



PARENT HANDBOOK

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A ministry of Christian Life Assembly

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Every *child* has the Right to be
Respected...

The Right to *Dream*

...The right to be *loved* and
cared for

...Gifts that should be
recognized and valued

...The right to *achieve* their
God-given *potential*

...the need for *unconditional*
love

Ideas and Philosophy of Sunbeam Preschool & Childcare

Sunbeam Preschool is a ministry of Christian Life Assembly and is a non-profit organization. It been in operation since March 1976, and has grown from an enrollment of six children to an enrollment of up to eighty children per year. The childcare centre is a new addition to Sunbeam as of September 2015.

Our educational goals and objectives are based on the belief that children learn through play, exploration, discovery, and positive interactions with adults and other children. Our program is intentionally structured in order to give the child the opportunity to explore through play, to make choices, and to interact with other children and adults in the classroom.

A child's process of growth is sequential. This is reflected in the repeated routines of our day and through the themes and activities planned for the year. These routines and themes also allow freedom for each child to grow at his/her own pace socially, emotionally, physically, intellectually and spiritually.

We believe that each child is created in God's image, each with their own unique gifts, talents and abilities. We respect them and do our best to provide for their needs by giving them the personal attention that they require.

Christian Education

Sunbeam is a Christian based centre. We present Bible Stories a few times a year and bible verses each month, and pray with the children during each class.

We do **NOT** teach individual church doctrines but we do share with the children that:

- **God made the world and everything in it**
- **God made you and our families and He loves us and takes care of us**
- **The Bible is God's Word and has wonderful stories that we learn about**
- **Jesus is God's Son who came to earth as a baby, died and rose again and lives in heaven, and we will see Him again.**
- **Jesus is our friend and loves to hear us pray and sing**
- **Church is a place to sing and learn more about God**

-PRESCHOOL CURRICULUM-

Phonics Program

Sunbeam Preschool incorporates concepts from the "Fun Family Phonics Program" in our 4 year old program. This will be taught to the children once a week during our circle time including, letter recognition, shape and sounds as well as tracing and writing of the letters.

Art Program

Each month we will introduce an artist to our 4 year olds attending our preschool program. During these classes we will introduce facts about an artist and his or her work, media and methods. Various musicians and musical styles will be shared with the children. The children will be given opportunities to use good quality art media to produce a number of projects.

Vocabulary fitting with each of these areas of the fine arts will be introduced. For example, topics such as Mozart, and the Renaissance will be taught in circle times. Other activities that will be offered through out the year include fieldtrips and special guests.

We believe that regular exposure to music and the other Fine Arts increases a child's ability to learn, to take in information and apply it appropriately to life.

Field Trips

Beginning in October, we take the children on field trips to places in our community. Parents and caregivers are always encouraged to join us and on most trips may be required to accompany your child. We do charge a \$40 fee at the beginning of the year to cover any additional field trip costs (including parent admissions), so that we do not have to collect money each time we go somewhere! This fee also covers emergency kits and helps with classroom supplies.

Fundraising

Each month we send out Scholastic book catalogues. We will collect orders back each month, and any orders that are made will give us as a school certain bonus rewards. We can use these rewards to purchase new books, toys and supplies for our school. Scholastic has some great books and toys that they offer each month! We also may do a couple other fundraising things through the year. Examples of these may be Purdy's chocolates, Neufeld Farms, etc.

Christmas Concert

At Christmas time each child in preschool is involved in presenting the Christmas story through songs, story & costume. This will be followed by a time of food & fellowship. We usually do this during class time.

Graduation Day

In June we hold an annual graduation ceremony for our 4 year old preschoolers celebrating their promotion to Kindergarten. It is an evening where we celebrate with our families and share highlights of the school year. There are no classes held this day.

Childcare Curriculum

Our childcare centre will have a bi-weekly or monthly theme that they build curriculum upon. This will be taken from teacher's ideas, as well as some of the collected preschool themes. At times (Christmas, Easter etc) they will follow the preschool schedule.

Late Policy:

Last pickup in the childcare is 5:45pm. Please remember that our staff work all day, and have families that they would like to get home to, some travelling 30+ minutes to and from work. Beginning May 1, we will be implementing a new late policy.

A late fee of \$5 for every 5 minutes or portion thereof will be paid to the staff member that is on the closing shift. So between 5:46-5:50 you will owe \$5. Between 5:50-5:55 you will owe \$10, between 5:55-6:00 you will owe \$15 and so on. This will need to be paid in cash to the staff member, and if it is not paid at pickup, it will have to be paid before your child can stay at daycare the next day.

