



Powell River Christian Junior Kindergarten Handbook

Program Options:

Full Day Program 8:45 am – 3:15 pm

In order to have a permanent license from the Ministry of Health this Child care Facility has been inspected by:

- The Powell River Fire Department, which requires fire drills once a month
- Community Care Facilities Licensing

<u>Junior Kindergarten Program</u>	<u>Fees/month</u>
Full Day program	\$208*

*Full cost is \$753 less~ \$545 Gov. Grant

*A \$200 deposit is required to reserve your spot. The deposit will be applied to your fees.

*Fees subject to change annually

*Affordable Child Care Benefit (ACCB) is an income tested grant that can be applied for from the BC Government to help with fees.

Child Care Director/ Junior Kindergarten Teacher : Crystal Gallant

Email: gallant@powellriverchristian.com

Junior Kindergarten Teacher: **New ECE staff to be hired**

Email :

Office Email: office@powellriverchristian.com

Office Phone: 604-485-0006

www.prcsbc.ca

Our Philosophy

Our philosophy at Powell River Christian School is to provide a caring and stimulating environment for young children in a Christian setting. The Junior Kindergarten Program seeks to nurture a positive and loving relationship with God, to develop the child's self-confidence, self-esteem, and a positive attitude toward learning through successful, appropriate learning experiences.

Program Description

Children will:

- Have time, materials, and space to investigate interests.
- Experience appropriate learning activities.
- Experience outdoor play.
- Enjoy open-ended and structured art experiences.
- Get hands dirty gardening.
- Learn Bible truths through stories, music, and daily interaction.
- Enjoy group experiences and collaborations.
- Experience a sense of belonging and community.
- Get playfully introduced to Literacy and Math concepts

Typical Schedule

8:45-9:35 Outside

9:40-10:00- Snack

10:00-10:20 - Calendar

10:20-11:30 - Free Play

11:30-12:00 - Fun with Letters, Library, Gym or Music

12:00 - Lunch

12:30 - Outdoor Play

1:00 - Social Emotional Learning Program then Fun with Letters, Fun with Math or STEAM

1:30-2:45 - Free Play

2:45-3:15 - Bible story, Dismissal

Every Friday afternoon we will explore the forest or the beach with the help of one or two parent volunteers. (weather permitting)

Admissions

Please check at the school office regarding class availability. This class has limited space and is available on a first come first serve basis.

If our class has five or less students enrolled the class may be cancelled, in which case we would attempt to accommodate your child in one of our other classes.

Priority will be given to students who are re-enrolling and to those with older siblings registered in Kindergarten – Grade nine at PRCS.
Children must be 4 years old and be able to use a toilet independently.

Registration Information

Families receiving a subsidy from the government for Junior Kindergarten must have an authorization number for billing prior to the child attending class. Families not receiving government subsidy must submit post-dated cheques for the year. Cheques should be made payable to Powell River Christian School or PRCS.

Withdrawal Policy

You are required to give Powell River Christian School thirty days written notice prior to your child withdrawing from the program or pay one month's fees in lieu of written notice.

There is no reduction of fees for classes missed due to vacations or illness.

In the event of an un-reconcilable conflict or situation, Powell River Christian Junior Kindergarten reserves the right to give the parent or guardian one month's written notice to find an alternate program.

Probationary Period

There will be a four week probationary period to ensure the Junior Kindergarten Program is the best fit for your child and family. If your family has any concerns that the center is not meeting your needs or the staff has concerns about your child a meeting will be scheduled and solutions discussed.

