



LAKEVIEW CHRISTIAN SCHOOL PRESCHOOL/ CHILD CARE

Parent Handbook

Buelah Panapana, Manager

*Lakeview Christian Preschool/Child Care
729 Cordova Bay, V8Y1P7,
Victoria, BC, Canada*

Welcome to Lakeview Christian Preschool/Child Care. Thank you for choosing our school. We offer Christ-centered care and learning in a safe and fun-filled program directed by qualified and experienced teachers.

PHILOSOPHY

Lakeview Christian Preschool/Child Care emphasizes the love of God, respect for God, others, oneself and the responsibility to care for all that God has created. It is our honor and privilege to provide a safe, nurturing environment for each child to explore, develop and grow as an individual. We facilitate the development of a positive self-image and instill confidence in all of our children through the joy of learning and socialization. At LCS Preschool/Child Care we believe in the need for a holistic approach. It's our mission to assist each child to develop: spiritually, emotionally, intellectually, socially, and physically.

STAFF QUALIFICATIONS

The Preschool/Child Care teachers are licensed to practice in B.C as an Early Childhood Educator (ECE) or as an Early Childhood Education Assistant (ECEA) and have a valid first aid certificate and current criminal record check. Our substitute teachers are required to have all of the following documentation in order to sub in for a teacher.

- First Aid Certificate
- Criminal Record Check
- ECE or ECEA or Equivalent
- References

LICENSING

Lakeview Christian Preschool/Child Care is licensed and inspected by Vancouver Island Health Authority, Child Care Facilities Licensing and the Saanich Fire Department.

ADMISSION POLICY AND PROCEDURES

- Minimum required age for admission is 30 months.
- LCS is enrolled with BC parent fee reduction initiative program. Parents may apply to the province of B.C for child care subsidy and our staff will be more than willing to help any parent with any details and information pertaining our licensed facility regarding any paperwork.
- Children are admitted for a minimum of 2 days per week.
- Parents support LCS Christian philosophy and program goals.
- There is a 90 (calendar) day probationary period beginning with the child's "start" day for LCS. This is to determine if the Preschool/Child Care program can fully meet each child's needs.
- Space is saved only after registration is complete: Parents have met with the preschool teacher, submitted all paperwork, a photo of the child, and fees submitted to the office.
- Paperwork to complete: Registration form, Health Information form, Financial Form.
- Documents to provide for photocopying.
 1. BC Care Card (or other proof of medical insurance)
 2. Health Immunization Record
 3. Child's Birth Certificate
 4. No contact / Access Orders, etc. if applicable
- Fees to Pay: \$ 100 non-refundable registration fee
 - \$ 25 Earthquake Kit Fee (new students only)
 - Post-dated cheques for the 1st of each month (fees remain the same regardless of attendance)

Authorization for child care subsidy is accepted as partial payment of monthly fees.

\$100 fee for Field trip for the whole year.

PRIVACY INFORMATION PROTECTION ACT (PIPA)

Lakeview Christian School acknowledges the privacy rights of each child and will uphold these rights in dealing with all personal information. Parents will be required to sign the PIPA form indicating if they agree or disagree with the collection of personal information, use of this personal information and use of photos on the school website and for promotional materials. Questions regarding the collection and use of said information can be directed to the school's privacy officer, the principal of Lakeview Christian School.

CHILD ABUSE /NEGLECT

The laws of British Columbia require persons over the age of 19 to report suspected child abuse or neglect to the Ministry for Child and Family Development

Like all Seventh Day Adventist schools and early childhood facilities licensed in British Columbia, our Preschool/Childcare program is "predicated on the belief that each child is unique and of inestimable value" and each will be consistently treated as such.

Any act or lack of action that is harmful to a child in anyway by anyone is prohibited while in the care of Lakeview Christian Preschool/Childcare or anywhere on the premises of Lakeview Christian School

WITHDRAWAL PROCEDURE

Lakeview Christian Preschool/Child Care requires a minimum of one month written notice of intention to withdraw a child from our program. In lieu of one month written notice parents will be charged one month's fee. Any unused post-dated cheques beyond the one-month withdrawal notice period will be returned to parents.

COMMUNICATION

Consistent communication is extremely important. Lakeview Christian school communicates with parents via texts, email, Closed Facebook group, paper, phone and face to face conversations. Parents are asked to communicate with us the same way. It is the parent's responsibility to ensure both the office and Preschool/Child Care teachers have current contact information.

SCHOOL CALENDAR

Lakeview Christian Preschool/Daycare operates Monday to Friday, except for stat holidays and Two weeks during Christmas break. Our hours of care are from **7.30am - 5:30 p.m.** except for Friday during fall and winter our hours of operation are 7.30-4.00pm because of the Sabbath.

