

CHILDREN'S ORCHARD RUSSIAN EXPOSURE (CORE) PRESCHOOL
PARENT/SOCIETY AGREEMENT

Centre Information

Location: 1816 Brilliant Road, Brilliant (Castlegar) BC
Mailing Address: Box 3024
Castlegar BC
V1N 3H4
Phone: 250-365-3613, extension 23

The staff of the CORE Preschool agrees to provide care for _____ in a responsible and nurturing manner. Staff will discuss preschool care policies and concerns with parents/guardians on an ongoing basis. Staff will maintain strict confidentiality regarding information relating to the care of children and their families.

Signature of CORE Preschool Manager: _____

Fees

I agree to provide a post-dated cheque for Monthly Fees (\$95.00/ month) each month from September 2011 through May 2012 upon registration. In addition, if I am not a member of the USCC, I will pay a \$100.00 user fee to the USCC by October 15, 2011. I understand that one month's notice is required if the child is to be withdrawn from the program. At such a time, the remaining post-dated cheques will be returned to me. If my child normally attends on a day that the centre is closed due to a statutory holiday, no reduction in or rebate of fees will be applied.

I agree that I will supervise my child until they enter the classroom, and immediately upon dismissal from the classroom.

If I am receiving childcare subsidy, I understand that I am responsible for the portion of the fees not covered by the subsidy.

The following space is provided for any clarification or amendments.

I agree to comply with the above policies. I have reviewed the current guidance policy and registration with the manager/staff and understand that I will be notified of any existing concerns regarding guidance for my child.

Printed name of Parent/Guardian: _____

Signature: _____ Date: _____

Date child stops attending preschool _____

CHILDREN'S ORCHARD RUSSIAN EXPOSURE PRESCHOOL - REGISTRATION FORM

Registration Date: _____

Child's Full Legal Name: _____ Name used: _____

Child's Birthdate: _____ Place of birth: _____

Child is: Male Female (circle)

Child's Mailing Address: _____

Child's Street Address: _____ Home Phone: _____

Indicate Child's Guardian/Custodial Parent: Mother Father Both Other _____

~~~~~  
Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Hours of Work: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

~~~~~  
Father's Name: _____ Occupation: _____

Place of Work: _____ Hours of Work: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-Mail Address _____

~~~~~  
Legal Guardian's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Place of Work: \_\_\_\_\_ Hours of Work: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

