



# Deer Lake East Early Years Care & Learning

7837 Canada Way, Burnaby

Direction: The entry of the building is located inside the garage, then through the double-door, up two flights of stairs and the classroom is located on the right-hand side on the top floor.

## Philosophy

At Deer Lake East Early Years Care & Learning, we aim to provide an environment that invites active engagement and exploration for all children. We believe that teachers must take into account each child's interests, needs and strengths in order to successfully co-construct (build together) curriculum.

We realize that each child is unique and will approach their learning in their own time and style. We strive to accommodate each type of learner through activities, equipment and the materials offered. The staff at Deer Lake East Early Years Care & Learning recognize social and emotional development as key to every child's success. Through positive teaching of these important life skills, we believe that children will be primed for pro-social behaviour.

We follow emergent curriculum, which means that we base our curriculum on the interests of the children in our group. We are an inclusive program which means that we welcome all families and adjust and modify our program to meet the needs of each individual child.

Our program is play based. We strongly recognize the importance of play in a child's development. While academic skills are included in our curriculum, they are always explored through play and adjusted to the individual skill level of each child.



In play children create stories about their experiences and their identities.

## Guiding and Caring

At Deer Lake East Early Years Care & Learning, we follow a pro-social approach to guiding and caring. We feel strongly that the most important things educators can do to support children's behaviors is to build strong, trusting, meaningful relationships and set up both a physical and emotional environment that focuses on children's success. When these things are established,

children will be able to learn and practice social and emotional skills through both natural and deliberate teaching methods.

We view challenging behavior as an opportunity to teach. When we see a child struggle in a social situation, we try to determine the missing skill. We break those skills down into teachable steps and then find interactive ways by using positive languages to teach that skill to the individuals or our whole group. We then find many ways for children to practice the skill. Our focus is about teaching the missing skills and not about fixing or changing the child.

### **Outdoor Play**

We feel that regular outdoor play provides wonderful learning experiences for all children. Therefore, we are committed to daily outdoor opportunities. Please be assured that if there is extreme weather or dangerous outdoor situations we will take this into consideration and choose to be indoors and keep your child safe. If we did not go outside when it rained in Burnaby we would spend way too much time inside!!! We are program which is committed to being outdoors everyday as we know the value of being in nature and learning in a natural environment. Please be sure to send your child with rain gear each day. Even if it is not raining at the moment it may still be wet outside.



*"The best classroom and the richest cupboard is roofed only by the sky"*

*~Margret McMillan*

### **Clothing and Supplies**

As we go outside every day, it is very important that you send your child with appropriate clothing. At times we may use our spare clothing for your child. If this happens, please wash it and bring it back to the centre as soon as you can.

It is extremely important for you to label all items as it is hard to keep track of what belongs to who. If you happen to go home with an item that does not belong to you. Please send it back asap as someone will be missing it. As we are limited in space, please have these in your child's back-pack but bring home each day.

A list of items to prepare for your child follows:

- ✓ **Full change of cloths**
- ✓ **Extra socks**
- ✓ **Extra underwear**
- ✓ **Sunscreen**
- ✓ **Hat**
- ✓ **Mittens**
- ✓ **Warm hat**
- ✓ **Muddy buddy**
- ✓ **Warm and waterproof boots**
- ✓ **Water bottle**
- ✓ **Snow suit**



*The best thing you can do for  
your children is give them the  
space to explore.*

### **Our Educators**

We are so lucky to have a dedicated and passionate staff team. Our educators have all completed or are in the process of completing their Early Childhood Education. Each of our classrooms has a lead teacher and the centre is managed by Samantha Fung. Our program often offers opportunities for student teachers as they are completing their schooling. As an inclusive setting we also have visits from many outside professionals, including Supported Child Development Consultants, Speech and Language Therapists, Occupational therapist, Behavioural Interventionists and Consultants and Physio Therapists.

Team Lead for the preschool:

Kelly Zecca                      778-554-4192

Manager:

Samantha Fung                  604-338-3438

We will post a picture list of all of our staff team to help you in learning the names  
We encourage an open-door policy and welcome you and or your questions at any time. If it is a matter that needs to be discussed in detail, please feel free to email and or make an appointment.

### **Program Daily Schedule**

Our program operates from September through mid-August and will close for two weeks over Christmas and one week at spring break.

Wem open from Monday to Friday 9:00am to 4pm. Morning program runs from 9am to 12pm. Afternoon program runs from 1pm to 4pm. While our schedule is flexible to meet the needs of the group, we also like to create a structure that the children can rely on.

