



# Highroad Children's Centre

8860 Broadway Street, Chilliwack BC V2P 5W1

[clahaise@highroadacademy.com](mailto:clahaise@highroadacademy.com) [www.highroadacademy.com](http://www.highroadacademy.com)

604-393-6667

## *Welcome to Highroad Children's Centre!*

### ***I. Philosophy:***

We believe that children are unique and a treasured gift from God and that we can make a profound difference in their lives. As Preschool Teachers at Highroad Children's Centre we are blessed to nurture the children in our care as we teach and mold each distinctive personality through a respectful, stimulating, sensory rich environment.

**Isaiah 54:13** "All your children will be taught by the Lord and great will be their peace."

### ***II. Our Vision:***

**Grow:** The spiritual development of each child is cultivated through a Bible story circle including songs and prayer, as well as spontaneous discussions about God and Christ – like living.

**Learn:** Highroad Children's Centre is a play based preschool program. We offer a 'themed' learning time and coordinate our centers and toys around these themes. We provide a wide range of educational activities including arts/crafts, sensory experiences, dramatic play, movement and music, beginning letter/number recognition, and social and science exploration.

**Connect:** We foster relationships with the families of our preschool children by hosting a Parent Orientation/Open House, Mother's Day Tea, Christmas concert and End of the Year Celebration parties. We also communicate through monthly newsletters and our facebook page.

**Serve:** We believe that the Early Years are an important time to learn foundational life skills and how to demonstrate servant attitudes toward others. We believe children learn these skills by promoting turn – taking, delayed gratification, empathy and random acts of kindness.

### ***III. Admissions***

Highroad children's Centre welcomes children ages 3-5 every child regardless of their church (or non church) background. We are pleased to have you consider Highroad Children's Centre for your child's preschool education.

#### **Kindergarten to Grade 12 Admissions**

Kindergarten to Grade 12 has a **different admission policy** than Highroad Children's Centre. In order to continue their education at Highroad Academy after preschool, families will be **required** to meet a new set of admissions requirements which include regularly attending a local Christian church and having a completed Pastor's Reference form.

### ***IV. Church Home***

The children at Highroad Children's Centre will be learning about living a Christ-centered life and we hope to reinforce what they are learning at home. If you have a church home, we want to affirm and support your church involvement. If you do not have a church home, we invite you to attend City Life Church. Our worship services start at 9 am & 11am each Sunday and nursery and kid church are provided. There are many programs that take place over the course of the year (such as summer kids camp) that we would love to have you participate in.

### ***V. Staff***

Our Christian teachers are government licensed Early Childhood Educators who are passionate and devoted to offering an exciting preschool program full of educational play opportunities that meet children's needs and allow them to thrive.

Substitutes have a minimum certification as a teacher's assistant. All staff have passed a criminal records check. There is a minimum of 1 staff member with their valid 1<sup>st</sup> Aid Certificate on the floor at all times.

## ***VI. Class Days and Fees***

There is a \$30.00 registration fee for Preschool that must be paid when you hand in your application. For students entering their second year of Preschool there is a reenrollment fee of \$15.00.

### **3 Year Old Class:**

Tuesday/Thursday 9:00 to 11:30 am

### **3 and 4 Year Old Class:**

Tuesday/Thursday 12:25 to 2:50

### **4 Year Old AM Class:**

Monday/Wednesday/Friday 9:00 to 11:30 am

### **4 Year old PM Class:**

Monday/Wednesday/Friday 12:25 to 2:50 pm

The monthly tuition fee is pro-rated for the year, regardless of any days absent or centre closures. If you go away on a holiday, your fee will remain the same.

Some families may qualify for subsidy through the Ministry of Children and Families. We suggest that you contact them ([www.mcf.gov.bc.ca/childcare/index.htm](http://www.mcf.gov.bc.ca/childcare/index.htm)) prior to beginning any programs at Highroad Children's Centre, to see if you qualify for any assistance.