~~~~~  
Give the names & phone numbers of two people who may be called in case of emergency:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

~~~~~  
Please name any other people who may pick up your child from Preschool:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_



## ADDITIONAL PERMISSIONS

### Field Trips

I give permission for my child \_\_\_\_\_ to participate in field trips with the teachers. These field trips consist of walks around the neighbourhood of the preschool.

Yes      No      (circle)

### Photographs

I give permission for my child's \_\_\_\_\_ photograph to be taken and displayed at the preschool. Such photographs may also be used in advertising for the preschool in a variety of media, and/or as part of a thank you card that may be presented to a supporter of the program.

Yes      No      (circle)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## CHILD PROTECTION POLICY

### **I understand that:**

1. My child will not be released to anyone other than those persons listed as authorized to pick up my child on the Registration Form, unless I inform the teachers in writing.
2. My child will not be allowed to depart from this facility for an extra-curricular activity, or otherwise, without the accompaniment of an authorized adult.
3. Smoking is not permitted on the preschool premises.
4. If a custodial parent does not want a non-custodial parent to have access to their child, Children's Orchard Russian Exposure Preschool must have a copy of the custody papers on file.
5. The caregiver is required by law to report to the Ministry of Children and Families and the RCMP any cases of suspected child abuse.
6. The caregiver will only release the child to a parent/guardian or delegate who they deem is able to provide safe care.
7. In the event of suspected abuse at the daycare, parents will report to the Ministry of Health (Licensing Officer) at 250-505-7245. Alleged or suspected abuse within a childcare facility is a reportable incident. Parents or colleagues may report directly to the Licensing Officer if they do not feel comfortable going to the Preschool Executive. The preschool will not take any action against a parent or employee for reporting alleged or suspected abuse within the facility if the report is made in good faith. The preschool will not interrupt or threaten to interrupt service to a family as a result of a report or stated intention to report alleged or suspected abuse within the facility if the report is made in good faith. We strive to communicate in a supportive and open manner at all times, therefore allowing parents to voice their concerns and feel heard even in the most difficult situations.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# **WELCOME TO THE CORE !**

## **CHILDREN'S ORCHARD RUSSIAN EXPOSURE PRESCHOOL**

This package has been prepared to introduce you to our preschool. In it you will find general information, our philosophy, and forms that you will be asked to complete.

The preschool is located in the basement of the Brilliant Cultural Centre. This preschool is designed for, and open to, ALL children who meet the age requirements mentioned below. It will provide a comfortable level of achievement for any child, whether they are planning to enter the Russian Bilingual program or not. The teachers throughout the class speak the Russian language as much as possible. The children will be introduced to the Russian alphabet, colours, numbers, etc. The West Kootenay Region has a rich cultural heritage, which can be explored through this preschool.

Classes consist of children from the ages of three to five years (children must be three years old by December 31<sup>st</sup> and children must be toilet trained, as we do not have the facilities for regular diaper changing). Classes commence in mid-September 2011 and end in mid-June 2012.

Registrations accepted until April 21, 2011. Call or email for a registration form or stop by the preschool for an opportunity to see first hand the wonderful learning environment offered at this parent-participation and second language exposure preschool. Please note that USCC members as well as children registered in the 2010-2011 school year will have the opportunity to register early, and will have priority for available spaces. Parents/guardians will have the opportunity to join the new executive committee. This committee meets monthly and consults with the teachers to ensure the preschool is moving in a positive direction and providing a high-quality preschool of which we can all be proud.

We are pleased to welcome you and your child to the Children's Orchard Russian Exposure Preschool. We trust you will be happy with our efforts in giving your child a satisfying and happy experience in this truly unique and exceptional preschool.

### **OUR PHILOSOPHY**

We believe in creating a rich learning environment that will enhance a child's intellectual, emotional, social and physical growth. Each child will have the opportunity to explore and manipulate the materials available, as children learn best through play and social opportunities. The children will have structured activities as well as numerous possibilities for creative thinking.

### **PROGRAM COMPONENTS**

Our program runs from September through June with one or two sessions, depending on enrollment. Children are to be brought to the preschool no more than 15 minutes prior to class start. The preschool classroom door will open 5 minutes prior to class start, and children may be left in the care of the teachers at that time. Program components include:

|                 |                        |
|-----------------|------------------------|
| Free Play       | Outdoor Play           |
| Learning Circle | Story Time & Songs     |
| Snack           | Art and Craft Stations |
| Dismissal       |                        |