### **3-hour AM class 9am to 12 pm (Monday to Friday)**

|       |  |
|-------|--|
| 9:00  | Outdoor learning / Indoor learning           |
| 9:45  | Meeting time                                 |
| 10:00 | Project Work                                 |
| 10:30 | Transition to inside / Transition to outside |
| 10:40 | Snack time                                   |
| 10:50 | Indoor Learning / Outdoor learning           |
| 11:45 | Music and Goodbye Circle                     |
| 12:00 | Indoor pick up / Outdoor pick up             |

### **3-hour PM class 1pm to 4 pm (Monday to Thursday)**

|      |  |
|------|--|
| 1:00 | Outdoor learning / Indoor learning           |
| 1:45 | Meeting time                                 |
| 2:00 | Project Work                                 |
| 2:30 | Transition to inside / Transition to outside |
| 2:40 | Snack time                                   |
| 2:50 | Indoor Learning / Outdoor learning           |
| 3:45 | Music and Goodbye Circle                     |
| 4:00 | Indoor pick up / Outdoor pick up             |

### **Enrollment**

Families who are registered for 3 days weekly. At least one of these days have to attach Monday or Friday in their enrollment.

### **Completion of Forms**

Each child is required to have the following on file:

- A completed registration form
- A signed parent agreement
- A completed emergency card with a photo and a witness signature
- A record of immunizations (or a declaration of your choice to abstain)
- A copy of any custody papers

It is extremely important to keep all of this information valid and also to inform educators of any changes or events that may affect your child's behavior or progress in the Early Childhood site.



*I will understand structures,  
angles, stability, symmetry, area,  
volume, physics, number sense,  
patterning, counting, ordering, and  
comparing when I am big, Because  
I am playing while I'm little.*

## Deposit

Half of the monthly fees for securing a spot, non-refundable and is applied to the first month fees.

## Fees:

Fees are due on the 1<sup>st</sup> of every month for that month. The deposit and the submission of an intake and this form will hold your space. We ask that you supply the centre a set of post-dated cheques for September through mid-August. The deposit will apply to the last monthly fee of the calendar school year.

A late fee of \$25 will be charged for fees not received on the 1<sup>st</sup> unless there has been a previous arrangement made.

**\*Deer Lake East Early Years Care & Learning only accepts cheques for paying monthly fee.**

**\*Please note that there are no refunds for illness, family vacations, statutory holidays, extreme weather, and safety concern**

**closures.**

**\*NSF Fee of \$35 is applied for returning cheques.**

**\*All cheques are payable to Deer Lake East Early Years Care & Learning, Deer Lake East or DLECYCL.**

A list of items to prepare for your child follows:

- ✓ Full change of cloths
- ✓ Extra socks
- ✓ Extra underwear
- ✓ Sunscreen
- ✓ Hat
- ✓ Mittens
- ✓ Warm hat
- ✓ Muddy buddy
- ✓ Warm and waterproof boots
- ✓ Water bottle
- ✓ Snow suit



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## Affordable Child Care Benefit

Families are recommended to apply Affordable Child Care Benefit 8 weeks before the start date, as we are informed by the ministry it usually takes 6 weeks to

process the application, and payment arrangement is in hope to be made 2 weeks before the start of the first day.

We understand circumstances change, if family applies Affordable Child Care Benefit during the time of enrollment, family will continue to pay regular full fee, until both the family and the program received an approval letter from the ministry, then the program will email and notify the family for an adjustment for the monthly fees. Often, it means that family needs to send the program a set of new cheques with the amount of the family portion after the approved benefit, and the old set of cheques will return to family upon receipt. Please note that the program may take up to 2 weeks to process and email family the adjusted monthly plans.

### **Gradual Entry**

The purpose of this is to support new children to get familiar in a new environment, meet with their peers and educators. This transition is to support children entering a regular school year. We are happy to learn from you if anything would help your child to settle in a new environment. **\*\*All children are unique and different, and we will adjust accordingly if needed.**

### **Late Pick-Up**

Late fees will be charged for late pick up when pick up is over 5 minutes late. While we understand that life is busy and sometimes circumstances get in the way we ask that you make every possible effort to pick up on time. The first five minutes is considered a grace period. After that time, we will charge \$1 per minute. This will go to pay for the teachers who will need to remain late for your child.