**A minimum of one month's notice is required to permanently remove your child from the centre.**

**The preschool year is from September – mid June.** In the summer you will receive an info package that includes your beginning of the year schedule, emergency kit information, gradual entry schedule and open house/orientation meeting.

## ***VII. Pick Up and Drop Off***

The doors open promptly at 9:00 am or 12:25 pm. **Your child must be signed in and out each day.**

**The first two weeks are an adjustment period. Your child's gradual entry schedule will be sent to you in the summer. This is also a trial period for all children as there are times when our Centre may not be able to meet the needs of the child.**

Please pick up your child on time. A late pick up fee of \$5.00 will be automatically added to your next month's bill after ten minutes and every five minutes thereafter. Exceptions will be made if special circumstances are communicated to staff. Please let us know if you are going to be late by contacting us at 604-393-6667.

### ***VIII. Field Trips***

We will be going on various field trips throughout the year. You will receive a permission form with detailed information each time we plan a trip. The cost of the field trips will vary. Parent help is most welcome.

### ***IX. Release of Child Policy***

We consider the safety and supervision of the children in our care of utmost importance. We follow the guidelines of 'best practice' from BC Child Care Regulation.

A child will not be released to anyone who is not authorized for pick up. **Exceptions will be made when prior arrangements have been made with staff for a specific day.**

Persons who are not permitted access to the children (such as per a court order) will not be allowed to take children and the authorized parent will be informed. A child will not be released to a parent or alternate if they appear incapable of safe care.

If an authorized adult does not arrive, we will contact the parent by phone. If they cannot be reached, the emergency person will be contacted. If another authorized person cannot be contacted within two hours, a social worker or the RCMP will be contacted for further instructions.

### ***X. Nutrition Policy***

Children bring their own snacks. Please ensure that it is a nutritious snack. Sugary snacks are a treat only, not a basic food group. Conversation is encouraged at snack time and children aren't rushed. A labelled water bottle is strongly encouraged. As birthdays are important to children, parents are welcome to bring a special snack to share with the class that day if they wish to do so.

**Please let staff know in advance in case of any allergies.** Highroad Children's Centre follows Highroad Academy's Anaphylaxis Policies and Procedures. For more information please speak to a staff member.

## ***XI. Progress Reports***

Progress reports are issued for the 4 year olds, twice a year, in January and June. They are done to provide parents with information on how their child is doing academically, physically and socially at school. Parent/teacher conference may be arranged after the reports have been sent out.

## ***XII. Holidays/Closures***

**Highroad Children's Centre is closed for all statutory holidays.**

The preschool follows the Highroad Academy School schedule. The preschool is closed for the same holidays and professional days as Kindergarten to Grade 6 **including half-day closures**. You may access a regular Highroad Academy school calendar at [www.highroadacademy.com](http://www.highroadacademy.com).

**If Highroad Academy is closed due to snow/weather conditions, Highroad Children's Centre will also be closed.** Please listen to FM 98.3 for school closure notices.

In case of power outages, staff will wait for twenty minutes. If the power is not restored you will be called to come pick up your child. If you are not available your emergency contact person will be called.

## ***XIII. Clothing Policy***

Please dress your child in **play clothes** as we "learn through play", which means we can get very messy and we do not want to have to worry about keeping clothes clean (although dresses and skirts can look very cute they are not recommended for playtime).

For health and safety reasons we recommend 'closed in, non lacing' shoes which are appropriate for active play (high heels and wedge soles are not acceptable). Please send indoor shoes or slippers for wearing in the classroom.

Also ensure that your child is dressed appropriately in regards to the weather conditions. We will frequently go outside, so boots and raingear are essential.

Each child needs to have an extra change of clothes in case of an accident. Please **clearly label all your children's belongings** including lunch bag, clothes and backpacks and be sure to take home all your child's belongings, including art projects, each day.