## GUIDANCE POLICY

The teachers and parents will work together to create a warm, happy, relaxed, child-oriented environment with minimum restrictions and guidelines. Rules and expectations are reasonable and appropriate for the children's developmental level. They are clearly set out in advance and reinforced in a positive way. The children are given the chance to take responsibility, make decisions, and resolve their own conflicts. The teacher will help the children find a solution acceptable to all parties involved in a dispute. Children learn strategies to deal with conflicts. The children are allowed to experience the natural consequences of their actions, within reasonable and safe limits. We acknowledge the children's right to their feelings, although we may require them to express these emotions in a controlled manner. The behaviour, not the child as an individual, is discussed. Inappropriate behaviour interferes with a smooth operation of the class. If this occurs, the teacher will discuss the behaviour with the child.

## FEE SCHEDULE FOR 2011-2012

The preschool is operated on a non-profit basis, with **Monthly Fees** being used to pay the teachers' salaries. Fees are payable by the first of the month. Post-dated cheques for monthly fees will be required for the school year until the end of May. If this is not possible, arrangements will need to be made with the Treasurer. A deposit is required upon registration to guarantee your child's spot. This will be in the form of a cheque dated September 1, 2011 in the amount of your monthly fee. We require one month's notice for withdrawal from the program.

The current Monthly Fees are \$95.00 per month for two days per week. A family rate is available if two (2) or more siblings are attending at the same time (i.e. \$180.00/month for two (2) non-member siblings). Cheques for Monthly Fees are to be made **payable to "Children's Orchard Russian Exposure Preschool"** and forwarded to the CORE Executive's current Treasurer or Treasurer's Assistant. The cheques are to be made **payable for the first (1<sup>st</sup>) of each month and post-dated cheques will be mandatory for the school year until the end of May.**

Fundraising on behalf of the preschool is required of each family, with the proceeds covering any expenses other than the teacher's salaries. Families whose children start mid-year may be asked to make a donation to the preschool if no further fundraising activities are planned for the remainder of the school year.

The USCC Executive requests a **User Fee** for all non-members using the Brilliant Cultural Centre. The current fee is \$100.00 per child, per school year. This fee is **due by October 15, 2011** and should be made in the form a cheque **payable to "USCC"**. The user fee is not intended for the use of the preschool, but is forwarded to the USCC office in Grand Forks for the centre's upkeep. It is used towards heating, lighting, and insuring the centre and for general, ongoing maintenance of the building.

## GENERAL INFORMATION

1. Staff: The preschool has an early childhood education teaching team consisting of at least one licensed early childhood educator. The teachers work together to plan and provide the children's education program. We are fortunate to have highly professional staff with experience and educational training in child development and early learning theories.
2. Daily Arrival: Children are to be brought to the preschool no more than 15 minutes before the beginning of class. On arrival at the preschool, help your child hang up his or her coat and put on inside footwear. Offer your child a chance to use the washroom before class begins. Sign your child in as required on the sheet provided at the table outside the preschool room. The teacher will open the classroom door 5 minutes before class begins; make sure the teacher knows that your child has arrived before you leave. Remember to say good-bye!
3. Daily Departure: You are responsible for keeping the teacher informed of who will be picking up your child each day. Please note this on the sign-in sheet.
4. Celebrations: Birthdays are important in a child's life. We have a model birthday cake to light candles for a happy birthday song. This, along with a small gift from the teachers (i.e. stickers or a book), help to make this day special for the child.
5. Clothing: Your child should wear play clothes which are comfortable, suitable for the weather and easy for your child to handle. Children must wear indoor runners or comfortable shoes at all times during classes. You are required to bring a complete change of clothing, clearly labeled with your child's name. This will remain at the preschool. Please send your child's snow gear each day during the winter months. We have the best tobogganing hill in town, so the preschool has a crazy carpet for each child with which we go tobogganing.
6. Food: Parents will send a healthy snack for their own child. We suggest a vegetable and a protein. **\*\*Absolutely no meat\*\*** No juice or junk food please. If your child has allergies, advise the teacher. An allergy list will be posted in the kitchen. Please provide your child with a water bottle.
7. Field Trips: The teacher and activity coordinator carefully plan special field trips and each parent/guardian is responsible for taking his or her own child. Siblings are welcome to attend all of the special field trips.
8. Immunization Records: The preschool requires basic information regarding your child's immunizations. You are encouraged to keep your child's immunizations up to date. If your child is not immunized for one or more childhood illnesses, we especially need to know this, so that we can watch for symptoms and keep you informed if your child has been exposed.
9. Health: Please do not bring a sick child to preschool. It is unfair to the child and to the other children. If your child becomes ill while at preschool, the teacher will contact you so that you can make arrangements to take your child home. If we cannot reach you, we will call the emergency contact you have designated. **We have enclosed some guidelines to help you decide if your child should attend (see "*Illness In Child Care Settings*" section).**

10. Suggestions: Please feel free to use the yellow “Suggestion Box” if you have any ideas or concerns to share with the executive. Working together, we can create a rewarding and stimulating environment for your child. These suggestions may be signed anonymously. If any issues arise between you and a parent or teacher, please attempt to resolve it with the person directly. Ask an executive member to support you if you need help.
11. Fund-raisers: This preschool is a non-profit organization, which means we are not funded by anyone. The fees that are paid each month just cover the teachers’ salaries. To maintain this high-quality preschool, the executive schedules various fundraisers throughout the year. Participation in these events is necessary. Your cooperation is required to provide a quality preschool.