### **Closure**

We follow Burnaby school distract snow day. If there is any safety concerns due to the extreme weather, the centre will be closed. We will communicate with families by email, as well as posting on our Facebook page. If an unexpected closure happened during the operation hours, we will call and email all families to pick up children as soon as possible, such as: flooding, power outage in wintertime etc. The centre is forced to be closed as it is not safe to operate in those situations.

### **Withdrawal / Switching Days in Current Enrollment**

If a family deems it necessary to withdraw their child, written notice must be given 45 days in advance before the last day of attendance. For example, if a child was to be leaving on June 30, notice must be given on or before May 15. We ask that all families respect this in order to give the next family time to make their arrangements.

Any remaining un-cashed cheques will be returned to you upon receipt of 45-days-notice and after the current month cheque has cleared the bank.  
Please note that there are no refunds for illness or vacations.

### **Photos taking / Social Media**

We understand photo taking is a great way for keeping memory. We ask families to be aware of other families' confidentiality and out of respect that no other children under our care should have their photos taken and post on any social media without consent of their own parents or guardians.

### **Snacks**

Please send a water bottle each day with your child.

We ask that water be the only drinks sent as are teaching the importance of drinking water. We encourage fruits vegetables and other healthy snacks.

Please be aware that we are a nut aware centre. Please do not send nuts for snack or lunch with your child.

### **Cleanliness**

Tables are wiped every time with natural table cleaner before and after each meal.

### **Choking hazards**

A couple food items, according to the First Aid are listed as choking hazards. We ask families to follow the instructions as you choose to provide these during preschool time:

**Hot Dogs, Grapes and Cherry tomatoes- please cut length-wise to avoid choking**

### **Allergies**

It is parent's responsibility to inform the program of any allergy that your child has and /or develops, at any time during the school year. It will be the responsibility of the family to work with the educators to develop a plan that will manage this allergy. Any emergency plan and all of the related forms and equipment or medications must be at the centre before the child can attend. If medication is part of the plan a form signed by the doctor is also necessary before the plan is valid.



## Celebrations

We welcome all celebrations and encourage families to share their family celebrations with us at our centre. Please come and teach us about your culture and your family rituals.

## Birthday and Holidays

We love to celebrate birthdays with our children. We prefer to have a special fruit or vegetable snack to mark the occasion. If you want to send something special. Another option is to send you child with their favorite story from home to share with the class.

Many families choose to send a special treat to share with the children at Valentines, Easter, Christmas and Halloween. This is certainly not an expectation but if you wish to do so we ask that it be something to do or play with rather than a treat to eat. (Some ideas are stickers, playdough, a small book, special crayons etc.)



## Health

We will work diligently at our centre to keep your child healthy. We choose to clean and sanitize with a product called Benefect. This product does the same job as bleach to kill germs, yet it is safe for children and better for our environment. It is extremely important that we all work together to be sure we keep the spread of germs to a minimum. Therefore, your child is not able to attend the centre when they are sick.

**Children must wait 24 hours after experiencing a fever, vomiting or diarrhea. A child attending the program must be well enough to be able to participate in all areas and activities of the program.**

If we all follow these rules, we will keep our teachers and our children healthy. Without teacher our programs can't operate.



## **Field Trip**

Deer Lake East Early Years Care & Learning takes many walking field trips and adventures throughout the program in the local areas. A consent form is required when families enroll their child into our program.

We will only schedule field trips out of our area if they are important to our projects that the children have been working on within their curriculum. If we do have field trips the mode of transportation will either be the responsibility of the family or on public transit. A minimum of two-week's notice will be given for any fieldtrips and we encourage families to join us. **All fieldtrips will require a 1:4 (adult to children) ratio. Families are responsible for driving their children for any out-of-local-area field trip.**

## **Documentation and Journals**

Our educators regularly document the work that your children are doing at the centre through photographs and written anecdotes. Many of these documents are posted at and around the classroom. Please take some time to read these and provide the educators and students with your perspective on their learning and experiences.

Our practice is guided by three important documents.

Community Care Licensing Regulations - [www.bclaws.ca/Recon/document/ID/freeside/332\\_2007](http://www.bclaws.ca/Recon/document/ID/freeside/332_2007)

ECE Code of Ethics - [http://www.ecebc.ca/resources/pdf/ecebc\\_codeofethics\\_web.pdf](http://www.ecebc.ca/resources/pdf/ecebc_codeofethics_web.pdf)

Early Learning Framework - <http://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/early-learning-framework>

We so look forward to becoming a part of your families and your child's lives!!  
Welcome.