CLASS SIZE

According to the Community Care Facilities Act (child care licensing regulation) class size will be maximum of eight children per session.

RECORD KEEPING

The preschool manager and the LCS office will keep a record of the Sign in/out Sheets, Attendance sheets, Playground Checks, and all the drills we do during the year such as earthquake, fire, and intruder drills.

CHILD CUSTODY AND RELATED COURT ORDERS

If there is a child custody or court order, the parent will provide a true copy to the Preschool/Child Care teacher. A copy will be kept in the child's file while in our care. The parent is responsible for providing accurate and current information concerning the legal guardianship of the child. Without a child custody or court order on file, the caregiver cannot deny access to the parent who is not party to the agreement (the non-

enrolling parent). If the non-enrolling parent is not listed on the authorized pick up list, the Release of a Child policy will be implemented.

SICK CHILD POLICY

If a child is ill and is not able to fully participate in our program, it is expected that they will stay home to rest. This will also assist in reducing the amount of illness in the center. If a child becomes ill during the day, the staff will contact the parent/guardian to pick up the child within the hour. If the parent/guardian cannot be reached, the staff will move on to the emergency contacts to have the child picked up as soon as possible.

- If a child receives an antibiotic by prescription, they may not return until 24 hours after the first dose has been administered
- Staff will only administer medication from the original container and a "Permission to Administer Medication Form" has been filled out and attached at the child's drop-off
- Children that require long term medication such as asthma inhalers or allergy medications must have their requirements entered into the medical book. The staff will keep a running log of daily dosages administered or any other pertinent information
- If a child needs Tylenol or any other pain medication to complete their day, they are not well enough to attend and should be kept at home to rest.
- If a child is found to have lice (lice or nits) they will be sent home. Two treatments are recommended, and the child will be checked for lice and nits. The child can only return when no lice or nits are found by the teacher
- All allergies must be disclosed to the office and in the registration before the child's start date to ensure that LCS can ensure a safe environment. A care plan will be made with the parent
- Please contact the center within 24 hours if your child has a confirmed communicable disease. A child may only return to the Centre with written medical consent from a physician

- Vaccinations: When a child receives their vaccination, they must be kept home 48 hours after the shot has been administered in order to closely monitor for any adverse reactions. Vaccinations are recommended to occur on a Friday.

Conditions for Children to be Excluded from Care:

Coughing: 3-5 times an hour – return when cough has subsided

Fever: 100 F or over – return when temperature has remained at 98.6 F for 24 hours without the aid of medication

Vomiting: return after 24 hours of last bout of sickness

Diarrhea: twice in one day – return after one normal bowel movement

Acute cold: contagious with obvious discharge of infected green or reddish-brown mucus – return when discharge has subsided (a swab may be requested by staff. Child will need to stay out of the Centre while waiting for results)

Infected skin or eyes: return when the child has been examined by a doctor and has received medical clearance. Conjunctivitis (pink eye) must be treated and eyes clear before the child returns

SCREEN TIME

At Lakeview Christian School Preschool/Child Care the center has the option of screen time which includes selected shows such as Veggie Tales, Peppa Pig, wild kratts or other educational shows. There is no programming with rescue heroes, superheroes, etc., and the programs we show must be of an educational nature.

At LCS, there is a limited maximum of 30 minutes of screen time during the day. It's usually before rest time to show a story or a small episode of a show. Please feel free to let us know if you do not want your child to receive any screen time and we will offer other choices such as: puzzles, story books and quiet activities.

NAP AND QUIET TIME

The center will offer a nap and quiet time after lunch every day. Lakeview Christian School Preschool/Childcare is required by VIHA to offer each child some form of quiet time or a rest on their mat. We do understand that some children do not need to nap or that a parent may not want their child to nap. Children that are not napping will be offered some books puzzles and quiet time activities. For those children that nap, there will be an educator to assist in the falling asleep process.

TOILETING

Toileting is something that all children in the center will participate in on a daily basis to varying degrees. We will work with the parent's routine to be a consistent partner in toilet training. The staff will assist all children with toileting and accident clean up, if needed, while still respecting a child's right to privacy. Please make sure you communicate your child's toileting needs to the staff.

For children who are not potty trained, there is a \$50 per month diapering fee that is added to the monthly tuition. Please note that the fee is not for potty training your child, it is for the extra time and one-on-one care they receive. Your child must be potty trained (no accidents) for one full calendar month before the fee can be reduced. We are happy to help reinforce potty training when your child is showing signs of being ready. Due to licensing regulations, we are unable to place your child on the toilet without your child's cooperation. Please communicate with center staff and the office before dropping your child off in underwear, as well as taking off the diapering fee.