**\*\*\*\*Please do not send your child to the centre in clothing with any potentially offensive symbols, sayings, or pictures. If the staff deems something to be**

**inappropriate, they will call the parent and ask the child to be picked up, or bring something more appropriate to change into.**

#### ***XIV. Guidance and Discipline Policy***

We believe that a child's self-esteem is very important; therefore, all children are approached in a loving, friendly and supportive manner. Discipline is used to teach children to understand limits and behave appropriately, thereby showing respect for themselves and others. We will have realistic expectations according to each child's needs and abilities and will allow time for children to respond to expectations. Children will be offered transitional warnings like "five minutes until clean up" to prepare for change and decrease frustration and anxiety.

Simple, firm and clear statements are given regarding acceptable behaviour. If we see a child becoming frustrated or annoyed, we will attempt to re-direct or encourage the child before negative behaviour occurs. If a conflict or disagreement is occurring, we may act as a mediator and encourage them to talk about how they feel and facilitate problem solving. We will give appropriate substitutes for undesired behaviours.

If a child is being disruptive or misbehaving, they may be asked to sit out for a short period of time. During this time the child may need to be alone or may have a book. When the child is calm, we will encourage the child to talk about their feelings and resolve the situation. If a child has loss of control and is unsafe to himself or others, we will hold the child until calm is restored or they are able to restrain themselves.

Removal of privileges, planned ignoring and natural and logical consequences are also methods we use. Positive reinforcement and encouragement is consistently given to each child. While the children are at Highroad Children's Centre, we are the authority. **There will be no form of "corporal punishment" such as spanking, shoving, demeaning words or aggressive actions while at the Centre.**

#### ***XV. Emergency Disaster Planning***

Fire and earthquake drills will be held once a month. Children will be educated on safety awareness and what could happen in the event of an earthquake or fire. Fire extinguishers are checked regularly. Children are required to bring a small EMERGENCY KIT that is kept at the school. Please ask a staff member for an information sheet on items.

**In the event of an emergency or disaster the children and staff will walk to the northwest side of the parking lot (behind the containers).** Children will remain with staff until it is safe to return. If it is not safe to return we will walk the children to a secure place in Highroad Academy. The staff will then phone parents or the emergency contact number and keep the children safe until they are picked up.

Highroad Children's Centre joins Highroad Academy when doing a **lock down drill**. Drills are held at minimum once a year. This drill may or may not take place during your child's class. Highroad Children's Centre follows Highroad Academy's Policies and Procedures in the event of a lock down. In the event that there is ever an actual lockdown, the **children's** staging area will be at Eden Mennonite Church. The **PARENTS** staging area will be at the Chilliwack Alliance Church. You would wait there until the police gave further directions to you. For more information please speak to a staff member.

## ***XVI. Health and Illness Policy***

Children are instructed to wash hands before and after eating and also after using the washroom. Counters and tables are kept clean and washrooms are sanitized and cleaned daily.

Immunization records are kept on file, including if a child is not immunized.

**If your child shows any visual signs of illness, please keep your child at home. If you are in doubt, please contact the Centre's staff. The following are possible conditions that could warrant staying at home:**

- Pain – unexplained or undiagnosed pain
- Acute cold with fever, runny nose (green mucus) and eyes, coughing and sore throat. When temperature, well-being and energy are normal, coughing and runny nose may continue (depending on the suspect illness) without the child being contagious.
- Difficulty in breathing
- Fever: your child must be **fever free for 24 hours** in order to return to the Centre.
- Infected skin or eyes, or undiagnosed rash
- Headache and stiff neck – should see a physician
- Diarrhea or loose stool
- Nausea, vomiting or abdominal cramps
- Severe itching of body or scalp
- Children with known or suspected communicable diseases

In the case of serious illness or communicable disease other families will be warned about the potential spread of illness or disease. The Health Unit or Licensing Office will be informed within 24 hours of any reportable communicable disease.