*This also applies to preschool pickup times

Preschool Class Schedule & Fees

The school is funded through the school fees which are due on the **3rd of each month.** Our **3 year old program** is on **Tuesdays and Thursdays.**

We have a morning class from **9-11:30am** and an afternoon class from **12:30-3 pm.** The 3 year old program costs **\$135 per month.**

Our 4 year old program is on **Mondays, Wednesdays and Fridays.** We have a morning class from **9-11:30am** and an afternoon class from **12:30-3 pm.**

The 4 year old program costs **\$175 per month.**

Our preschool schedule consists of 10 months:

September – June; with classes beginning the 2nd week of September and finishing the around the middle of June.

We are closed for 2 weeks at Christmas, 2 weeks at Spring Break and any statutory holidays. The preschool staff may take 1-2 Professional development days throughout the year but you will be given fair notice of these dates if that happens.

Childcare Centre Schedule & Fees

The childcare centre will be open 12 months of the year, closed from the Friday before Christmas until after New Year's day, and closed on all statutory holidays. The centre's hours will be 7:30am – 5:45pm Monday through Friday

Monthly Fees: (Fully potty trained)**

Full time (5 days a week) - \$800 per month

4 days a week - \$725 per month

3 days a week - \$550 per month

2 days a week - \$400 per month

Less than 3 days a week or half days to be discussed with director and will be on an "as available" basis. Full time spots do take priority.

****If your child is not potty trained please add \$50 per month to above fees**

Monthly Fees are subject to change at any time

Communication between staff and parents

At Sunbeam we wish to maintain open, ongoing communication with parents/guardians. Parents are encouraged to communicate with staff when the need arises.

Resolving conflict:

- Parents are encouraged to discuss their concerns/disagreements with the staff involved first
- If a family has difficulty in resolving conflict with the staff person involved, they may request discussion of the issue with the director of the program.

Concerns and complaints procedures

If the parent has a concern or complaint about a staff member, a student teacher, or another child:

- The parent should discuss the matter with the staff member involved. If the conflict is not resolved, then:
- The parent should discuss the matter with the director. If it is the director they are having difficulty with or they are not satisfied with the response then:
- The parent should discuss the matter with the Family Life Pastor
- If their concern is not satisfactorily dealt with, a letter to the Church administrator may be written, where it will be addressed accordingly.

Photographs and videotaping

The staff, and parents like to take pictures and occasionally videotape the children on field trips, special occasions, and participating in every day activities. The preschool will assume we have permission for your child to be photographed and/or video taped and that the picture can be displayed, unless otherwise notified. Pictures will not be displayed on any social media. If we want to use pictures for our website, we will specifically ask permission for that.

Preschool Daily Schedule

**9:00 am &
12:30 pm**

Doors Open

- Please ensure that your child has used the washroom before class starts
- Hang up coat, backpack and please take out your child's snack, water bottle and place in top part of child's cubby.
- Notify the teachers if someone other than you will be dropping off or picking up your child.
- Limit visiting to outside and keep your younger children with you.
- Children can find toys that are out to play with while everyone arrives

**9:15 am &
12:45 pm**

First Circle ~ Class Begins

- When circle time is called, children will come to the circle area, find their name card and circle time mat where we focus and learn about our theme for the month using songs, fingerplays, stories, pictures and drama.

**9:45 am &
1:15pm**

- Children will be dismissed into art and free play time. Children will be called to the art table where one teacher will work with 4-6 children at a time and the other teacher will be working with the other children throughout the room

**10:30 am &
2:00 pm**

Clean Up Time, pray for snack

**10:40 am &
2:10 p.m.**

Snack Time

**10:55 am &
2:25 p.m**

Pack up Snack/Gross Motor Play (gym or outside)

**11:15 am &
2:45 p.m**

Show and Tell Circle and goodbye

**11:30 am &
3:00 p.m**

Pickup Time

Please Note: A fee of \$5.00 will be charged for every 5 minutes (or portion thereof) late you pick up your child, after 11:35 a.m. & 3:05 p.m in the preschool program and after 5:45pm in the childcare program. This will be implemented if late pickup is something that starts to happen on a regular basis.