12. Parent Helpers: As a parent/guardian with a child in this preschool, all are responsible for Parent Helper duty rotation. Please see attached “Parent Helper Duty Guidelines”. Each parent/guardian helps, on the average, once every two months (depending on class size). A schedule is prepared and distributed at the start of classes each fall and winter term. If you would like to do more days, let the executive know. Arrangements may be possible.
13. Performances: The preschool may perform at various functions at the Brilliant Cultural Centre such as Christmas Eve and the Children’s Festival. The children sing songs in Russian and English that they learn during class. Normally, the children love performing and the parents and guardians enjoy seeing their “little ones” perform. However, these performances are optional.
14. Absences If you know that your child will be absent from preschool, please inform the teacher in advance. This will assist the teacher with planning and will allow any necessary changes to be made to the parent helper schedule.
15. Preschool Executive: An executive is appointed prior to the next school year. This executive is responsible for decision-making and general operations of the preschool. It usually consists of a chair (president), vice-chair (vice-president), secretary, treasurer, treasurer’s aide, activity coordinator, and fundraiser. The executive meets monthly, occasionally with the teachers. The meeting can be accessed with a request to any executive member or to the teachers.
16. Smoking Policy: No smoking on school grounds. This includes areas inside and outside the building.
17. Preschool Fiscal Records: These records are open to all members of the preschool; an appointment to view them must be arranged with the current treasurer.
18. Communication: It is essential to the well being of all members of the preschool. We value your input and welcome your questions, comments, concerns and suggestions. If you have any concerns please let us know by contacting the current President, so that we can work together to be certain that your child’s time at the preschool is safe, enriching and rewarding. Parents are asked to initially address any concerns they may have directly with the person involved.
19. Abuse Policy: The Preschool staff is required by the Child, Family and Community Service Act to report immediately to the Ministry for Children and Families child protection social worker when there is a reason to suspect the occurrence of physical, sexual, or emotional child abuse, or child neglect or exploitation. Depending on the recommendation of the Ministry, staff may or may not be able to notify parents when the call is made.



20. Administering Medications: Strict regulations govern the administration of medications in group child-care facilities. When a child requires prescription medication during the day, parents must obtain an “*Authorization for Administration for Prescription*” form available from the teachers. This form must be completed by the parent before staff members are permitted to administer the medication according to the physician’s orders.

The preschool staff is not able to administer over-the-counter medications such as cough syrup, aspirin, vitamins, or other non-prescription medications, except where the medication has been prescribed by a doctor. Parents must have the child’s physician complete an “*Authorization for Administration of Non-Prescription Medication*” form, available from the teachers. This policy protects children, parents, and staff, as Early Childhood Educators are not formally qualified to make “judgment calls” as to when these medications are appropriate.

21. Substitute Teachers: The Preschool will ensure that qualified substitute teachers will be brought in when Teachers are absent, by following the requirements outlined by the Licensing Board.
22. Emergency and Evacuation Preparation: Emergency evacuation and accident prevention and preparation will be practiced at all times by the preschool by maintaining good adult to child ratios, providing close supervision for potentially dangerous activities, and never leaving children unattended. The preschool is required to hold monthly fire drills. The teacher works with the children to prepare for these drills.
23. Toileting Accidents: Accidents do occur with toilet trained young children. The child will be taken into the bathroom and helped to change his/her clothing matter-of-factly. Soiled clothing will be put in a plastic bag and placed in the child’s cubby for pickup by the parent/guardian.
24. Sanitation of Toys and Equipment: Not all the toys the children play with are available on the shelves at all times: equipment is rotated in and out of storage based on children’s interest and teacher planning. The Clean Up Organizer makes arrangements with the teachers and the Clean Up Parent(s) to wash and disinfect the toys monthly. Shelves, chairs, tables, easels, etc. will also be sanitized at that time. The sink area is sanitized after each session. All dishes used are washed, and the Parent Helper washes countertops and eating tables with disinfectant daily.
25. Policies and Procedures The Preschool Policy, Procedure and Executive Job Descriptions are available to all Preschool members to view at anytime. They will be on the parent table for the month of September, after which they will be kept within the Preschool binder. You may access them at any time with a verbal request to any of the executive members or teachers.
26. Family Duty: In addition to helping in the classroom, each family is expected to choose one Family Duty from a list. Duties may be selected at Registration, or when classes begin in September. These duties enable the Preschool to run smoothly without overburdening the teachers or the Executive. Most require a minimal amount of time. Please see the job descriptions on registration night.

27. Registration Forms Please complete the registration forms in full. If you are missing any information at the time of registration, please ensure that any blanks are filled in by the time your child begins classes in September. This information is mandatory and necessary for our emergency cards which we use during field trips, in case of evacuation, and should your child injure him or herself during preschool time. This information must be updated whenever changes occur.