ACTIVE PLAY

LCS recognizes the importance of physical activity for young children. Implementation of appropriate physical activity supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play and develop fundamental movement skill. Our center also encourages all children to participate in a variety of age appropriate physical activity throughout the day.

DAILY OUTSIDE PLAY

- Provide our preschoolers with at least 60-90 minutes of daily outdoor play
- Increase indoor active play time so that the total amount of active play time remains the same if the weather limits outdoor play time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity

ROLE OF STAFF IN PHYSICAL ACTIVITY

- Will encourage children to be physically active indoors and outdoors at appropriate times
- Will provide 5-10 minutes of planned physical activities at least 2 times daily for children aged 30 months and older, which will help them

FIRE, EARTHQUAKE LOCK DOWN DRILLS

Fire drills will be conducted on a monthly basis. Children will be taught to follow instructions to leave the building and meet at the playground. Earthquake drills will be conducted three to four times in a year. Children will be taught to “duck, “ “cover” , “hold” and then exit the building to the playing field. Lock down drills will be held in advance of participating in semi-annual drills involving the “whole school.” The teacher will keep a record of the drills.

GUIDANCE AND DISCIPLINE

Lakeview Christian School Preschool/Child Care recognizes and respects the individuality of each child. When assisting a child in finding a more appropriate way of dealing with other children, adults, school rules and their personal feelings, the teacher will address the unacceptable behavior with the child personally taking great care to keep the child’s dignity intact. The teacher will consistently model a caring attitude and will not label the child as “bad” or use other negative remarks.

While in our care no child shall be without adult supervision.

The teacher will use re-direction as the primary method of guidance and discipline. Positive “time out” will be used as a “cooling off period” from which the child can return when ready to rejoin the group with positive behavior. If unacceptable behavior occurs regularly the teacher will request a meeting with parents.

Children will be taught conflict resolution skills, the chief of which to “make words work.”

There will be no “put downs”, exclusions, isolations, teasing/taunting, bullying hitting, hurting or anything else that can anyway diminish a child’s sense of well-being permitted by either children or staff at any time.

Staff will practice habitual attentiveness, kindness, fairness, consistency and “follow through.” Christian deportment, treating every person with respect in every situation and maintaining a positive attitude is expected and is to be modeled to the children at all times.

We will continuously maintain a positive learning atmosphere where children learn “it’s important to try,” “it’s okay to be wrong” and “your best is always good enough”

Limits will be clear, reasonable and consistent. Children will be assisted to develop self-discipline.

Children will consistently be told it is the behavior that is unacceptable, not them personally, and that “everybody makes mistakes sometimes.”

Because “all behavior is for reason” staff will actively seek ways to ensure children’s needs are met and thereby diminish misbehavior.

SIGN IN AND SIGN OUT

The “Sign in / Sign out” sheet is located on the clipboard attached to the parent information board outside the classroom door.

All children must be signed in (enter time and initial) by the accompanying adult upon arrival. Every child must be accompanied into the classroom and the teacher informed

as to who will be picking him or her up. The child must be signed out by the parent or adult authorized to pick up before departure.

RELEASE OF A CHILD

Lakeview Christian School Preschool/Childcare will only release children to parents, guardians or those adults listed on the registration form. In case of emergency and the parent needs to have another adult not listed on the registration form pick up their child, the teacher must be notified. Anyone the teacher does not recognize on sight will be asked for photo ID.

OPEN DOOR POLICY

Parents and guardians are always welcomed at Lakeview Christian School. When visiting in the classroom, parents are requested to support the programming and child's progress in achieving independence

There are numerous ways to be involved. Parents and extended family members are welcome to arrange a time with the teacher to share a hobby, craft or career presentation with the class. Classroom volunteers are also appreciated. Volunteers will be asked to undergo a criminal record check.

THE PROGRAM

A copy of the daily schedule is posted in the classroom.

Throughout the day children will be involved in activities designed to facilitate optimum emotional, social, language (both expressive and receptive), physical, intellectual and spiritual growth. Our program promotes inclusion (everyone is viewed as wonderful, unique and capable), independence (self-help), interdependence (helping each other), Interpersonal skills (getting along with others), self-expression (speech, language, creativity, art ,music, play , drama and movement), social skills (how to get along in the world), health safety , respect for God, self, and all others, responsibility (to be one's best), to make good choices), as well as establishing and maintaining positive relationships.