Required Items to Bring

- Comfortable clothing appropriate for weather
- Standard Junior Kindergarten Uniform
- Indoor shoes - slip on or velcro. Please no laces.
- Waterproof jacket and pants (or full rain suit) ** recommended brands are Tuffo MEC and Helley Hansen kids rain gear.
- Waterproof mittens
- Warm socks
- Touque/ wide brim sun hat
- Rubber boots or waterproof shoes
- Insulated boots for winter weather
- Healthy snack of one or two items - see zero waste snack policy
- Lunch packed in reusable containers (Please label)

- Water bottle
- Box of Kleenex
- Complete change of clothes to leave at school in labeled ziploc bag
- Emergency Kit to leave at school (list and bag will be sent home to fill and return)
- Please leave personal toys at home

Junior Kindergarten Uniform

- Black bottoms (dress pants, jogging pant, leggings or skirts)
- White or grey tops (preferable with the school logo)
- Students are welcome to wear the full school uniform
- The black school hoodie can be purchased at TAWS if desired

Active Play

To ensure that children are engaging in gross motor play we have a long outdoor play time exceeding the minimum standard time. During this time the children have stumps and logs available to climb and balance on, wood for building, wagons to pull a friend or fill with wood, a sandbox for digging, water/ mud kitchen and a grassy area for running and games. There will be a variety of teacher led and child led gross motor play in the play area. Children are to be sent with outdoor clothes appropriate to the weather every day.

If there is severe weather warning, we will have the covered outdoor area or Gym available for our use where the children will have the opportunity to build with large building blocks, play with balls, hula hoops, scooters, and a variety of equipment.

Communication

Powell River Christian Junior Kindergarten has an open door policy. Parents have an important role in our classroom setting. A yearly calendar will go out at the beginning of the school year informing parents of school activities and days that school will not be in session so they can plan accordingly. **Seesaw** will be set up and pictures uploaded regularly so parents can see the many things their children are experiencing.

Teachers

Powell River Christian Junior Kindergarten teachers are committed members of a local Christian Church; hold a valid Early Childhood Education Certificate. They are also required to have a valid First Aid ticket that is recognized by C.C.F.L. and have a current Criminal Record Check from the RCMP as well as through the C.C.F.L. program, completed prior to working in the Program.

It is the teacher's role to plan and implement the Junior Kindergarten curriculum, ensuring it is age appropriate and Biblically based. It is also the teacher's role to maintain a safe, clean and organized room to assist in the daily running of the program.

Substitute Teachers

In the case that a Junior Kindergarten teacher is unable to teach their Junior Kindergarten class, we will attempt to ensure an appropriate substitute teacher is available to fill in. The substitute will have a valid Early Childhood Education Certificate, an Early Childhood Education Assistant Certificate or a Responsible Adult Certificate, as well as a criminal record check on file, and be approved by the Powell River Christian School.

Volunteers

All volunteers of the Powell River Christian Junior Kindergarten must have a current Criminal Record check completed and on file as well as immunization status on file prior to volunteering. This includes the supervision of field trips, as well as helping in the classroom and playground.

Field Trips

Parents shall receive at least one week's notice of any field trip. A consent form for each field trip must be signed and returned before a child can take part in the field trip. To transport children other than your own, Powell River Christian Junior Kindergarten requires a minimum of \$2 million liability coverage. All supervising parents must have a current criminal record check on file before the field trip takes place. The school/staff will not be transporting Junior Kindergarten students as per licensing regulations.

Screen Use Policy

Access to computers and digital equipment will be limited to classroom activities for short periods of time. This includes, but is not limited to, games, digital stories, videos, reading programs, and other activities.

Birthdays

Birthdays will be acknowledged/celebrated in class. If your child would like to bring a healthy treat to share with their class that would be welcomed. Because of allergies and food sensitivities please check in with the classroom teacher.

Bathroom

Children must be able to use the toilet **independently** (including wiping).

****Please no pull-ups.**(unless your child has diversabilities and is supported by an aid). Repeated soiled clothing might be an indication that your child might not be ready for Junior Kindergarten .We will schedule a meeting to discuss how we can support your child's needs.

Healthy Eating

There will be daily eating times during the day for both snack time and lunch. Parents are asked to send their children to school with healthy food options. Information and ideas for healthy eating that comply with Canada's Food Guide can be found at www.hc-sc.gc.ca



Zero Waste Snack

We live on a beautiful earth which God created and in order to help do our part in taking care of His creation we're asking for **zero waste** at our snack and Lunch time.