**Medicine will only be administered upon written consent and instructions from the parent for each prescription. All medicines will be kept in secure storage or in the kitchen fridge (if necessary).** A written record is kept of the date, time and staff

signature upon administering medication. If we are not comfortable administering a prescription or medicine to a child, it is our right to refuse to do so.

If a child develops visual signs of illness or injury during their time at the centre, the parent or alternate will be contacted and asked to pick the child up. While waiting for pick up, the child will be kept comfortable, in a quiet spot where they can rest and be closely supervised. Reassurance will be given and clothing changed if necessary. First aid will be administered if needed. If the parents are unavailable, the emergency contact numbers will be called. **In a serious emergency situation** the child's physician or an ambulance will be called.

## ***XVII. Accountability***

We are licensed by the Provincial Government under the Community Care Facilities Act. This requires us to be inspected on a regular basis and our staff approved by our Licensing Officer through the Health Department.

The Board of Elders of City Life Church oversees and holds the final responsibility of Highroad Children's Centre. The Highroad Academy School Board is appointed by the church eldership and takes responsibility for the education that takes place in the school. Parents who have concerns or questions in regards to the centre are asked to bring them to the attention of the supervisor and centre staff. The school principal and board are prepared to further address any concerns.

## ***XVIII. Toileting***

All children need to be toilet trained in order to attend the Preschool program. Exceptions may be made for children who require extra support.

## ***IXX. Bringing Items from Home***

Highroad Children's Centre is not responsible for lost items. Children should not bring personal items to the centre unless they have made arrangements for show and share.

## ***XX. Reportable Incident Protocol***

Incidents will be reported in accordance and within 24 hours to the Community Care Facilities licensing office. Some reportable incidents include any type of abuse, disease outbreak, serious falls, aggressive/unusual behaviours, and expected death, missing child, poisoning, motor vehicle injury, other injuries etc. For a more complete list we refer to the reportable incident form. Centre staff will meet to review the incident and discuss how to prevent future occurrences. The supervisor will also hand a copy of the

incident form to the principal for further accountability. A log will be kept in regards to minor accidents including date, time and incident. Parents will also be informed.

## ***XXI. Investigation and Abuse Policy***

British Columbia has mandatory reporting laws regarding child abuse. The Family and Child Services Act states that anyone who has reason to believe that a child has been abused or is likely to be abused or neglected has a legal duty to document and report the matter. If a child is in immediate danger, the police will be called to intervene and a child protection social worker will be contacted to determine whether the child is in need of protection.

Staff will telephone Social services, licensing or the police and document any suspected abuse as well as document whom we spoke with and any direction they gave at the time of the call. All documents will be signed and dated. If the abuse happened at preschool the parents would be notified. If a child discloses abuse, staff will not question the child, but will contact the Ministry of Children and Family, or Licensing. In the event of an ongoing investigation at the preschool, staff will provide the licensing office with a health and safety plan of children in care.

The list of reportable incidents includes the following definitions of abuse: \*

**Emotional Abuse:** any act, or lack of action, which may diminish the sense of well being of a child, such as verbal harassment, yelling or confinement perpetuated by a person not in care.

**Physical Abuse:** any physical force that is excessive for, or inappropriate to, a situation involving a child.

**Sexual Abuse:** any sexual behaviour directed towards a child by any persons in a position of trust, power of authority and includes:

- Any sexual exploitation, whether consensual or not
- Sexual activity between children if the difference in age or power between them is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child.

**Neglect:** the failure of a care provider to meet the needs of a child including food, shelter, care or supervision.

(\* taken from Community Care Facilities Licensing Reportable Incident Form)

If an allegation of abuse is made against a staff member, we will immediately document any actions and the situation that occurred, as well as the allegation and call the licensing officer for further direction. Our school principal and school board will also be informed.