. If you cancel between 48 hours before up to 7:30 am of the day you have booked you will be charge  $\frac{1}{2}$  price of the tutition. If you cancel on the same day after 7:30 am you will be charged full price of the tutition.
- Invoicing will be done monthly. Payment is due within 14 days of the date of issue. After 14 days interest of 10% will be applied to the balance.

- If you are able to pay the day of drop in or before the end of that month for the drop in days it is preferable, rather than us having to do up invoicing.

## **Field Trips**

The children will have the opportunity to attend various field trips throughout the year. All trips are carefully organized and safety precautions are made. Some trips shall be impromptu in nature, but will not conflict with the scheduled arrival of the parents. The children will walk to field trips within Hudson's Hope, and we ask parents to sign a consent form (refer to registration form) at the beginning of the year. Walking field trips in town will be weather dependent, and alternate transportation (car-pooling) can be arranged. Parents should note that if they are willing to transport other children, that the Playschool requires that all children have proper car seats. Parents are also required to have third party insurance in the event of a vehicle accident, since the Playschool Liability Insurance does not protect the transport of children in personal vehicles.

The Playschool is not responsible for children who arrive late for a pre-scheduled trip when prior, clear notification has been given.

## **Fundraising**

The Hudson's Hope Playschool is a non-profit Society that was established in the community in 1980. Fundraising is a necessary part of providing educational materials and programming to the children. Participation is the key to fundraising and achieving our goals.

### **Annual Fundraisers:**

**Purdy's Chocolates:** (Nov.) this catalogue fundraiser has always been a success for us. BC Hydro is one of our major purchasers, and the sales are timely as Christmas gifts, and stocking "stuffers".

**Cash Bingo: (Typically Feb & Oct):** This is a new fundraiser that also doubles as a fun community eveny. In with the Bingo are typically 50/50, door prize and snack/refreshment sales. This even has been board run, and parents are welcome to help, or simply participate.

### **Scholastic Books:**

The Playschool instructor will hand out a Scholastic Book order catalogue to your child(ren) each month. You have the option of purchasing very reasonably priced books for your child(ren), and building your own book collection at home. A

percentage of all book sales go to the Playschool and this is used to purchase books, puzzles and educational programming materials.

## **Food**

\*The Playschool is **nut-aware** and we request that parents check labels and do not bring in food items that may contain nuts.

Parents must provide snacks and lunch for their children:

- Children registered for  $\frac{1}{2}$  days are required to bring a morning or afternoon snack.
- Children registered for full days are required to bring a morning snack, lunch and afternoon snack. Any items that need to be chilled can be stored in the fridge.

On occasion, there will be special snacks provided. Please notify the instructor of any food allergies at the beginning of the year so these food items can be avoided.

## **Nut-Aware Policy**

The Hudson's Hope Playschool has adopted a nut-aware policy. We ask that you not send any items in your child's snacks or lunch that contain nuts or "may contain nuts". Please be careful what you send in your child's lunch box.

If a food item is mistakenly sent in your child's lunch that contains nuts, it will be bagged immediately and sent home with a note. The parent/guardian may be called to arrange for the replacement of food that contains, or may contain nuts, or arrange to pick him/her up for lunch.

(Please see attached page for alternate food choices.)

## **THE RATIONALE FOR PEANUT- AND NUT-AWARE CLASSROOMS AND SCHOOLS**

The rationale behind nut-aware classrooms has to do with the somewhat unique nature of these allergies. Most people with food allergies -- even severe allergies -- can manage their allergies by simply not eating foods that have their allergens in them. They read labels, don't eat food if they don't know its origins, and ask questions to stay aware of cross-contamination.

People with peanut and tree nut allergies follow all these steps, but there are two limits to this approach.

First, it's possible for people to react to traces of nut dust in the air (from peanut shells, for example).

Second, nuts are full of natural oils that leave residues. While these residues can be removed with common household cleaners, it can be difficult or impossible to clean tables in the middle of lunch, for example, or for school cleaning staff to know to clean oils off of tainted walls or doorknobs during the school day.

Because of these issues, and because peanut and tree nut allergies can be life threatening, many schools have responded by designating nut-aware classrooms. Parents of kids with these allergies learn to read food labels to make sure they're safe, but for parents who are new to packing lunches or snacks for a nut-aware classroom, the learning curve can be steep.

**Here are some rules of thumb for reading labels:**

- Under federal law, peanuts and tree nuts have to be clearly identified in a food label if they're used as an ingredient. Look for the word "peanuts" or a particular type of tree nut -- macadamia nuts, brazil nuts, cashews, almonds, walnuts, pecans, pistachios, chestnuts, beechnuts, hazelnuts, pine nuts (pignoli or pinon), ginkgo nuts or hickory nuts -- in the list of ingredients, or following the word "Contains."
- Foods that pose a possibility of manufacturing cross-contamination -- Look for warnings like "may include traces of peanuts" or "manufactured on a shared line with tree nuts." Package notices to the effect of "**made in a nut-free facility**" **indicate safe snacks.**

**So what kinds of foods *are* good to bring to a nut-aware classroom? Here are some ideas:**

- Fresh fruit (Bananas, apples, pears, oranges, etc.)
- Cheese and yogurt
- Vegetables (Baby carrots, cherry tomatoes, broccoli, cauliflower etc.)
- Raisins and other dried fruits
- Hard boiled eggs
- Pasta
- Pudding cups and apple sauce
- Fruit leathers
- Tortilla chips, salsa and pretzels
- Lunch meat & sandwich bread
- Pea-butter or other nut-free spreads
- Jam and cream cheese sandwiches
- Hummus spread, or roasted red pepper spread
- Juice, water, and most other beverages.