



## Welcome to Deer Lake East Preschool

Deer Lake East Preschool - 7837 Canada Way – please enter through the underground parking, up two flights of stairs and we are on the right.

### Philosophy

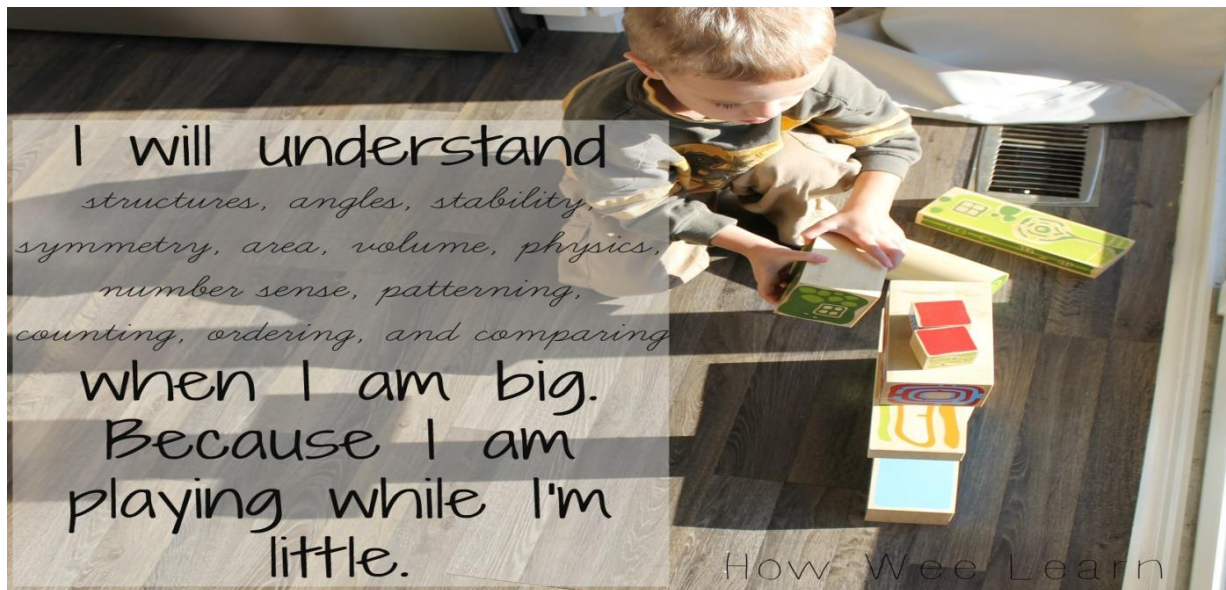
At Deer Lake East Preschool, we aim to provide an environment that invites active engagement and exploration for all children. We believe that teachers must take into account each child's interests, needs and strengths in order to successfully co-construct (build together) curriculum.

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 Child Care 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.

“Play is the only way the  
highest intelligence of  
humankind can unfold.”



### **Preschool Schedule**

Our preschool operates September through June and will close for two weeks over Christmas and one week at spring break.

Our preschool program is open from Monday and Friday 9:00am to 1:00pm and Tuesday, Wednesday and Thursday 9:15am- 12:15pm or 1:00pm -4:00pm.

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 (Monday and Friday)**

- 9:00 - 9:15 Drop off and welcome (outside)
- 9:15 – 10:15 Free outdoor play
- 10:15 – 10:30 Transitioning inside and washing hands
- 10:30 – 10:50 Snack in or out depending on the weather
- 10:50 – 10:55 Introduction Meeting
- 10:55 – 11:45 Indoor free play
- 11:45 – 12:00 Goodbye Circle
- 12:00 Pick up time

### **3 hours PM class (Monday, Tuesday, Wednesday and Thursday)**

- 1:00 - 1:15 Drop off and welcome (outside)
- 1:15 – 2:15 Free outdoor play
- 2:15 – 2:30 Transitioning inside and washing hands
- 2:30 – 2:30 Snack in or out depending on the weather
- 2:50– 2:55 Introduction Meeting
- 2:55 – 3:45 Indoor free play
- 3:45 – 4:00 Goodbye Circle
- 4:00 Pick up time



### **Staffing**

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 Judy Crone. 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 Daycare is Samantha Fung (604 294 4988)

Team Lead for the preschool is Kelly Zecca ( 778 554 4192 )

Manager of both programs Judy Crone (604 789 9381)

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.

### **Clothing and Supplies**

As we go outside everyday, 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 pack-pac 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**

**Fees:**

Fees are due on the 1<sup>st</sup> of every month for that month. There is a half-month of program fees as deposit for preschool. This deposit and the submission of an intake and this form will hold your space. We ask that you supply preschool a set of post-dated cheques for September through June. The deposit will be deducted from the June cheque, the last month of the 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.

*\*Please note that there are no refunds for illness or vacations.*

***\*\*Please use you cancelled cheques for tax receipts.***

A late fee of \$50 will be charged for fees not received on the 1<sup>st</sup> unless there has been a previous arrangement made.

**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.

If it become necessary to withdraw your child from our preschool for any reason, one month written notice is required to be given on the first day of the previous month or before. Any remaining un-cashed cheques will be returned to you upon receipt of one-month-notice. And after the current month cheque has cleared the bank.

Please note that there are no refunds for illness, vacations or statutory holidays.

Please use you cancelled cheques for tax receipts.

### **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.

### **Snacks**

Please send a water bottle each day with your child.

We ask that water be the only drinks sent as we 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.



### **Allergies**

It is the parents responsibility to inform the child care Centre 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 child care staff 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.

## **Birthdays**

We love to celebrate birthdays with our children. We prefer to have a special fruit 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.



## **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>

## **Health**

We will work diligently at our preschool 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 program 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 teachers our programs can't operate.

### **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.



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