

## **General Information**

### **Mission Statement**

The Prairie Valley Preschool provides a comprehensive preschool education that nurtures the joy of discovery and the love of community.

### **Goals and Objectives**

The first objective of the Prairie Valley Preschool (PVP) is to provide a carefully planned, stimulating environment which will help children to develop within themselves the attitudes, habits, skills and ideas essential for a lifetime of independent, creative thinking and learning.

The second objective is to provide the children with an opportunity to learn, play and make friends. We combine the best early childhood education practices and an introduction to age-appropriate academics to create a unique and meaningful preschool program.

### **Organizational Structure**

The South Okanagan Montessori School Society administers the Prairie Valley Preschool. The South Okanagan Montessori School Society is a not-for-profit registered charity operated by a Board of Directors. The Board is comprised of volunteer members of the Summerland Montessori School, the Prairie Valley Preschool, and greater community, and is elected by its membership each year at the Annual General Meeting held in the fall.

The Board is responsible for the overall administration of the society and its programs. The Board abides by the Society's Constitution, a copy of which is available from the Board Secretary (Bonnie Milton).

The Head of School acts as the Manager of the Prairie Valley Preschool and Out of School Care Programs and has overall responsibility for the child care programs. The preschool teacher and assistant are responsible for the planning and implementation of the preschool program and the day-to-day operation of the classroom.

### **Admission**

A Registration form with September's tuition must be returned to the office in order to hold your child's spot for September. This deposit is non-refundable.

## **Preschool Policies and Procedures**

### **Arrival and Dismissal**

AM	8:30	Preschool Opens: Children are welcomed
	8:45	Program Begins
	11:45	Program Ends

## Daily Structure

8:45	Free Play
9:15	Learning Circle
9:30	Activity Time (Guided activities and arts/crafts)
10:30	Story and Song Circle
10:40	Snack /Bathroom Routine
11:05	Outside Play

## Attendance and Punctuality

Please ensure that your child arrives on time in order to minimize classroom disruptions for children and teachers

If your child will be late or is unable to attend, please inform the preschool (494-7266) prior to 8:30 a.m. of that day.

## Birthdays and Classroom Celebrations

Children's birthdays will be acknowledged at the preschool. Birthday parties and exchanges of gifts are to be done outside of the preschool setting.

The children will participate in many celebrations throughout the year including but not limited to: Thanksgiving, Halloween, Christmas, Chinese New Year's, Valentine's Day, St. Patrick's Day and Easter. Families are encouraged to participate and share their cultural celebrations with the children. Please arrange specifics with the preschool teacher.

## Child Abuse and Neglect

Any concern regarding child abuse and neglect that the staff of the SOMSS has about a child will be reported to the Ministry of Children and Family Development as required by the Child Family and Community Act.

The preferred procedure will be to contact the Ministry of Children and Family Development in the presence of the parent. This procedure helps to maintain trust between the child, parent and SOMSS program. However, if this procedure jeopardizes the safety of the SOMSS staff, the parent will not be informed of the source of the complaint.

A copy of *The BC Handbook for Action on Child Abuse and Neglect* is available at the SOMSS office.

## Clothing/Dress Code

The students are required to wear neat, tidy clothing in good repair. Clothing must always cover midriff and lower back. Children are required to bring a spare set of labeled clothing and appropriate accessories (mitts, hats, sunscreen etc.) each day.

All items that the children bring to preschool must be clearly labeled!

Outdoor footwear must be removed upon entering the school and clean indoor footwear is required.

## **Communication**

Communication between the child, parent and staff is critical for the success of the child and preschool. The PVP is committed to creating an atmosphere of trust and open communication. Parents are welcome to seek a teacher's help or input regarding their child's preschool experience at any time during the year.

## **Conflict Resolution**

There are times where problems will arise within our preschool community. In order to maintain the trust and integrity of preschool and home relationships the following procedures will apply.

1. Concerns will initially be addressed with the teacher involved.
2. If the concern or problem is not satisfactorily addressed then the parent or student should contact the Head of School.
3. If the problem or concern has still not been dealt with satisfactorily, the parent may contact the Board of Directors directly.
4. If the concern relates to the safety of the children within the preschool it can be directed to the Licensing Officer with Community Care Facilities Licensing.

## **Custody and Access Agreements**

If parents have agreed to live separately, the PVP will abide by the information given by the enrolling parent. However, without a custody or court order on file, the PVP cannot deny access to the non-enrolling parent.

If custody has not been legally determined and conflict between the parents/guardians and other family members is evident, the PVP may not be able to provide care for the child unless both parents, and/or family members, have signed a written agreement confirming authorization for pick-up and access to information.

A copy of a custody or court order must be on file at the PVP.

Staff of the PVP will call the RCMP if assistance is required to ensure compliance with a custody order.

## **Discipline**

The PVP has developed a Discipline Policy in accordance with the Provincial Family and Child Services Act, the Ministry for Children & Families Discipline Policy and the Community Care Facilities Act.