SEPERATION ANXIETY

One of the main goals of Preschool/Childcare programs is to give children the skill and opportunity to be independent. During this learning process both parent and child may experience separation anxiety. This is a normal feeling. Each family will be different in the amount of time for this anxiety to pass. If there is anything the teacher can do to make this transition easier please ask.

Parents are asked to please take the time to tell your child who is coming to pick them up, exchange hugs and say “goodbye” before departing. “Goodbyes” should be short with the parent leaving quickly afterwards. Prolonged departures are hard on all of us.

SHOW AND TELL

Each child may bring one “special” item to share with the class (when requested by the teacher) to share either during book or circle time. After their item has been shown it will be put away to go home.

PERSONAL BELONGINGS

Parents are asked to label all personal belongings with their child’s name before they come to school.

Day care children will keep a blanket and one machine washable stuffed animal in their Quiet Time Bin.

All other play things not intended for show and tell should remain at home, this way they will not be lost or broken. Should personal “treasures” come to school they will be put on the shelf above the children’s hook or in their back pack ready for pick up time.

CLOTHING AND FOOTWEAR

Children attending LCS Preschool/Childcare do not wear uniforms.

Day to day all children will come to class dressed in comfortable play clothes which are easily managed independently in the bathroom and running shoes (no laces please). A complete change of clothes (underwear, socks, pants and shirt) must be in a bag every

day. It is the parent's responsibility to ensure items used from the bag are replenished promptly.

Children must be dressed appropriately for the weather every day. Outdoor play is part of the daily schedule. Rain gear which includes: a water proof hooded jacket, rain pants and rain boots are required and should remain at school. We ask that children also wear either running shoes with Velcro or non-lace boots (in wet or cold weather) to school every day. Sandals, flip-flops, clogs, "crocs," dress shoes and the likes are not practical for running or climbing and should not be worn to school.

Jewelry can be safety hazard during play and gets in the way. Please keep rings, bracelets, wrist bands, necklace, chains, pendants, pins badges etc at home. "special" items may occasionally be brought for Show and Tell.

INSIDE SHOES

Each child requires a pair of non- marking, no-lace (Velcro) running shoes for use solely at school. Slippers, "croc", dress shoes, sandals, flip-flop and any footwear other than running shoes are not to be worn in the class.

FOOD AND DRINK POLICY

This policy is to make clear that LCS places restrictions on feeding children unscheduled or unplanned food or beverages. Parents are responsible for providing food and beverages other than water for their children.

A monthly snack or baking day may occur in the preschools but will be planned with a description for parents if they wish their child to participate, or they may provide an alternative option.

Children attending full days will require a healthy lunch in addition to their snack contribution. Lunches may include bread items such as sandwiches, bagels, or muffins, or foods in a thermos or microwaveable container. Water, milk or no sugar added juices may also be included in a leak proof water bottle. Parents are encouraged to include a

variety of food items from all four food groups of the Canada Food Guide to ensure a balanced diet. Candy and Junk food will be sent home.

Staff will happily heat lunch items but cannot provide refrigeration. Please put an ice pack in with lunch.

Parents of daycare children may choose to participate in the monthly LCS pizza and hot lunch programs. Orders must be placed with LCS office staff for the year when a child is enrolled.

CELEBRATIONS

Parents wishing to send treats to celebrate special occasions such as holidays and birthdays may do so after making arrangements with the classroom teacher. Please hand treats directly to the teacher upon arrival. Please distribute invitations for private parties directly to other parents outside of the classroom. On occasion the classroom teacher may ask parents to contribute food or other items for a special classroom event or celebrations.

LATE PICK UP

Parents are responsible for watching for texts, emails and written messages from Preschool/Childcare staff and to ensure children are picked up on time.

Each child is allowed a 9 hour care window (for example if the child is dropped off at 7:30- then the parent is expected to pick their child by 4.30, or the time that they have chosen during registration).

The daycare facility is legally required by VIHA to strictly observe the hours of operation according to our License.

Our hours of operation are from 7.30 in the morning till 5:30 in the evening.

Charges at the rate of \$2.00 per minute will begin to accrue for every child remaining on the premises 15 minutes after dismissal times.

Alternate or emergency contact persons listed on the child's registration form will be called after the child has been waiting 15 minutes for pickup.

After waiting with the child for 15 minutes, the Preschool teacher (or assistant) may leave him/her at Lakeview Christian School under the supervision of a staff member.

When the child has waited 1 hour after dismissal and all contacts have been called a member of the staff or board of Lakeview Christian School may determine the child to have been neglected or abandoned and call the Ministry of Child and Family Development.

**THANK YOU FOR CONSIDERING LAKEVIEW CHRISTIAN SCHOOL
PRESCHOOL/CHILDCARE.**