Childcare Daily Schedule

7:30am	Centre Opens
7:30-9:15am	Free play time, table toys, puzzles, coloring (breakfast for anyone who brought theirs)
9:30am	Snack time
9:45-10am	Circle time
10-11:15am	Outdoor playtime/walk – if weather is really bad then we will use the gym or large space upstairs for gross motor play
11:30am - 12:00	Lunch time
12:00-12:15pm	Puzzles/Books
12:15pm	Circle Time
12:30-2pm	Quiet time/Nap time
2-3pm	Art/Free play
2:45-3pm	Snack Time
3-3:15pm	Music/Movement Circle
3:15-4:30pm	Outside/Gross Motor time
4:30-5:45pm	Free play, Pack up
5:45pm	CLOSED - Last pickup of the day

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Discipline

The philosophy at Sunbeam is to offer your children a warm, nurturing and safe environment.

Our approach to discipline includes reflected feelings, redirection, and using positive reinforcement.

Behavior guidance practices will be appropriate for the age and developmental level of the child and include setting and reinforcing limits, promoting cooperation, and supporting autonomy.

Under **NO** circumstances will there be corporal punishment of any kind. Sunbeam Preschool & Childcare will not allow hitting, slapping, shoving, withholding food, or a child to be left unattended during a “thinking time” period.

Challenging Behaviours

Sunbeam Preschool is committed to working with families and community resources to provide support and intervention for children with challenging behaviors.

Challenging behaviors are defined as behaviors displayed by a child that:

- Become challenging to staff and/or other children
- Are harmful to the child, other children or adults
- Interfere with a child’s learning, development and success at play
- Are not preventative through the implementation of usual guidance and discipline techniques

After staff has identified a child with challenging behaviors they will record anecdotal observations of behaviours. These will be discussed with the parents/guardians. Staff will access any community resources available to support the child and an individual behaviour plan will be implemented.

If the implemented plan is unsuccessful, staff will discuss other childcare options with the parents/guardians and childcare services will be withdrawn. A letter of dismissal will be presented to the parents/guardians.

Illness

Parents are advised to keep their children at home if the following conditions occur:

- complaints of unexplained pain
- excessive runny nose
- fever over 100 F or 38.3 C
- sore throat or trouble swallowing
- infected skin or eyes
- headache or stiff neck
- severe itching of body or scalp
- unknown or suspected communicable diseases
- vomiting and diarrhea

Children with some symptoms need not be excluded if they:

- have very minor upper respiratory infection but no fever
- have been on antibiotics for 24 hours but don't have a fever
- have a chronic symptom, such as cough or fever that has been diagnosed as non-infectious

A child may return to the program once these symptoms have disappeared for a minimum of 24 hours, or with the approval of a family health physician, or medical health officer.

Children who develop pink eye must be treated with prescribed medication for 24 hours before returning to the center.

Children must be well enough to participate in ALL program activities both indoors and outdoors.

MEDICATION

Staff will not administer medication unless a full medication consent form is completed. If there is a medical concern, a care plan must be put in place prior to the beginning of your child's attendance in the school. Please see the director for more information.

PLEASE DO NOT PUT VITAMINS IN YOUR CHILD'S SNACK BAGS.

If your child will be away from class or you need to reach us, you can send us a note on our private Facebook page (Sunbeam Preschool or Sunbeam Childcare Langley – closed groups) or you can email sunbeamstaff@clachurch.com You can also phone 778-777-2054 (direct to preschool office) or 778-777-2053 (direct line to daycare)

Unscheduled Closure

The staff will attempt to keep the school open unless, in their opinion, the well being and safety of the children or staff is jeopardized.

In the case of adverse weather conditions, power failure, lack of heat, or other emergency conditions, if an unscheduled closure is necessary, staff will attempt to contact first all parents/guardians by email and phone, and then move on to the emergency contact person(s).

Refunds will not be given for missed days due to unscheduled closures as these are most of the time beyond our control.

If the Langley School District chooses to close their schools, or CLA closes the building due to weather, we will also close.

Confidentiality

All verbal and written information about preschool children, families and employees will be confidential.

In the case of legal custody, written consent of both parents will be required before information is released or withheld unless required to do so by law. Parents are asked to communicate and arrange their own situations so as to minimize confusion for our staff. Duplicates of communication material can be requested and will be made available for pickup during preschool hours. We will not be responsible for emailing or mailing material as it is our practice to send communication home via the children's cubbies which is to be taken home by the person responsible for picking up the child.

Custody and Access Agreements

Without a court order or separation agreement, Sunbeam assumes that both parents have custody of the child and cannot accept the responsibility of deciding which parent has legal custody. In the absence of a legal document parents/guardians and or family members must sign a written agreement confirming authorization for pick up and access to information about the child. Without a custody or court order on file, staff cannot deny access to either parent. Changes in custody, living arrangements, addresses and phone numbers must be reported in writing to the director immediately. Individual situations may be discussed with the director.