## ILLNESS IN CHILD CARE SETTINGS

| <u>Disease</u>                    | <u>Symptoms</u>                                                                               | <u>Infectious?</u>               | <u>Remove from Childcare Centre?</u>                                                   |
|-----------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------|
| Common Cold                       | Runny nose with clear discharge, doesn't want to eat, slight cough                            | Yes (before and during symptoms) | no                                                                                     |
| Cold with Fever                   | As above, plus fever above 37° C. Runny nose with green discharge, tired, severe cough, achy  | Yes (before and during symptoms) | Yes, until symptoms resemble common cold                                               |
| Ear Infections                    | Fever, clear discharge from nose, cranky, pulls on ear or complains of pain in ear            | No                               | No                                                                                     |
| Pink Eye                          | Thick discharge from and redness or itching in one or both eyes                               | Yes                              | Yes (until symptoms are gone or child is on antibiotic)                                |
| Sore Throat                       | Fever, red throat, hurts to swallow (could be strep throat)                                   | Yes                              | Yes (until symptoms are gone or child is on antibiotic 24 hrs in case of strep throat) |
| Diarrhea #1                       | Runny stools. If no other problems, check with parent. It could be normal or because of diet. | No                               | No                                                                                     |
| Diarrhea #2                       | Runny stools with bad smell, fever above 37° C., child fussy or cranky, in pain or vomiting   | Yes                              | Yes, until advised by a doctor that child is not infectious                            |
| Nausea/Vomiting                   | Nausea/Vomiting                                                                               | Yes                              | Yes, until symptoms are gone                                                           |
| Flu                               | Fever above 37° C, child fussy or cranky, in pain or vomiting, may have runny nose            | Yes                              | Yes, until symptoms are gone                                                           |
| Herpes Simplex (common cold sore) | Fever blister or sore around mouth                                                            | Yes                              | Yes                                                                                    |
| Impetigo                          | Crusty rash, mostly on face, arms or legs                                                     | Yes                              | Yes (until on antibiotics 24 hours)                                                    |
| Rashes                            | Red spots anywhere – ex. measles, chicken pox, allergies, Fifth Disease, etc.                 | Yes                              | Yes (until advised by doctor that child is not contagious)                             |

## **FAMILY DUTY**

When all parents participate actively, the preschool belongs to each and every member. Teachers and Executive members are permitted the leisure of attending to the running of the preschool instead of being responsible for all daily and weekly duties necessary to the preschool operating smoothly. The children benefit from both having their parents interact with their school and from the undivided attention of their teachers.

REGULATION: Each family will assume one Family Duty for the entire school year. They will be responsible for fulfilling the expectations for the job they have chosen. Executive positions will count as a Family Duty. The number of Family Duties assigned each year will be based on the number of families participating in the preschool each year. This list is subject to revision by the Preschool Executive and Teachers. Families will choose a duty from the list at registration or in September. If they do not choose a duty, one will be assigned to them by the lottery system.

## **PARENT HELPER DUTY GUIDELINES**

1. If you cannot make it on the days assigned, either switch with someone or make arrangements with family or friends to be Parent Helper in your place.
2. Please arrive and be ready to begin assisting the teacher 15 minutes before the session begins.
3. Teachers ensure all areas are supervised. As a Parent Helper you may be asked to fill in for one of the teachers if he or she needs to step out. Should the Parent Helper need to leave the room for any reason, please advise the teacher.
4. Helpers distribute water bottles for the children during snack time, gym time, and after outside time. They also assist with hand washing. Please use individual towels or paper towels for each child.
5. You may be asked to take children to the washroom. Set the water temperature for them to wash their hands, and then leave the washroom so the child may use the facility in private. Wait just outside of the washroom in view of the classroom while the child is using the washroom. We ask the children to wipe their own bottoms. If they need assistance with this, please ask a teacher. These procedures are for the children's comfort and protection, and also for your protection. If you come across any difficulties please get one of the teachers.
6. Helpers are responsible for clean-up of the playroom after each session. Tables need to be wiped down, cups washed, the floor swept and mopped, the carpets vacuumed and the kitchen sinks cleaned with an antibacterial solution. Do not begin major clean up of the playroom during session, as this can be most distracting.
7. Parent helpers cannot bring siblings to the preschool on your duty days without special permission from the teachers. Please make these arrangements prior to your duty days.