Snack time will be about 15 minutes (This time includes washing hands, getting snacks, sitting down, unpacking snacks, eating, and putting snacks away.)

Lunch eating time will be about 30 min. (Please keep this in mind when thinking of how much to send.)

Please send Snack and Lunch items (including yogurt and applesauce) in resealable and reusable containers like hard plastic containers, glass jars, stainless steel containers, beeswax wraps. There are containers with multiple sections and one lid over the whole thing. (No packaging)

Please send a water bottle

***Save juice boxes, chocolate, cookies, candies and other sweets and sugary snacks for times outside of school.**

Some snack suggestions:

- Cut up fruit or veggies
- Crackers
- Cut up cheese
- Avocado pieces
- Nuts (unless there is an allergy)
- Dried fruit
- Yogurt
- Applesauce
- Berries
- Cut up pita bread
- Hummus dip
- Energy balls
- Sandwich cut up into pieces



Eating times are a really lovely time with the children as we sit together, chat, tell jokes and laugh with each other. Thank you so much.

Sun Safety

On sunny days, your child needs to wear a sun hat, preferably one with a wide brim., to protect him/her from the sun's harmful rays. If you choose to use sunscreen please apply to your child prior to their arrival. We will apply sunscreen prior to afternoon outdoor play. Please send a labeled sunscreen of your choice which will act as a signed permission. Otherwise please send your child in long sleeved sun protection shirts.

Supervision Policy

It is the policy of the Powell River Christian School to diligently supervise and monitor our students at all times. Outdoor and bathroom times are scheduled into the program to ensure constant and appropriate supervision and safety of all attending.

Hand Washing Policy

Children are required to wash their hands with soap and water, and to dry them with a single use paper towel several times throughout the program.

To limit exposure to illnesses and germs children are required to wash hands:

- Upon entering the classroom for the day
- After coming in from outside
- Before and after eating
- After playdough play and 'messy' art/ science activity
- After going to the washroom
- After blowing their nose

Sickness Policy

We require parents to complete a daily health assessment each morning before sending their child(ren) to school. If any child(ren) presents with any of the health check symptoms they cannot attend school that day. They may not return to school until they have been symptom free for 48 hours without medication.

In order to protect the health and safety of our school community, it is imperative that students do not attend school sick. If your child(ren) becomes sick while at the school they must be picked up immediately. The school will contact parents and guardians first, if a parent or guardian cannot be reached within 30 minutes the office will move onto the next emergency contact.

All students must be checked for these symptoms before attending school each morning. It is the responsibility of parents or guardians to complete these checks on a daily basis:

- Fever (38 degrees and above)
- Chills
- Cough, or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose/stuffy nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea

- Loss of appetite
- Nausea and vomiting
- Muscle aches
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discolouration of fingers or toes

If your child shows signs of being sick such as vomiting, diarrhea, fever, severe cold, green mucus, or shows signs of a communicable disease, please keep them home in order to limit the spread of infection. If you are keeping the child home due to illness please call the school and let them know. **Children may return to school once 48 hours have passed since the last episode of the previously mentioned symptoms without medication.**

If your child has any medical condition that may affect them during school hours please inform the school in writing so we can have a plan in place that will be the best care for your child.

The parent must administer any medication their child may require before or after school. In certain situations staff may administer medication with written permission from the child's physician as well as written permission from the parent/guardian.

If your child becomes ill or shows signs of a communicable disease during school time, the parent or emergency contact will be phoned and the child will be sent home for the appropriate period of time as specified by the Ministry of Health.

Smoking Policy

Powell River Christian School is a Non Smoking Centre including the use of e-cigarettes. This includes the playground and parking lot.