It is imperative for the parent to give a note to a staff member listing the name and phone number of anyone who is coming to drop off and /or pick up the child other than themselves. We do have a private facebook page where communication like this works well!

The staff will check the identification of any pick up person they have not met before, even if such a person is the parent of the child.

Child Release Policy

A child will not be released to an individual who has not been authorized by the parent or legal guardian to do so. In the case where the parent or legal guardian *appears* to be intoxicated or incapable of providing safe care, these following steps will be taken:

- Staff will offer to call a relative or friend or taxi to pick up the parent and child
- If the parent insists on driving the child, staff will inform him or her that doing so would be breaking the law and endangering the child. Staff will tell the parent clearly that they will call the police. Be prepared to tell them where the car is going (probably home), and if possible, describe the car. If you are worried that the child may be at risk staff must report this to the: **Ministry for Children and Family Development (604) 514-2711.**

If the parent becomes unreasonable or threatening, the security staff at CLA & the police will be contacted.

Failure to pickup a child:

If a parent fails to pick up their child, the following steps will be taken: Staff will try to contact both parents/guardians at all given numbers. If they cannot be reached then the emergency contacts will be called. If they are not able to be reached, then after a 45 minute period, the staff will contact the **Ministry for Children and Families** and report the situation to them.

This incident and any others will be reported and documented in the centre's log book.

Child Abuse Policy and Procedures

A child is in need of protection under the **Family and Child Service Act** if he or she is:

- Abused or neglected so that his/her safety or well being is endangered
- Abandoned
- Deprived of necessary care through death, absence or disability of his/her parent
- Deprived of necessary medical attention
- Absent from his/her home in circumstances that endanger his safety or well being
- A child has signs of excessive bruising or slap marks

Abuse or neglect, need not have occurred already for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated, there are grounds to believe a child is in need of protection, the legal obligation to report applies. Our responsibility is to report suspicions/disclosures, not to determine if abuse has taken place.

Any persons who has reasonable grounds to believe that a child (or children) is in need of protection is required legally by **Section 7** of the **Family and Children Service Act** to report the matter. This can be done through the Ministry for Children and Family Development. **The office can be contacted at (604) 514-2711**

Preschool Year One

Our goals for your child at Sunbeam Preschool for the first year include personal development in the following areas:

- Socialization, communication and confident interaction with the peer group as well as teachers
- Listening skills and learning to follow 2 to 3 point directions
- Independence and self confidence
- Development of dexterity; fine and gross motor skills
- Language development
- Introduction to recognizing, spelling and writing his/her name
- Shape and colour recognition
- Developing his/her musical ear
- Spiritual awareness and beginning a relationship with the loving God
- Stimulation of creativity through various art forms and media

Preschool Year Two

Our goals for your child at Sunbeam Preschool in the second year include building on the goals of preschool year 1 and focusing on:

- Understanding scientific concepts in nature
- Alphabet letter recognition; sounds and writing
- Using and understanding days of the week and months of the year
- Recognizing, spelling and writing their own name
- Sequencing of events
- Basic math concepts, counting, number recognition
- Proper language usage and sentence structure
- Assembling of a self-activity book, to journal activities and learning through the year.

These goals will also be worked on in the childcare setting as well, to ensure we work towards having your child ready for kindergarten!

Children's Belongings - Preschool

Each child will be given a cubby for his or her coat, boots and personal belongings.

Children are required to wear a pair of Velcro or slip-on shoes, please no dress/party shoes unless it is a special day such as Mothers Day Tea etc.

Toys and items of value must remain at home unless it is your child's special day.

We cannot assume responsibility for materials brought from home. Lost articles that are not claimed will be given away.

We want to enjoy the outdoors when we can and if it is not raining too hard.

Please ensure that your child has the appropriate dress for our BC weather.

Rain: rain boots, rain jacket

Snow: snow boots, snow pants, warm jacket, mittens and hat

Warm weather: shorts, t-shirt, sun hat, sunscreen

Each child should have a change of clothes, including socks and underwear, **at all times** in case his/her clothes get wet while playing inside or outside. All items and belongings **must** be labeled with the child's name.

Children's belongings - Childcare

Same as above, but each child in the childcare centre will need to have a change of clothes and a water bottle that remains at school.