Discipline describes the teaching/learning process by which children develop socially acceptable and appropriate behaviour as they grow to maturity. Discipline is something that

adults do *with and for* children, rather than *to* children to stop them from behaving in undesirable ways. Its intention is to help children become self-disciplined as they learn appropriate and acceptable behaviour patterns. Discipline involves a *continuous* process of guiding behaviour and is offered while acceptable behaviour is displayed. Discipline should be constructive, meet a child's unique needs and lead to a positive learning experience for the child.

### *No Physical Punishment*

Caregivers may not use any form of physical punishment such as striking, shaking, pinching, handling in a tough manner, force feeding, or physical restraint. \*

### *No Emotional Punishment*

Caregivers may not use any form of emotional punishment such as humiliation, rejection, belittlement or other forms of emotional cruelty.

### *No Psychological Punishment*

Caregivers may not use forms of deprivation that could interfere with a child's emotional and physical well being, for example: withholding food, isolation \*\*, depriving of basic needs or ignoring for long periods of time (e.g., for hours or days).

\*physical restraint shall only be used in an emergency situation to protect the child or others from injury.

\*\*time outs (one minute for each year of the child's age is suggested up to a maximum of five minutes, and in a comfortable, well lit room with adult supervision). Time outs are to be used ONLY with extreme forms of aggression or destructive behaviour.

A child who is in repeated conflict with the policies and procedures may be asked to withdraw from the program under the recommendation of the teaching staff, child care manager and Board of Directors.

## **Emergency Preparedness**

Earthquake and fire drills are practiced regularly. Emergency evacuation plans are posted at each exit in the preschool. Parents are encouraged to make themselves familiar with the exit routes and meeting places.

## **Field Trips**

Field trips are organized as an enhancement to the curriculum at the discretion of the preschool teacher and the Head of School.

Consent forms with details of the trip including estimated time of departure and arrival as well as a liability waiver are sent home prior to the outing. If a child is unable to participate in a preschool field trip it is the responsibility of the parent to arrange for alternate care for that day.

Parents are welcomed and encouraged to participate in field trips and we often require "walkers" or drivers. Please speak with the child care manager regarding appropriate auto insurance and safety regulations. When parents and siblings join on field trips the PVP is not responsible for their supervision and does not have additional liability insurance to cover their involvement.

## **Health Care**

Parents are required to inform the preschool if their child has, or has come in contact with, a communicable disease such as, but not limited to, the flu, measles, chicken pox or whooping cough. The preschool cannot admit a child who is apparently ill. If your child shows symptoms of illness while at preschool the parent or designated emergency contact will be notified and requested to remove the child immediately.

It is critical that parents provide the preschool with accurate and updated emergency contact numbers.

## **Items from Home**

Books and other educational materials that may be of interest to the students are welcomed in the preschool as "show and tell" items. Video games are not allowed. The Prairie Valley Preschool is a "weapon-free" zone. Please ensure that all materials are clearly labeled with the owner's name.

## **Library**

Students visit the Summerland Public Library regularly. Students require a Summerland library card and are responsible for all materials borrowed on the card. Parents are encouraged to contact the library regarding borrowing policies.

## **Lost and Found**

Parents are requested to label all of the student's belongings such as hats, mitts, scarves, swimsuits, skates etc. to ensure that they are returned to the owner. All found items are placed in the lost and found box located in the preschool bathroom. Once a month any remaining items are donated to charity.

## **Parent Participation**

Parent participation is essential to the success of the preschool and there are many ways which parents can become involved in the preschool community.

Volunteer opportunities are posted throughout the year and can include activities such as laundry, participating on field trips, reading program or help with arts and crafts. Sign-up sheets are posted in the preschool classroom.

## Board of Directors

The Board is comprised of volunteer members of the preschool, Summerland Montessori School, and greater community, and is elected by its membership each year at the Annual General Meeting held in the fall. The Board is responsible for the overall administration of the society and its programs. The Board roles and responsibilities are outlined in the Society's Constitution, a copy of which is available from the Board Secretary (Bonnie Milton). Board members are required to attend one meeting a month.

## Smoking

There is no smoking on Society premises by staff or parents.

## Snack

Children are encouraged to help pack their own nutritionally balanced snacks in reusable, environmentally friendly packaging. Junk food and candy are strongly discouraged. Snacks are eaten in the preschool under the supervision of the preschool teacher. Sharing of snacks is not permitted. SOMSS is a "peanut free" facility.

## School Closures

The PVP observes all provincial holidays, Christmas, Spring and summer breaks and 3 professional development days throughout the year.

## Bathroom Routines

All students must be able to use the washroom independently before joining any school program.

## Tuition Schedule

Level	Weekly Schedule	Monthly Tuition
Preschool	2 days (Tuesday and Thursday)	\$135.00
	3 days (Monday, Wednesday and Friday)	\$185.00
	5 days (Monday through Friday)	\$285.00