8. Fire Safety – Please ensure you review and understand the safety fire plan. We have fire drills monthly.
9. Please ask the teachers if you are needed outside on your Parent Helper day. During the cold season the teachers will ask you to help children with dressing, and during the warm season you

may be asked to help with taking toys outside. While you are outside, you need to know that the fence on top of the concrete wall between the parking lot and the playground does not meet licencing regulations (children's heads could become trapped in it), so please help to ensure the children stay on the sidewalk.

10. You may have an opportunity to help your child with his or her journal – a book containing photos, art, and quotations from your child's learning. You may also be in charge of an open art table where children can choose materials and an activity that they are familiar with, help children with a puzzle, or read a book that they choose from the shelves.

## **PARENT HELPER DUTIES**

(Quick Reference)

- 1) Check playground for cleanliness & repair issues on way in to centre.
- 2) Consult with teachers about day's plan.
- 3) Ensure each child has water bottle for the day.
- 4) Engage with children as needed – ENJOY!
- 5) Help children with snack.
- 6) Clean tables.
- 7) Sweep floors.
- 8) Help children dress for outdoor play time.
- 9) Wash dishes.
- 10) Wash floors.
- 11) Ensure water bottles available to children.
- 12) Come outside to help supervise & play with children.
- 13) Help children remember to bring their water bottles home.
- 14) Vacuum carpeted area.

Thank you!

# **PARENT HELPER DUTIES**

(detailed)

## **15 minutes before class begins: Prep Time**

- Please arrive on time!
- Check playground for safety and cleanliness.
- Consult with teacher about day's plan.
- Help with activity preparations.
- You may be asked to prepare for an art activity, copy/distribute mail, set up chairs, filter water, prepare antibacterial solution, etc.

## **Class Start Time: Free Play**

- Help children with art, puzzles, or books. Act as replacement for teacher in a designated area if s/he is out of the room.
- Help clean up the art and circle area at clean-up time.

## **Circle Time**

- Be available to support the children during circle.
- Set up art activity.

## **Art Activity**

- Help with art activity as required.
- Clean tables with antibacterial solution after art activity, in preparation for snack time.

## **Snack Time**

- Help children wash their hands.
- Help the children with their snacks. Sit down (beside your child, if you like).
- Remind children to pack up their snack boxes, put them near the room exit, and help them to line up at the sink to wash their hands. Assist with hand washing, using a clean towel for each child.

## **Books and Journals**

- As the children move to the circle for quiet play/reading, clean the tables. Some children may help you with wiping the tables and sweeping.
- Refill the water filter jug.
- Time permitting, help supervise free play.

## **Outside Time**

- Help the children to dress for going outdoors.
- Ask the teachers if they need help moving toys outside.
- Wash dishes using the 3-sink method: soapy water, rinse in clear water, rinse in bleach substitute. Leave dishes to air dry.
- Stack the chairs, sweep and wash the floors.
- Have water bottles ready as the children will want a drink when they come back inside.
- Join class outside – this may be a good time for Parent Helpers and teachers to share feedback.
- Help children remove outside clothing upon return to preschool building.
- Help ensure children take water bottles home.

## **12:00 After Dismissal**

- Vacuum the carpeted area.

**(Please Note: We have deliberately not included exact times that we move from activity to activity. This is to ensure that there is time for the children's needs to be met. We want to avoid rushing and interrupting children at crucial times of engagement.)**

# CHILDREN'S ORCHARD RUSSIAN EXPOSURE PRESCHOOL

## OUR COMMITMENTS

### **STAFF AGREEMENT**

- 1) To provide a safe and nurturing environment for your child.
- 2) To express any concerns we may have to you directly, to be confidential in all matters relating to your child.
- 3) To provide a program that supports your child's developmental needs.
- 4) To teach and practice hygiene (e.g. hand washing).
- 5) To use guidance techniques in dealing with inappropriate behavior.
- 6) To be available to discuss any concerns, and to schedule a parent/teacher meeting to exchange information regarding your child.
- 7) To post on the bulletin board information on upcoming planned activities.
- 8) To inform you of any infectious disease present in any children in the group.
- 9) To inform you of any unexpected change in the schedule as soon as possible.
- 10) To contact you or your designated person if your child becomes ill (and to take care of her or him until your arrive).

### **PARENT/GUARDIAN AGREEMENT**

- 1) To be punctual in dropping off and picking up your child. Children feel very insecure and sometimes forgotten when a parent is late.
- 2) To write post-dated cheques for Monthly Fees, September through May.
- 3) For non-members: To pay a one-time (per school year) user fee to the USCC.
- 4) To uphold the Family Duty requirement throughout the school year.
- 5) To participate in all fundraising, and be willing to pay a fee if participation is not possible.
- 6) To voice any concerns you have directly with staff; your opinion matters to us.
- 7) To maintain absolute confidentiality regarding any sensitive issue pertaining to children, families, and teachers, and to bring concerns directly to the parties involved whenever possible.
- 8) To inform staff if there is a family situation that may affect a child's behavior.
- 9) To notify staff within 24 hours if any family member has been diagnosed with a communicable disease.
- 10) To notify staff if someone other than the parent/guardian will be picking up the child.
- 11) To complete all registration forms before the first day that your child is left in our care, and to be responsible for communicating any changes or updates that may be necessary to that information.
- 12) To not bring your child to preschool when s/he is sick (see "*Illness in Child Care Settings*" in this package for more guidance on this matter).