Each child will also need a single sheet, pillow and blanket for naptime. A special stuffed animal is also welcome. These items need to be brought in a storage bag labelled with the child's name. These will remain at the centre while your child is enrolled.

Centre Priorities

PLEASE REMEMBER:

- To send your child in comfortable play clothes and running/play shoes or boots (slippers in the classroom are allowed), something they can put on and take off themselves! **No dress shoes please.**
- Inform teachers of carpools, change of person(s) in pick up or drop off, sickness, little sleep etc.
- Please escort your child **directly to the classroom door, DO NOT send them to the door by themselves or drop them off at the door, even if they are familiar with the church.** Safety is of utmost importance.
- Class time is for your preschool child, ***please visit other parents outside.***
- On their special day, your child may bring one item from home for show 'n' tell.
- No running in the entrance, stairways or hallways.

NUTRITION POLICY

- For preschool, please send only **one or two** pieces of **healthy** snack with your child.
- For childcare, please send at least **3 healthy** snacks and a **nutritional lunch** with your child. We are able to heat up items for your child if needed. Please make sure amount of food is appropriate for the length of day your child is there.
- Some lunch ideas may include: a sandwich, cheese & crackers, wraps, salad, veggies & dip, pizza buns.
- **Do not send** candy, pop, juice, or chocolate bars.
- **WE ARE A NUT FREE SCHOOL**

Registration & Tuition Policies

The Director is available by email, phone or by appointment as requested.

Registration Fee - Preschool

This **non-refundable** \$35 fee is payable at the time of registration. If more than one child is being registered then the registration fee will be \$40 per family. It is School policy that registration will not be accepted if past or current tuition fees are in arrears.

Registration fee – childcare

This **non-refundable** \$50 fee is payable at the time of registration. If more than one child is being registered then the registration fee will be \$60 per family. It is centre policy that registration will not be accepted if past or current tuition fees are in arrears.

Statutory Holidays & Professional Development Days

The preschool and childcare centre is closed on all statutory holidays, with both Good Friday and Easter Monday being observed. The preschool will be closed for 2 weeks at Christmas & 2 weeks at Spring Break. The childcare centre will be closed between Christmas Eve and New Years. Exact dates will be given each year. The Pro D days assigned by the public school district are not necessarily observed at Sunbeam, but our preschool staff may take 1-2 Pro-D days to attend conferences or do curriculum planning.

Payment Options

Tuition payment information is due during the first week of classes.

- 1). Pre-Authorized debit (a void cheque and completed form is required)
Payments are taken on the 3rd of the month.
- 3). Visa / MasterCard (completed form required) Payments are taken on the 3rd of the month.
- 4) Affordable Childcare Benefit – must be in place before the start of the school year and must be renewed **by the parents before** the expiry.
- 5). **Annual: tuition fees may be paid for the entire school year in one payment post dated for September 3rd of the school year.**

Please inform the director if you are experiencing financial difficulties so we can discuss and perhaps arrange an alternative payment plan.

NSF Cheques / Declined Credit Card / PAD Transactions

A \$15.00 service charge will be charged to you for each declined payment transaction. Sunbeam Preschool & Childcare reserves the right to withdraw services if fees are 30 days past due, payments are not received or if a mutually agreeable fee payment plan has not been discussed and presented to the director.

Please Note – any disruptions regarding your finances are your responsibility. Notification must be submitted in to the director if there is a change in payment method. If this is not received in a timely manner Sunbeam Preschool & Childcare **will not** be responsible for any charges that you may incur.

Overdue Accounts

Fees that are overdue are subject to a late fee.

Missed Days Policy

The centre is under no obligation to provide refunds or make up classes/days due to vacation (short or extended), sickness or choosing to keep your child home. Any exceptions to this policy may be discussed with the director.

Withdrawal from program or changes to enrolment

It is understood that the registration is for the full 10 month term of classes in the preschool and the families have agreed to attend for the full term. In the childcare centre it is typically a 12 month term depending on registration date.

Families withdrawing from the program **must notify the director in writing at least 30 days prior to the next payment date.** Failure to do so will result in charges equivalent to one month of fees per child. Families withdrawing after February from preschool will have June's tuition fees forfeited.

There is also a 30 day notice (prior to the next monthly payment) needed for any changes to childcare enrolment – changes in the amount of days attended per week etc. If there is failure to give 30 days notice in withdrawal or changes from the childcare centre, a month's fees will be forfeited. (If withdrawal is given in the middle of the month, the following month's fees will still apply)