Behavioral Guidance Policy

Positive reinforcement is ongoing. The Teacher will move from area to area and will be available to aid in appropriate vocabulary and model positive behaviour when issues begin to develop. This will give the child appropriate communication skills to eventually resolve future conflicts individually.

If inappropriate behaviour occurs the child will be redirected to another activity and if necessary redirected to a quiet area in the classroom to refocus. Appropriate behaviour will be discussed. **THERE WILL BE NO CORPORAL PUNISHMENT, NO RESTRAINTS, NO DEPRIVATION AND NO DEGRADING TREATMENT.** The child will never be left alone as a form of discipline.

Classroom Rules:

1. Listen to teacher and friends
2. Walking feet inside
3. Play in a safe manner
4. Treat others with respect and kindness
5. Hands and feet to yourself
6. Everyone helps clean up

Physical aggression from a child like biting, hitting and pushing which causes bodily harm to other children or adults will not be tolerated. Parents will be phoned to come pick up their child and a team meeting will be scheduled.

Child Abuse policy

“Child Abuse” is defined as follows:

- It can be physical, emotional or sexual.
- All child abuse involves the misuse of power.
- Misuse of power takes place when people take advantage of the authority or power they have over children.
- The British Columbia Handbook for Action on Child Abuse & Neglect defines children as “all persons under the age of 19.”

Reporting Child Abuse

Any and all suspected incidents of child abuse will be reported to the appropriate authorities, as specified in *the BC Handbook for Action on Abuse and Neglect*. Written reports will be filed with the school office specifying the rationale for reporting the suspected abuse and the steps taken to inform the appropriate authorities.

Emergency Procedures

In case of an emergency Powell River Christian School will take the following steps:

1. Contact Parent(s)
2. Notify Emergency contact listed on the child’s registration (if parent is unavailable)
3. If needed contact appropriate emergency services

Incident Reporting Policy

In the event of a child being seriously injured, Powell River Christian School will take the follow steps:

1. Assess the situation and ensure Child’s safety
2. Contact appropriate (911) emergency service if necessary
3. Contact the parent or emergency contact of the child

4. Fill out the incident report and file with C.C.F.L. within 24 hours
5. Complete a follow up with the child and family

Non-reportable Incidents Policy

Non-reportable incidents are described as minor accidents that do not require medical attention, observations, or other extra care. These can include a minor scrape, or bump, incidents that do not require parental notification.

A log of non-reportable incidents will be kept on hand in the Junior Kindergarten classroom.

Child Release Policy

Children will only be released to adults as authorized on the child's registration form. Adults are required to bring picture ID if the teacher does not know them. If there is a custody arrangement the School must have proper legal documentation on file as to the custody arrangements. This must be kept up to date throughout the year. In the event of a child being picked up by an authorized person who is intoxicated, or otherwise impaired thus placing the child in an inappropriate situation, Powell River Christian School reserves the right to hold the child until another authorized person can pick up the child.

Fire Drill

Fire drills will be held once a month. This is required by C.C.F.L. Fire Drill Procedures are as follows:

- Emergency Whistle is blown to attract the attention of the children
- All the children line up at the door
- Walk to the safe meeting place where the teacher then takes attendance
- Meeting spot----There will be a designated meeting spot near the school
- When at the meeting place keep children calm and warm.

Earthquake Drill

Earthquake drills will be held every couple of months in conjunction with the fire drill. Earthquake procedures are as follows:

- Describe what happens in an earthquake
- Hide under tables and desks in a crouched position covering your head with hands and faced away from all windows
- Don't come out until the teacher says because of aftershocks (usually about 15 minutes after the last earthquake)
- When safe evacuate the building
- Stay away from gas lines, hydro lines, water and furnaces
- Everyone has shoes on and the teacher has the first aid kit

Admission to Powell River Christian School

Powell River Christian School is pleased to offer priority placement for PRCS Junior Kindergarten Students into Kindergarten. While an additional registration package will be required to be filled out, PRCS Junior Kindergarten families will have the option to get this from the Junior Kindergarten teacher or office in March.